

The Arts Council, Inc. (d.b.a. MartinArts)

Board Meeting Agenda

Wednesday, October 19, 2022

5:30 PM

Court House Cultural Center

Board Members: Karen Barnes, Ken Hooper-Capozzi, Gaby Ferraro, Sheryl Levine, Nicki van Vonno

Ex-Officio Members: Anthony Anderson, Becky Bruner, Doug Smith, Nancy Johnson

- 1) Welcome/Attendance Gaby Ferraro, Chair
- 2) Approve Minutes from July 2022 (enc. p2-3)
- 3) New Business & Presentations
 - a) Growing the Arts Together Nancy Turrell
- 4) Financial Report Karen Barnes, Treasurer
 - a) FY 2022-2023 Budget (enc. p 4-6)
 - b) Reports for Q4 (enc. p 7-8)
- 5) Committee Reports
 - a) Arts Education (enc p 9) Sheryl Levine
 - b) Court House Cultural Center Gallery Ken Hooper Capozzi/Jennifer Hearn
- 6) Executive Director's & Staff Updates Nancy Turrell
 - a) CHCC Building Updates
 - b) Strategic Planning
 - c) MartinArts Magazine Shelby Cofrances
 - d) AEP6 Updates Shelby Cofrances/Katelyn Johnson
 - e) Foundation News & Updates
 - i) Stuart High School Update
 - ii) MartinArts Awards Update Jennifer Hearn
- 7) Chairman's Comments & Updates
- 8) Comments from the Public
- 9) Adjourn

Board Meeting Schedule:

January 18, 2023

April 19, 2023

July 19, 2023

Annual Meeting: September 20, 2023

The Arts Council, Inc.
Board Meeting Agenda
July 26, 2022

Welcome/Attendance: Gaby Ferraro, Chair welcomed members to the meeting and called the meeting to order at 5:33 pm. A quorum was established from the voting board members with the following members in attendance: Karen Barnes, Ken Hooper Capozzi, Gaby Ferraro (on Zoom), Sheryl Levine (on Zoom) and Nicki van Vonno, and Ex-Officio member Becky Bruner attended. Staff in attendance: Nancy Turrell, Laura Tingo, Jennifer Hearn, and Shelby Cofrances and Wendy Nelson.

Approve Minutes: Nicki made a motion to approve the minutes from the April 2022 meeting which was seconded by Karen Barnes; motion carried unanimously. (enclosures 2-3)

New Business & Presentations

- a. **Audit Presentation:** Wendy Nelson of the CPA Firm completed the audit. Karen Barnes provided an overview of the Council's audit. (enclosure)
- b. **Preparation for Year End (9/30/22)** The Board reviewed the various documents. (enclosure 4)

Revisions to the By-laws were reviewed. Changes included staggering terms for Board members and adding a year for the officers currently in place. Ken moved approval of the changes to the bylaws and Karen seconded the motion; motion carried unanimously.

Approval of Officers: Nicki moved that the current officers of the Board continue in their current positions for the new fiscal year, with one year added to their terms. Gaby seconded the motion; motion carried unanimously.

Annual Meeting: The Board agreed to the Annual meeting being scheduled for Sept. 21, 2022.

- c. Updated Human Resources Manual (enclosure) Gaby moved approval and Sheryl seconded the motion; motion carried unanimously.

Financial Reports Karen Barnes, Treasurer reviewed the Financial Reports. While we have a few more liabilities, we are approximately \$ 20,000 ahead of last year's proposed budget. Karen noted no financial issues. She noted membership levels have risen.

Committee reports

- Arts Education Committee: Sheryl Levine
The Committee is recessed for the summer. Committee will discuss upcoming events. Sheryl is exploring various ideas and will be working on arts education issues.
- CHCC Gallery Committee Updates: The Be Squared, Members Exhibit show opened on June 3, 2022. The Dog Days of Summer and various animal and pet events are planned to coincide with the exhibit. The sale of these pieces generated income for the Council from commissions and purchases.

Executive Directors Report: Nancy Turrell provided updated information on the CHCC Building Update. The County will be doing work on the building. The windows to be replaced will not affect the gallery space or programming.

AEP6 (enc p9): This report was delayed due to COVID but May signaled the start of survey collection.

Advocacy: Nancy is working with various entities and advocates to increase arts funding by the Florida legislature.

Nancy reported on Foundation activities. The Stuart High School project is taking a lot of time. We have selected an architect, Mike Nelson who worked on the Kravis Center and Palm Beach DramaWorks theatre. A Historic preservation consultant has also been selected. Consultants have applied to the RFP for a campaign feasibility study. Nancy continues to attend School Board meetings as needed to attend to various issues.

Staff spoke about plans for the MartinArts Awards, aka the Marties awards. It will be held November 3rd at the Lyric Theatre. They will revamp the opening act so as not to over tax the student performers. Email blasts will begin shortly for the event.

Chairman's Comments: None.

Comments from the Public: None.

Adjournment: Gaby moved to adjourn the meeting, Ken seconded; motion carried unanimously, and the meeting adjourned at 6:18 PM.

Submitted by

Nicki van Vonno, Secretary

MEMORANDUM

To: MartinArts (Council) Board
Fr: Wendy Nelson
Nancy Turrell
Dt: October 3, 2022
Re: FY 2022-2023 Budget Notes / Narrative

COUNCIL INCOME NOTES:

- 4110: Grant notice received. Actual Amount.
- 4250: Modest increase in ad sales. Added sponsor amounts to each exhibition. Nearly 80% sponsorship is for the High School Juried Art Show.
- 4300: For artist member members = 6 new members. Using \$125 membership as the median amount = 34 new members (rates are \$50, \$125, \$250 and \$500). Corporate membership starts at from \$60 nonprofit and includes \$250, \$500, \$1000 and \$2,500 levels, increase represents 14 new \$125 small business members.

Note: Developing a PROSPECT List with targeted ask amounts / areas to invest for board and staff to use in achieving our revenue goals. This overlaps both Council and Foundation.

- 4450: Increased monthly contribution from Foundation to \$9,000 (up from \$6,500). Reflects increased staffing for FY23 (more details in expense line). This amount is pending the Foundation's approval.
- 4460: To itemize support for SHS project staff time as the project ramps up. Should be paid from the Campaign vs general operating revenue of the Foundation.
- 4430: Other grants; working on a target list, but most will take effect in the future, they aren't immediate. Also represents annual percentage compensation from WSA to the Council.
- 4610: Room rentals left empty; it's hard to anticipate.
- 4625: Budgeting less due to unknowns with closures for windows.
- 4630: Could go up a little but it is a tenuous market with artists fees. Hard to estimate. We've really done well the past few years growing the base. Also with the window replacement causing a closure; we are going to be short one exhibit and the
- 4635: Art Out of the Closet is undetermined at this point.
- 4650: Always depends on the "market place" which is volatile. And also requires pieces are for sale. The Winter show is tentatively 100% not for sale.
- 4715: Unknown how many public art reviews the City will send to us in the FY.

The budget reflects an overall increase of 20% which equals about \$60,000.

COUNCIL EXPENSE NOTES:

- 5110: Reflects year round employment for current staffing; does not include additional (necessary) expense for a full-time development/fundraising employee. Increases are estimated for FY 23 to begin January 2023 if approved. We had a vacant position for nearly 4 months in the current FY.
- 5230: Most plein air arts day which Stuart Art Supply provided supplies in 2022; this may happen again, but budgeted the actual costs here.
- 5330: Rounded up expenses from current year; anticipating inflation.

- 5340: Reflects one year of a three year payment to Americans for the Arts for the AEP program. This year is year 2; which hasn't been invoiced yet. Accounting fees have been billed but not fully paid.
- 5400: Marketing overall is essentially flat, just moving some categories based on metrics and analysis. Magazine costs are going up (paper is more expensive). Also reflecting new contract position for editing (\$1200/issue) which started with Spring 2022.
- 5510: No funding allocated to Conference/Training; however, this is a concern as staff needs support in learning about trends and better practices in our fields. For example Jennifer is considering a certificate program in volunteer management; we should offer to pay for at least some of the costs of such a program.
- 5600: Assuming some COLA adjustments (ie inflation) in our estimates. Recommend bidding out all our policies.
- 5710: Cost of the Line of Credit.
- 5715: Includes Microsoft, C&W monitoring, Adobe, programs.
- 5735: Adjusting and condensing these line items for clarity. Includes \$1000 to South Florida Cultural Consortium, AFTA, FL Cultural Alliance, and Chamber.
- 5760: Reduced with no cleaning contract (we are doing it ourselves!).
- 5795: Includes phone, power, water and internet.

The Arts Council, Inc.

Budget (FY 22/23) v. Actual (FY 21/22)

October 2021 - September 2022

	TOTAL	
	ACTUAL	BUDGET
Income		
4100 Government Funding/Grants	103,169.85	104,000.00
4200 Private Support/Donations	10,036.41	7,500.00
4250 Sponsorship	11,757.25	14,500.00
4300 Membership	23,005.00	27,000.00
4400 Foundation Support	136,500.00	194,000.00
4600 Cultural Center	23,792.55	12,850.00
4700 All Earned Income	401.69	
Total Income	\$308,662.75	\$359,850.00
GROSS PROFIT	\$308,662.75	\$359,850.00
Expenses		
5100 Personnel	252,691.36	278,400.00
5200 Artistic Services/Fees	11,403.23	12,900.00
5300 Services-Operating & Program	4,637.54	5,720.00
5400 Marketing	23,750.81	23,735.00
5500 Travel	1,092.29	1,275.00
5600 Insurance	4,408.82	6,080.00
5700 Remaining Operating	33,988.89	29,887.00
5800 Interest Expense	248.55	
Total Expenses	\$332,221.49	\$357,997.00
NET OPERATING INCOME	\$ -23,558.74	\$1,853.00
Other Income		
4900 In-Kind Support	21,678.75	
Total Other Income	\$21,678.75	\$0.00
Other Expenses		
5900 In Kind Support	21,678.75	
Reconciliation Discrepancies-1	0.02	
Total Other Expenses	\$21,678.77	\$0.00
NET OTHER INCOME	\$ -0.02	\$0.00
NET INCOME	\$ -23,558.76	\$1,853.00

The Arts Council, Inc.

Profit and Loss

October 2021 - September 2022

	TOTAL	
	OCT 2021 - SEP 2022	OCT 2020 - SEP 2021 (PY)
Income		
4100 Government Funding/Grants	103,169.85	144,136.41
4200 Private Support/Donations	10,036.41	2,600.00
4250 Sponsorship	11,757.25	16,150.00
4300 Membership	23,005.00	21,944.49
4400 Foundation Support	136,500.00	67,998.94
4600 Cultural Center	23,792.55	26,474.06
4700 All Earned Income	401.69	16,658.61
Total Income	\$308,662.75	\$295,962.51
GROSS PROFIT	\$308,662.75	\$295,962.51
Expenses		
5100 Personnel	252,691.36	196,501.07
5200 Artistic Services/Fees	11,403.23	17,329.00
5300 Services-Operating & Program	4,637.54	10,728.88
5365.06 Raffle Prizes (deleted)	0.00	
5400 Marketing	23,750.81	31,912.65
5500 Travel	1,092.29	566.41
5600 Insurance	4,408.82	5,826.06
5700 Remaining Operating	33,988.89	46,144.97
5800 Interest Expense	248.55	460.86
Uncategorized Expenditure	0.00	
Total Expenses	\$332,221.49	\$309,469.90
NET OPERATING INCOME	\$ -23,558.74	\$ -13,507.39
Other Income		
4900 In-Kind Support	21,678.75	25,199.00
Total Other Income	\$21,678.75	\$25,199.00
Other Expenses		
5900 In Kind Support	21,678.75	25,199.00
Reconciliation Discrepancies-1	0.02	
Total Other Expenses	\$21,678.77	\$25,199.00
NET OTHER INCOME	\$ -0.02	\$0.00
NET INCOME	\$ -23,558.76	\$ -13,507.39

The Arts Council, Inc.

Balance Sheet

As of September 30, 2022

	TOTAL	
	AS OF SEP 30, 2022	AS OF SEP 30, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1002 PNC Bank Operating	559.13	12,792.47
1003 PNC Bank Money Market	8,455.03	8,204.26
1003.02 PNC MMA (State Grants)	0.00	0.00
1003.03 PNC MMA (Courtyard Reno)	1,790.35	5,700.35
1003.04 PNC MMA (Tech Grant)	165.37	165.37
1003.05 PNC MMA (License Plate Sales)	2,715.17	2,954.47
Total 1003 PNC Bank Money Market	13,125.92	17,024.45
1015 Cash - Petty - Events	0.00	200.00
1045 Seacoast - Kids Tag Art License Plates	288.84	6,734.92
Total Bank Accounts	\$13,973.89	\$36,751.84
Accounts Receivable	\$0.00	\$0.00
Other Current Assets	\$5,987.69	\$3,370.56
Total Current Assets	\$19,961.58	\$40,122.40
Fixed Assets	\$14,704.52	\$14,704.52
Other Assets		
1051 Community Foundation Endowment	80,607.20	80,607.20
1400 Fine Art - Permanent Collection	34,600.00	34,600.00
Total Other Assets	\$115,207.20	\$115,207.20
TOTAL ASSETS	\$149,873.30	\$170,034.12
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	\$5,146.11	\$6,368.62
Credit Cards		
1060 First Bank of Omaha	12,213.41	7,376.17
Total Credit Cards	\$12,213.41	\$7,376.17
Other Current Liabilities	\$40,569.79	\$40,786.58
Total Current Liabilities	\$57,929.31	\$54,531.37
Total Liabilities	\$57,929.31	\$54,531.37
Equity	\$91,943.99	\$115,502.75
TOTAL LIABILITIES AND EQUITY	\$149,873.30	\$170,034.12



Memorandum

To: Council Board of Directors
Fr: Nancy K. Turrell
Re: Proposal for the Arts Education Committee
Dt: October 7, 2022

Discussion at Art Education committee meetings earlier in the year, and conversations with individual members, has led staff to recommend the following for the Arts Education Committee's future meetings and structure, while remaining with the dictates of the definition of the committee in the bylaws:

1. Invite a wider group of individuals to participate, allowing the committee to be more representative of the community. This may include not only teachers, but also parents, governmental representatives, nonprofit arts education program manager, teaching artists, and residents who are interested in arts education.
2. Set the meeting up as
 - a. Information gathering and sharing among and between members to foster collaboration and communication
 - b. Secure "guest" speakers from model programs across the state, and country (if relevant) via Zoom to learn from those who are doing program we may wish to emulate in the future.

The later part of this (2b) will have a significant impact on our planning for the arts education programming that our community will have once Stuart High School is renovated and repurposed as an arts and cultural center.