

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

## Board Meeting Agenda

Tuesday, August 26, 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 April 2022 (enc. 2-3)
- 3) New Business & Presentations
  - a) Audit Draft Presentation (attached, separately) Wendy Nelson / CPA Firm
  - b) Preparing for Year-End (9/30/22) Nancy Turrell
    - i) Discussion & Review Bylaws (attached, separately)
    - ii) Discussion Board Slate (Members & Officers) (enc. 4)
    - iii) Annual Meeting: Date TBD
    - iv) Meeting Schedule for 22-23
  - c) Updated Human Resources Manual (attached, separately) Nancy Turrell
- 4) Financial Report Karen Barnes, Treasurer
  - a) Reports for Q3 (enc. 4-6)
- 5) Committee Reports
  - a) Arts Education Sheryl Levine
  - b) Court House Cultural Center Gallery Ken Hooper Capozzi
  - c) Strategic Planning Follow Up
    - i) Staffing & Resources
    - ii) Diversity & Outreach
    - iii) Volunteer Program
- 6) Executive Director's & Staff Updates Nancy Turrell
  - a) CHCC Building Updates
  - b) Membership Report Laura Tingo
  - c) MartinArts Magazine
  - d) AEP6 Updates
  - 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

The Arts Council, Inc.  
**Board Meeting Agenda**  
April 26, 2022, 5:30PM

**Welcome/Attendance:** Gaby Ferraro, Chair welcomed board members to the meeting and called the meeting to order at 5:36 pm. A quorum was established from the voting board members with the following members in attendance: Karen Barnes, Sheryl Levine, Nicki van Vonno, and ex-officio Nancy Johnson. Staff in attendance: Nancy Turrell, Laura Tingo, Jennifer Hearn and Wendy Nelson.

**Approve Minutes:** Sheryl Levine / Nicki van Vonno made a motion to approve the minutes from the January 25, 2022; motion carried unanimously.

**New Business & Presentations**

- a. **Audit Draft Presentation:** The audit was tabled for the July meeting.
- b. **Discussion of Strategic Planning Workshop:** members shared their initial reflections on the meeting held the prior week. Overall, they felt some of the commitments made to continue programs needed to be revisited.

**Financial Report:** Karen Barnes provided an overview of the Council's financial position as noted in the Q2 reports including a YTD Budget Comparison. Gaby moved approval and Sheryl seconded the motion; motion approved unanimously.

**Committee reports**

- **Arts Education Committee:** Sheryl Levine  
Sheryl gave an overview of the presentation the committee had from the Sarasota Arts Council and the thoughts of expanding the role of and the membership of committee it generated. Jennifer recapped with Sheryl's input the experience of Plein Air Arts Day and updated members on the High School Juried Art Show.
- **CHCC Gallery Committee Updates:** Jennifer updated members on the upcoming Be Squared member's exhibition noting that 30 plus members had applied and noted the show following this will be the Dog Days of Summer (and other pets, too).

**Executive Directors Report:** Nancy Turrell noted there was no additional information about the County's plans for the CHCC Building. Laura Tingo noted that a mailing follow-up for lapsed donors was being planned to attempt to renew some past donors. Nancy noted that the new MartinArts Magazine was being distributed. AEP6 will be underway shortly; Nancy commented that 20-25% of our surveys must be generated from or at events that are specifically geared to the BIPOC. Nancy stated that we are waiting on the Governor to sign the budget to determine what the grant amount from the Division of Arts & Culture will be starting July 1.

Nancy reported on Foundation activities, specifically noting that tours are underway and that an "intent to lease" document was signed by the School Board.

Jennifer Hearn spoke about plans for the MartinArts Awards which will be held November 3, 2022 at the Lyric Theatre and will honor about 40 nominees.

**Chairman's Comments:** None.

**Comments from the Public:** No comments from the public were made.

**Adjournment:** Nicki / Sheryl moved approval and the meeting adjourned at 6:39PM.

Submitted by Nancy Turrell for Nicki van Vonno, Secretary



# The Arts Foundation for Martin County, Inc.

## Statement of Financial Position Comparison

As of May 31, 2022

|  | TOTAL               |                         |
|--|---------------------|-------------------------|
|  | AS OF MAY 31, 2022  | AS OF MAY 31, 2021 (PY) |
| <b>ASSETS</b>  |                     |                         |
| Current Assets   |                     |                         |
| Bank Accounts  |                     |                         |
| 1054B SEACOAST - WSA                                       | 28,114.63           | 22,811.92               |
| 1056B SEACOAST - operating                                 | 8,344.93            | 85,947.25               |
| 1068B SEACOAST - RON CORBIN                                | 14,678.33           | 16,676.94               |
| 4931B SEACOAST - Money Market                              | 754.87              | 1.15                    |
| 4931B- MM Operating  | 68,939.79           |                         |
| 4931C - Payroll Restricted                                 | 501.68              | 501.68                  |
| 4931D - Cultural Excursions                                | 2,000.00            | 4,180.00                |
| 4931E - Artist Relief Fund                                 | 1,320.00            | 1,320.00                |
| 4931G - Stuart High School Cultural Center                 | 0.00                | 7,387.58                |
| 4931H - The Sheldon & Betty Robbins Therapeutic Music Fund | 1,555.00            | 2,000.00                |
| <b>Total 4931B SEACOAST - Money Market</b>                 | <b>75,071.34</b>    | <b>15,390.41</b>        |
| SEACOAST - SHS Project                                     | 79,984.22           |                         |
| <b>Total Bank Accounts</b>                                 | <b>\$206,193.45</b> | <b>\$140,826.52</b>     |
| Accounts Receivable  | \$0.00              | \$850.00                |
| Other Current Assets                                       |                     |                         |
| 1062 Due from the Arts Council                             | 22,682.03           | 15,343.34               |
| 1101 Pledges Receivable                                    | 0.00                | 0.00                    |
| 1380 Prepaid Insurance                                     | 1,072.00            | 864.75                  |
| 1390 Security Deposits                                     | 241.00              | 231.00                  |
| <b>Total Other Current Assets</b>                          | <b>\$23,995.03</b>  | <b>\$16,439.09</b>      |
| <b>Total Current Assets</b>                                | <b>\$230,188.48</b> | <b>\$158,115.61</b>     |
| <b>TOTAL ASSETS</b>  | <b>\$230,188.48</b> | <b>\$158,115.61</b>     |
| <b>LIABILITIES AND EQUITY</b>                              |                     |                         |
| Liabilities  |                     |                         |
| Current Liabilities  |                     |                         |
| Accounts Payable   | \$6,622.98          | \$3,098.98              |
| Other Current Liabilities                                  | \$31,700.50         | \$70,201.26             |
| <b>Total Current Liabilities</b>                           | <b>\$38,323.48</b>  | <b>\$73,300.24</b>      |
| <b>Total Liabilities</b>                                   | <b>\$38,323.48</b>  | <b>\$73,300.24</b>      |
| Equity   | \$191,865.00        | \$84,815.37             |
| <b>TOTAL LIABILITIES AND EQUITY</b>                        | <b>\$230,188.48</b> | <b>\$158,115.61</b>     |



# The Arts Council, Inc.

Budget vs. Actuals: 2021/2022 Budget by Class - FY22 P&L Classes

October 2021 - June 2022

|                                       | TOTAL               |                     |                    |
|---------------------------------------|---------------------|---------------------|--------------------|
|                                       | ACTUAL              | BUDGET              | OVER BUDGET        |
| Income                                |                     |                     |                    |
| 4100 Government Funding/Grants        | 85,921.00           | 53,313.00           | 32,608.00          |
| 4200 Private Support/Donations        | 9,005.41            |                     | 9,005.41           |
| 4250 Sponsorship                      | 10,157.25           | 18,250.00           | -8,092.75          |
| 4300 Membership                       | 18,790.00           | 21,375.00           | -2,585.00          |
| 4400 Foundation Support               | 110,500.00          | 108,500.00          | 2,000.00           |
| 4500 Special Events - Non Arts Fest   |                     | 2,000.00            | -2,000.00          |
| 4600 Cultural Center                  | 13,724.97           | 17,925.00           | -4,200.03          |
| 4700 All Earned Income                | 1.34                | 600.00              | -598.66            |
| <b>Total Income</b>                   | <b>\$248,099.97</b> | <b>\$221,963.00</b> | <b>\$26,136.97</b> |
| GROSS PROFIT                          | \$248,099.97        | \$221,963.00        | \$26,136.97        |
| Expenses                              |                     |                     |                    |
| 5100 Personnel                        | 179,862.50          | 171,730.76          | 8,131.74           |
| 5200 Artistic Services/Fees           | 10,903.23           | 12,375.00           | -1,471.77          |
| 5300 Services-Operating & Program     | 2,944.48            | 7,000.00            | -4,055.52          |
| 5365.06 Raffle Prizes (deleted)       | 0.00                |                     | 0.00               |
| 5400 Marketing                        | 20,587.59           | 17,350.00           | 3,237.59           |
| 5500 Travel                           | 994.79              | 950.00              | 44.79              |
| 5600 Insurance                        | 3,918.83            | 4,960.00            | -1,041.17          |
| 5700 Remaining Operating              |                     |                     |                    |
| 5710 Service & Finance Charges        | 533.28              | 150.50              | 382.78             |
| 5711 CC Processing Fees               | 1,414.05            | 1,495.00            | -80.95             |
| 5715 Computer Support/Software        | 2,312.45            | 4,721.00            | -2,408.55          |
| 5720 Copier Lease & Maint.            | 3,124.48            | 3,375.00            | -250.52            |
| 5735 Subscriptions                    | 4,415.13            | 2,005.00            | 2,410.13           |
| 5745 Volunteer & Staff Recognition    | 19.99               | 300.00              | -280.01            |
| 5750 Office Expense & Supplies        | 341.17              | 1,050.00            | -708.83            |
| 5755 Postage & Shipping               | 1,213.18            | 1,725.00            | -511.82            |
| 5760 Repairs & Maintenance            | 5,129.27            | 6,115.00            | -985.73            |
| 5795 Utilities                        | 8,593.60            | 8,620.00            | -26.40             |
| <b>Total 5700 Remaining Operating</b> | <b>27,096.60</b>    | <b>29,556.50</b>    | <b>-2,459.90</b>   |
| 5800 Interest Expense                 | 91.70               | 380.00              | -288.30            |
| Uncategorized Expenditure             | 0.00                |                     | 0.00               |
| <b>Total Expenses</b>                 | <b>\$246,399.72</b> | <b>\$244,302.26</b> | <b>\$2,097.46</b>  |
| NET OPERATING INCOME                  | \$1,700.25          | \$ -22,339.26       | \$24,039.51        |
| Other Income                          |                     |                     |                    |
| 4900 In-Kind Support                  | 17,013.11           | 1,500.00            | 15,513.11          |
| <b>Total Other Income</b>             | <b>\$17,013.11</b>  | <b>\$1,500.00</b>   | <b>\$15,513.11</b> |
| Other Expenses                        |                     |                     |                    |
| 5900 In Kind Support                  | 17,013.11           | 1,500.00            | 15,513.11          |



# The Arts Council, Inc.

Budget vs. Actuals: 2021/2022 Budget by Class - FY22 P&L Classes

October 2021 - June 2022

|                                | ACTUAL             | TOTAL                |                    |
|--------------------------------|--------------------|----------------------|--------------------|
|                                |                    | BUDGET               | OVER BUDGET        |
| Reconciliation Discrepancies-1 | 0.02               |                      | 0.02               |
| <b>Total Other Expenses</b>    | <b>\$17,013.13</b> | <b>\$1,500.00</b>    | <b>\$15,513.13</b> |
| NET OTHER INCOME               | <b>\$ -0.02</b>    | <b>\$0.00</b>        | <b>\$ -0.02</b>    |
| NET INCOME                     | <b>\$1,700.23</b>  | <b>\$ -22,339.26</b> | <b>\$24,039.49</b> |

## MartinArts

### GOVERNANCE WORKSHEET

#### FY 2022-23

- *Terms are for 2 years.*
- *Terms should be staggered with no more than 3 members expiring in a single year.*

| 2021-2022 Members                                | Current Officers & Committee Chair | No. of Terms Served | Term Ending | 2022-2023 Slate | Proposed Officer & Committee Chair |
|--|------------------------------------|---------------------|-------------|-----------------|------------------------------------|
| Karen Barnes                                     | Treasurer                          | 1                   | 2023        |                 |                                    |
| Nicki van Vonno                                  | Secretary                          | 1                   | 2023        |                 |                                    |
| Gaby Ferraro*                                    | Chair                              | 2                   | 2022        |                 |                                    |
| Ken Hooper Capozzi                               | Chair, Gallery Committee           | 1                   | 2022        |                 |                                    |
| Sheryl Levine                                    | Co-Chair, Education Committee      | 1                   | 2022        |                 |                                    |
| Doug Smith, BOCC                                 |                                    | Ex-Officio          |             |                 |                                    |
| Becky Bruner, City of Stuart                     |                                    | Ex-Officio          |             |                 |                                    |
| Tony Anderson, Martin County School Board        | Co-Chair, Education Committee      | Ex-Officio          |             |                 |                                    |
| Nancy Johnson, Economic Council of Martin County |                                    | Ex-Officio          |             |                 |                                    |

*\*Not eligible to be reappointed.*