

The Arts Council, Inc.

## Board Meeting Agenda

Tuesday, October 27, 2020, 5:30 PM

Court House Cultural Center

*Board Members: Karen Barnes, Jeff Bowers, Ken Hooper-Capozzi, Gaby Ferraro, Sheryl Levine*

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

- 1) Welcome/Attendance Jeff Bowers, Chair
- 2) Approve Minutes from July 28, 2020 (enc.)
- 3) New Business & Presentations
  - a) Art in Public Places Presentation Susan Kores
  - b) Election of Officers, 2020-2021 (enc.) All
    - i) Chairman
    - ii) Vice Chairman
    - iii) Secretary
    - iv) Treasurer
  - c) Marketing & Branding Nancy Turrell
    - i) Plan for New Logos and Marketing Plan
    - ii) Discussion of Name Change to align with current branding of MartinArts
- 4) Financial Report Karen Barnes, Treasurer
  - a) Year End Financials (enc.)
  - b) Approve Amended Budget for FY 21-22 (enc.)
- 5) Committee Reports
  - a) Arts Education Sheryl Levine
  - b) Court House Cultural Center Gallery Ken Hooper Capozzi
- 6) Executive Director's Report Nancy Turrell
  - a) MartinArts Magazine – potential partnership with St Lucie Cultural Alliance
  - b) Martin County CARES Grant Status
- 7) Comments from the Public
- 8) Adjourn

Next Regular Meeting of the Arts Council Board of Directors: January 26, 2021

The Arts Council, Inc.  
**Board Meeting Agenda**  
July 28, 2020

**Welcome/Attendance:** Jeff Bowers, Chair welcomed board members to the meeting and called the meeting to order at 5:32 pm. A quorum was established from the voting board members with the following members in attendance: Karen Barnes, Jeff Bowers, Maria Miele and Terri Pettengill. Staff in attendance: Nancy Turrell, Jennifer Hearn and Wendy Nelson. No public was in attendance.

**Approve Agenda:** Karen Barnes made a motion to approve the agenda, seconded by Maria Miele; motion carried unanimously.

**Approve Minutes:** Maria Miele made a motion to approve the minutes from the 5/12/20 meeting, seconded by Karen Barnes; motion carried unanimously.

**Financial Report:** Karen Barnes provided an overview of the Council's financial position and reports enclosed. She noted that she had reviewed a preliminary budget and things seemed to be in line for the upcoming year. Maria Miele/Terri Pettengill moved approval, subject to audit; motion carried unanimously.

**New Business & Presentations**

- Update on Roof project and future renovations: Nancy Turrell reported that the County had finished the work on the HVAC system and Roof since our last meeting. She anticipates a report from the architect on the renovation of the 1<sup>st</sup> floor bathroom and windows by the end of August.
- Impact of COVID-19 Crisis: Nancy reviewed the status of successful grants including two related to COVID-19 relief through the CARES act. She also updated members on the efforts of the Arts Foundation to provide relief to artists and through Women Supporting the Arts to small, local nonprofit organizations.
- Members discussed the Annual Meeting, deciding to hold the meeting on September 28<sup>th</sup> but agreeing to wait until after Labor Day to determine if the meeting would be virtual or a hybrid (in person and virtual).
- Members reviewed the enclosed governance worksheet. A nomination to invite Ken Hooper Capozzi to fill the position being vacated by Maria Miele who is term limited out was suggested by Nancy.

**Committee reports**

- Gallery Committee Updates: Maria Miele provided a brief overview of the upcoming All Florida Juried Show set to open in mid-October. The members discussed the January exhibition featuring Clyde Butcher suggesting that we use this exhibition as an opportunity to ramp up membership and improve awareness. It was suggested that he or one of his photos be the cover of the Fall magazine and to consider holding a book signing event.
- Arts Education Committee: Nancy reported for chair Tony Anderson noting that a meeting of this committee has not been held in several months.

**Arts Foundation Updates & News:** Nancy Turrell reported that an executive director had been hired for the St Lucie Cultural Alliance, Alyona Ushe. She noted that she and the staff were working on some branding ideas and would have more information at a later meeting. She

noted that thanks to the Martin County Office of tourism, the Court House Cultural Center was noted in *Family Traveller* as one of the best places to visit with a family. She noted that many donations had been received for Art Out of the Closet which benefits the Council adding that Laura Daniel would be taking the lead from the staff on that event. Tentative dates were September 21-30.

Other Business/Announcements: No other business was discussed.

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

Adjournment: Maria Miele moved to adjourn with a second from Karen Barnes at 6:35 pm; motion carried unanimously.

# The Arts Council of Martin County

## GOVERNANCE WORKSHEET

### FY 2020-21

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

Members with Terms ending 9/30/2020	No. of Terms Served	Eligible to Return (Y/N)   Returning (Y/N)	Nominations for term ending 9/30/2023
Gaby Ferraro	1	Y   Y	Gaby Ferraro
Maria Miele	2	N   N	Ken Hooper Capozzi
Terri Pettengill	1	Y   N	Sheryl Levine

### Members with Terms ending 9/30/2021

Karen Barnes	<1 ( <i>filled vacancy</i> )
Jeff Bowers	2

OFFICERS	Serving 2019-2020	Slate for 2020-2021
Chairman:	Jeff Bowers	
Vice Chair	Maria Miele	
Treasurer:	Karen Barnes	
Secretary	Gaby Ferraro	
<b>COMMITTEE CHAIRS *</b>		
CHCC Gallery (standing)	Maria Miele	Ken Hooper Capozzi
Arts Education (standing)	Tony Anderson ( <i>school board appointee</i> )	( <i>school board appointee</i> )

# The Arts Council, Inc.

## BUDGET VS ACTUAL FY TOTAL

October 2019 - September 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4100 Government Funding/Grants	98,023.41	94,183.00	3,840.41	104.08 %
4200 Private Support/Donations	8,523.96		8,523.96	
4250 Sponsorship	4,500.00	20,500.00	-16,000.00	21.95 %
4300 Membership	26,776.38	35,750.00	-8,973.62	74.90 %
4400 Foundation Support	67,321.28	2,500.00	64,821.28	2,692.85 %
4600 Cultural Center	29,878.43	20,050.00	9,828.43	149.02 %
4700 All Earned Income	1,732.39	500.00	1,232.39	346.48 %
<b>Total Income</b>	<b>\$236,755.85</b>	<b>\$173,483.00</b>	<b>\$63,272.85</b>	<b>136.47 %</b>
<b>GROSS PROFIT</b>	<b>\$236,755.85</b>	<b>\$173,483.00</b>	<b>\$63,272.85</b>	<b>136.47 %</b>
<b>Expenses</b>				
5100 Personnel	107,002.19	105,500.00	1,502.19	101.42 %
5200 Artistic Services/Fees	9,823.00	17,750.00	-7,927.00	55.34 %
5300 Services-Operating & Program	9,903.05	4,450.00	5,453.05	222.54 %
5365 Services-Events -Non Arts Fest (deleted)	243.61	900.00	-656.39	27.07 %
5375 Arts Fest (deleted)	756.00		756.00	
5400 Marketing	16,325.14	14,955.00	1,370.14	109.16 %
5500 Travel	2,108.62	2,500.00	-391.38	84.34 %
5600 Insurance	5,838.05	3,700.00	2,138.05	157.79 %
5700 Remaining Operating	32,947.07	22,045.00	10,902.07	149.45 %
5800 Interest Expense	2,177.84		2,177.84	
<b>Total Expenses</b>	<b>\$187,124.57</b>	<b>\$171,800.00</b>	<b>\$15,324.57</b>	<b>108.92 %</b>
<b>NET OPERATING INCOME</b>	<b>\$49,631.28</b>	<b>\$1,683.00</b>	<b>\$47,948.28</b>	<b>2,948.98 %</b>
<b>Other Income</b>				
4900 In-Kind Support	23,090.50		23,090.50	
<b>Total Other Income</b>	<b>\$23,090.50</b>	<b>\$0.00</b>	<b>\$23,090.50</b>	<b>0.00%</b>
<b>Other Expenses</b>				
5900 In Kind Support	23,090.50		23,090.50	
Reconciliation Discrepancies-1	-2.97		-2.97	
<b>Total Other Expenses</b>	<b>\$23,087.53</b>	<b>\$0.00</b>	<b>\$23,087.53</b>	<b>0.00%</b>
<b>NET OTHER INCOME</b>	<b>\$2.97</b>	<b>\$0.00</b>	<b>\$2.97</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$49,634.25</b>	<b>\$1,683.00</b>	<b>\$47,951.25</b>	<b>2,949.15 %</b>

# The Arts Council, Inc.

## BALANCE SHEET

As of September 30, 2020

	TOTAL	
	AS OF SEP 30, 2020	AS OF SEP 30, 2019 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1001 CenterState Bank	-688.49	-688.49
1002 PNC Bank Operating	9,864.92	13,559.30
1003 PNC Bank Money Market	29,038.43	29,737.88
1015 Cash - Petty - Events	100.00	0.00
1045 Seacoast - License Plates	1,977.21	8,622.78
<b>Total Bank Accounts</b>	<b>\$40,292.07</b>	<b>\$51,231.47</b>
Accounts Receivable		
1100 Accounts Receivable	0.00	11,000.00
1101 Pledges Receivable	5,750.00	0.00
1120 Accounts Receivable Trade	2,500.00	0.00
1125 Due from FPL	0.00	0.00
<b>Total Accounts Receivable</b>	<b>\$8,250.00</b>	<b>\$11,000.00</b>
Other Current Assets		
1310 Undeposited Funds	0.00	0.00
1325 Inventory	435.00	435.00
1380 Prepaid Insurance	5,749.20	5,900.05
1390 Security Deposits	239.00	1,364.00
<b>Total Other Current Assets</b>	<b>\$6,423.20</b>	<b>\$7,699.05</b>
<b>Total Current Assets</b>	<b>\$54,965.27</b>	<b>\$69,930.52</b>
Fixed Assets		
1410 Furniture & Equipment	8,326.98	2,227.98
1420 Computer & Software	32,847.57	26,165.61
1450 Gallery Improvements	74,058.71	74,058.71
1490 Accumulated Depreciation	-94,678.63	-94,678.63
<b>Total Fixed Assets</b>	<b>\$20,554.63</b>	<b>\$7,773.67</b>
Other Assets		
1051 Community Foundation Endowment	60,985.32	60,985.32
1400 Fine Art - Permanent Collection	34,600.00	34,600.00
<b>Total Other Assets</b>	<b>\$95,585.32</b>	<b>\$95,585.32</b>
<b>TOTAL ASSETS</b>	<b>\$171,105.22</b>	<b>\$173,289.51</b>

# The Arts Council, Inc.

## BALANCE SHEET

As of September 30, 2020

	TOTAL	
	AS OF SEP 30, 2020	AS OF SEP 30, 2019 (PY)
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
1550 Accounts Payable	1,864.26	14,001.16
1565 Accounts Payable - Golden Gate	0.00	0.00
1570 Due to Arts Foundation INACTIVE	0.00	0.00
1580 Due to state for unclaimed wage	0.00	0.00
<b>Total Accounts Payable</b>	<b>\$1,864.26</b>	<b>\$14,001.16</b>
Credit Cards		
1060 First Bank of Omaha	7,695.75	14,741.21
<b>Total Credit Cards</b>	<b>\$7,695.75</b>	<b>\$14,741.21</b>
Other Current Liabilities		
1571 Due to Artists	-283.00	-283.00
1572 Due to Arts Foundation	11,120.06	26,509.89
1590 Due to Janeen Mason	1,570.00	1,570.00
2000 403(B) Retirement Plan	0.00	493.98
2015 Due to Martin County Schools-KTA	366.53	7,473.92
2050 Accrued Payroll	0.00	8,205.14
2051 Accrued Liabilities	0.00	0.00
2052 Accrued Compensated Absences	22,678.49	22,678.49
2060 Line of Credit - Seacoast Bank	-150.00	
2200 Sales Tax Payable	-3.51	0.00
2300 Deferred Revenue	0.00	13,036.33
Florida Department of Revenue Payable	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$35,298.57</b>	<b>\$79,684.75</b>
<b>Total Current Liabilities</b>	<b>\$44,858.58</b>	<b>\$108,427.12</b>
<b>Total Liabilities</b>	<b>\$44,858.58</b>	<b>\$108,427.12</b>
Equity		
3000 Opening Bal Equity	0.00	0.00
3200 Perm. Restricted	0.00	0.00
3300 Temp. Restricted	0.00	0.00
3350 Donor Restricted	61,750.00	50,000.00
3400 Unrestricted Fund Balance	14,862.39	-242.00
3500 Board Designated	0.00	0.00
Net Income	49,634.25	15,104.39
<b>Total Equity</b>	<b>\$126,246.64</b>	<b>\$64,862.39</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$171,105.22</b>	<b>\$173,289.51</b>



# The Arts Council, Inc.

## BUDGET OVERVIEW: COUNCIL BUDGET BY QUARTER - FY21

October 2020 - September 2021

	OCT - DEC, 2020	JAN - MAR, 2021	APR - JUN, 2021	JUL - SEP, 2021	TOTAL
<b>Income</b>					
4100 Government Funding/Grants					\$0.00
4110 State	5,575.00	5,575.00	5,575.00	5,575.00	\$22,300.00
4120 County	15,000.00	15,000.00	15,000.00	15,000.00	\$60,000.00
4130 License Plates	500.00	2,000.00	500.00	1,200.00	\$4,200.00
4145 NEA	12,500.00	16,250.00	12,500.00	12,500.00	\$53,750.00
<b>Total 4100 Government Funding/Grants</b>	<b>33,575.00</b>	<b>38,825.00</b>	<b>33,575.00</b>	<b>34,275.00</b>	<b>\$140,250.00</b>
4250 Sponsorship					\$0.00
4251 Ad Sales	1,500.00	1,500.00	500.00	1,500.00	\$5,000.00
4252 Event & Exhibit Sponsors	500.00	1,500.00	4,500.00	0.00	\$6,500.00
<b>Total 4250 Sponsorship</b>	<b>2,000.00</b>	<b>3,000.00</b>	<b>5,000.00</b>	<b>1,500.00</b>	<b>\$11,500.00</b>
4300 Membership					\$0.00
4301 Artist Member	665.00	525.00	1,470.00	420.00	\$3,080.00
4302 Personal Member	3,500.00	4,700.00	2,000.00	2,500.00	\$12,700.00
4303 Corporate Member	2,870.00	2,810.00	375.00	310.00	\$6,365.00
<b>Total 4300 Membership</b>	<b>7,035.00</b>	<b>8,035.00</b>	<b>3,845.00</b>	<b>3,230.00</b>	<b>\$22,145.00</b>
4400 Foundation Support					\$0.00
4420 Sanders Foundation	0.00	20,000.00	0.00	20,000.00	\$40,000.00
4450 Funding from Arts Foundation	300.00	300.00	300.00	0.00	\$900.00
<b>Total 4400 Foundation Support</b>	<b>300.00</b>	<b>20,300.00</b>	<b>300.00</b>	<b>20,000.00</b>	<b>\$40,900.00</b>
4600 Cultural Center					\$0.00
4610 Room Rental	200.00	200.00	200.00	200.00	\$800.00
4615 Donations	500.00	1,500.00	500.00	0.00	\$2,500.00
4630 Juried Show Fees	0.00	0.00	200.00	5,000.00	\$5,200.00
4635 Art Out of the Closet Sales	5,000.00	0.00	0.00	0.00	\$5,000.00
<b>Total 4600 Cultural Center</b>	<b>5,700.00</b>	<b>1,700.00</b>	<b>900.00</b>	<b>5,200.00</b>	<b>\$13,500.00</b>
4700 All Earned Income					\$0.00
4715 Consulting - City of Stuart	200.00	200.00	200.00	200.00	\$800.00
<b>Total 4700 All Earned Income</b>	<b>200.00</b>	<b>200.00</b>	<b>200.00</b>	<b>200.00</b>	<b>\$800.00</b>
<b>Total Income</b>	<b>\$48,810.00</b>	<b>\$72,060.00</b>	<b>\$43,820.00</b>	<b>\$64,405.00</b>	<b>\$229,095.00</b>
<b>GROSS PROFIT</b>	<b>\$48,810.00</b>	<b>\$72,060.00</b>	<b>\$43,820.00</b>	<b>\$64,405.00</b>	<b>\$229,095.00</b>
<b>Expenses</b>					
5100 Personnel					\$0.00
5110 Salaries/Wages	27,165.00	27,165.00	27,165.00	27,165.00	\$108,660.00
<b>Total 5100 Personnel</b>	<b>27,165.00</b>	<b>27,165.00</b>	<b>27,165.00</b>	<b>27,165.00</b>	<b>\$108,660.00</b>
5200 Artistic Services/Fees					\$0.00
5210 Artistic Fees	1,050.00	4,050.00	300.00	0.00	\$5,400.00
5230 Art/Program Supplies	0.00	0.00	4,000.00	0.00	\$4,000.00
5240 Awards/Scholarships	1,000.00	0.00	3,000.00	0.00	\$4,000.00
<b>Total 5200 Artistic Services/Fees</b>	<b>2,050.00</b>	<b>4,050.00</b>	<b>7,300.00</b>	<b>0.00</b>	<b>\$13,400.00</b>





# The Arts Council, Inc.

## BUDGET OVERVIEW: COUNCIL BUDGET BY QUARTER - FY21

October 2020 - September 2021

	OCT - DEC, 2020	JAN - MAR, 2021	APR - JUN, 2021	JUL - SEP, 2021	TOTAL
5300 Services-Operating & Program					\$0.00
5330 Food & Beverage Catering	200.00	350.00	150.00	0.00	\$700.00
5340 Professional Services					\$0.00
5340.01 Legal & Accounting Service	0.00	5,000.00	750.00	0.00	\$5,750.00
<b>Total 5340 Professional Services</b>	<b>0.00</b>	<b>5,000.00</b>	<b>750.00</b>	<b>0.00</b>	<b>\$5,750.00</b>
<b>Total 5300 Services-Operating &amp; Program</b>	<b>200.00</b>	<b>5,350.00</b>	<b>900.00</b>	<b>0.00</b>	<b>\$6,450.00</b>
5400 Marketing					\$0.00
5410 Advertising & Design	2,000.00	0.00	1,500.00	0.00	\$3,500.00
5410.01 Radio	0.00	250.00	0.00	0.00	\$250.00
5410.02 Digital & Electronic	350.00	400.00	375.00	350.00	\$1,475.00
5410.04 Trade Shows/Events	200.00	0.00	0.00	0.00	\$200.00
5420 Printing	4,750.00	0.00	4,000.00	0.00	\$8,750.00
5422 Website	165.00	0.00	0.00	165.00	\$330.00
5425 Marketing/PR Consulting	4,475.00	4,475.00	100.00	50.00	\$9,100.00
5430 Signage/Banners	110.00	110.00	310.00	0.00	\$530.00
<b>Total 5400 Marketing</b>	<b>12,050.00</b>	<b>5,235.00</b>	<b>6,285.00</b>	<b>565.00</b>	<b>\$24,135.00</b>
5500 Travel					\$0.00
5520 Air/ Lodging/Meals	250.00	0.00	0.00	0.00	\$250.00
5530 Mileage Reimbursement	150.00	0.00	0.00	0.00	\$150.00
<b>Total 5500 Travel</b>	<b>400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$400.00</b>
5600 Insurance					\$0.00
5610 Fine Arts Insurance	800.00	0.00	200.00	0.00	\$1,000.00
5615 Property	525.60	0.00	1,016.20	0.00	\$1,541.80
5620 General Liability	1,476.00	0.00	1,276.50	639.75	\$3,392.25
5640 Directors & Officers	457.50	915.00	-686.25	152.50	\$838.75
<b>Total 5600 Insurance</b>	<b>3,259.10</b>	<b>915.00</b>	<b>1,806.45</b>	<b>792.25</b>	<b>\$6,772.80</b>
5700 Remaining Operating					\$0.00
5710 Service & Finance Charges	200.00	200.00	200.00	200.00	\$800.00
5711 CC Processing Fees	350.00	350.00	350.00	350.00	\$1,400.00
5715 Computer Support/Software	1,026.85	1,026.85	1,551.85	1,026.85	\$4,632.40
5720 Copier Lease & Maint.	1,200.00	1,200.00	1,200.00	1,200.00	\$4,800.00
5735 Subscriptions					\$0.00
5735.01 Licenses & Permits	245.00	61.25	0.00	0.00	\$306.25
5735.02 Association Dues	0.00	300.00	2,000.00	0.00	\$2,300.00
5735.03 Dues & Subscriptions	181.00	581.00	81.00	81.00	\$924.00
<b>Total 5735 Subscriptions</b>	<b>426.00</b>	<b>942.25</b>	<b>2,081.00</b>	<b>81.00</b>	<b>\$3,530.25</b>
5745 Volunteer & Staff Recognition	100.00	100.00	100.00	100.00	\$400.00
5750 Office Expense & Supplies	350.00	350.00	350.00	350.00	\$1,400.00
5755 Postage & Shipping	475.00	475.00	405.00	75.00	\$1,430.00
5760 Repairs & Maintenance	1,400.00	1,400.00	1,400.00	1,400.00	\$5,600.00
5795 Utilities	2,800.00	2,800.00	2,800.00	2,800.00	\$11,200.00



# The Arts Council, Inc.

## BUDGET OVERVIEW: COUNCIL BUDGET BY QUARTER - FY21

October 2020 - September 2021

	OCT - DEC, 2020	JAN - MAR, 2021	APR - JUN, 2021	JUL - SEP, 2021	TOTAL
<b>Total 5700 Remaining Operating</b>	<b>8,327.85</b>	<b>8,844.10</b>	<b>10,437.85</b>	<b>7,582.85</b>	<b>\$35,192.65</b>
5800 Interest Expense	350.00	350.00	350.00	350.00	\$1,400.00
<b>Total Expenses</b>	<b>\$53,801.95</b>	<b>\$51,909.10</b>	<b>\$54,244.30</b>	<b>\$36,455.10</b>	<b>\$196,410.45</b>
NET OPERATING INCOME	<b>\$ -4,991.95</b>	<b>\$20,150.90</b>	<b>\$ -10,424.30</b>	<b>\$27,949.90</b>	<b>\$32,684.55</b>
Other Income					
4900 In-Kind Support	1,000.00	1,000.00	1,000.00	1,000.00	\$4,000.00
<b>Total Other Income</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$4,000.00</b>
Other Expenses					
5900 In Kind Support	1,000.00	1,000.00	1,000.00	1,000.00	\$4,000.00
<b>Total Other Expenses</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$4,000.00</b>
NET OTHER INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
NET INCOME	<b>\$ -4,991.95</b>	<b>\$20,150.90</b>	<b>\$ -10,424.30</b>	<b>\$27,949.90</b>	<b>\$32,684.55</b>