

The Arts Council, Inc.
Special Meeting of the Board
AGENDA

Monday December 7, 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) New Business
 - i) Review Recommendations, Approve Change of Payroll to the Council
 - ii) Revised Budget Recommendation
- 3) Comments from the Public
- 4) Adjourn

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

MEMORANDUM

To: Arts Council Board of Directors
Fr: Nancy K. Turrell
Dt: December 2, 2020
Re: Staffing

This memorandum serves as a review of the changes made effective 10/1/2019 and recommendations for the year ahead.

Due to the requirement from Martin County to have the Arts Council become a fully compliant sunshine organization we took the following steps:

- Moved ArtsFest and the mARTies Awards to the Foundation's umbrella, allowing the committees to operate without concern of violating Sunshine.
- Moved staff to the Foundation with a management agreement with the Council to allow staff to operate programs/activities of the Council in exchange for a monthly management fee.
- Moved 75% of the Council's board to the Foundation board, retaining 5 Council board members for continuity purposes. Reduced the Council board to a max of 5 members plus ex-officio members from the County, City, School Board and Economic Council.
- Kept the CHCC Gallery and the Arts Education committee under the Council's purview and operating within the Sunshine.

Since October 2019 a few things were observed:

- Need for marketing and branding effort to clarify to the public the difference between the Council and Foundation, i.e. that the entities are related but not the same.
- Most of the funds available for personnel and operating costs are secured by the Council, especially government grants and the Lawrence A Sanders Foundation (av. \$50,000/year) which was not transitioned to the Foundation.

Steps taken to address the above observations (item in bold needs to be voted on at the special meeting):

- Initiated an RFP process to hire professionals to guide us through a re-branding and marketing planning process for both entities. This starts November 2020 and will take a few months to complete.
- **Recommend moving payroll and staff to the Arts Council effective January 1, 2021.**
 - Reviewing alternatives for payroll management and fees comparison; may recommend changing companies if fees and support services are not favorable. Our current provider is Elite Payroll Service.
- In January approve a new agreement between the Foundation to the Council that outlines:
 - Designation of an annual funding commitment and the process for determining such amount from the Foundation to the Council
 - Hiring and firing of the Executive Director/CEO
 - Details of the relationship between Council and Foundation to be clarified, such as:
 - Description outlining our programmatic relationships
 - Items related to the separate governance of each to secure solid standing in the event of questions related to Sunshine Law arise

The Arts Council, Inc.

BUDGET OVERVIEW: COUNCIL BY QUARTER REV FY21

October 2020 - September 2021

	OCT - DEC, 2020	JAN - MAR, 2021	APR - JUN, 2021	JUL - SEP, 2021	TOTAL
Income					
4100 Government Funding/Grants	33,575.00	38,825.00	33,575.00	34,275.00	\$140,250.00
4250 Sponsorship	2,000.00	3,000.00	5,000.00	1,500.00	\$11,500.00
4300 Membership	7,035.00	8,035.00	3,845.00	3,230.00	\$22,145.00
4400 Foundation Support	300.00	45,300.00	12,800.00	32,500.00	\$90,900.00
4600 Cultural Center	5,700.00	1,700.00	900.00	5,200.00	\$13,500.00
4700 All Earned Income	200.00	200.00	200.00	200.00	\$800.00
Total Income	\$48,810.00	\$97,060.00	\$56,320.00	\$76,905.00	\$279,095.00
GROSS PROFIT	\$48,810.00	\$97,060.00	\$56,320.00	\$76,905.00	\$279,095.00
Expenses					
5100 Personnel	8,750.00	58,450.00	58,450.00	58,450.00	\$184,100.00
5200 Artistic Services/Fees	2,050.00	4,050.00	7,300.00	0.00	\$13,400.00
5300 Services-Operating & Program	200.00	11,350.00	900.00	0.00	\$12,450.00
5400 Marketing	12,050.00	5,235.00	6,285.00	565.00	\$24,135.00
5500 Travel	400.00	0.00	0.00	0.00	\$400.00
5600 Insurance	3,259.10	915.00	1,806.45	792.25	\$6,772.80
5700 Remaining Operating	8,327.85	8,844.10	10,437.85	7,582.85	\$35,192.65
5800 Interest Expense	350.00	350.00	350.00	350.00	\$1,400.00
Total Expenses	\$35,386.95	\$89,194.10	\$85,529.30	\$67,740.10	\$277,850.45
NET OPERATING INCOME	\$13,423.05	\$7,865.90	\$ -29,209.30	\$9,164.90	\$1,244.55
Other Income					
4900 In-Kind Support	1,000.00	1,000.00	1,000.00	1,000.00	\$4,000.00
Total Other Income	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$4,000.00
Other Expenses					
5900 In Kind Support	1,000.00	1,000.00	1,000.00	1,000.00	\$4,000.00
Total Other Expenses	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$4,000.00
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET INCOME	\$13,423.05	\$7,865.90	\$ -29,209.30	\$9,164.90	\$1,244.55