

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

Board Meeting Agenda

Wednesday, May 8, 2024 | 5:30 PM

Location: CHCC Gallery

Board Members: Karen Barnes, Suzy Hutcheson, Chandler Josie, Nerissa Okiye, Nicki van Vonno

Ex-Officio Members: Becky Bruner, Nancy Johnson, Doug Smith, Amy Pritchett

- 1) Welcome/Attendance Nicki van Vonno, Vice Chair
- 2) Approve Minutes from January 2024 (enc. p2-3)
- 3) Financial Report Karen Barnes, Treasurer
 - a) Reports for Q2 (enc. p4-8)
 - b) Financial Review – Company Selection Update
- 4) New Business & Presentations Nancy Turrell
 - a) Americans for the Arts – LAA Summit Presentation
 - b) Access to the Arts Summary
- 5) Program Reports Jennifer Hearn
 - a) Arts Education
 - i) ArtsFest Chalk Art ([video from MCSD](#))
 - ii) Arts Day Recap
 - iii) Marvin S Cone High School Juried Art Show Report
 - b) Court House Cultural Center Gallery (min., enc p9-10)
- 6) Executive Director's & Staff Updates Nancy Turrell
 - a) Harvesting the Arts Report
 - b) Staffing Update
 - c) MartinArts Magazine / Partnership with SLC
 - d) Agreement with Martin County for CHCC
 - e) Jewels of the Arts
 - f) Foundation News & Updates
 - i) Stuart High School Update
 - ii) MartinArts Awards (November 13)
 - (1) RFP for VIP Host
- 7) Chairman's Comments & Updates Nicki van Vonno
- 8) Comments from the Public
- 9) Adjourn

Upcoming Meetings & Events:

- Next Board Meeting: July 10
- Marvin S Cone High School Juried Art Show Awards Night: Tues., April 30 @ 5:30PM
- Sunset Concert at the Gallery: Tues., May 14 @ 5:30PM
- Adaptive Reuse of Historic Buildings Throughout Florida by Rick Gonzalez, REG Architects, Tues., May 21 @ 5:30PM

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

Board Meeting Minutes

Wednesday, January 10, 2024

5:30 PM

Location: Court House Cultural Center

Present

Karen Barnes
Suzy Hutcheson
Nancy Johnson
Chandler Josie
Nerissa Okiye
Nicki van Vonno
Amy Pritchett

Staff

Jennifer Hearn
Tori Hill
Wendy Nelson
Nancy Turrell

Absent

Becky Bruner
Doug Smith

- I. Welcome/Attendance
 - a. Nicki van Vonno called the meeting to order at 5:30PM.
- II. Previous Meeting's Minutes
 - a. Karen Barnes motioned to approve the previous meeting's minutes; Nerissa Okiye seconded the motion. Motion carried unanimously.
- III. Financial Reports
 - a. Karen Barnes reported that the current financial reports are on par with the first quarter of 2023. The Finance Committee continues to meet and work on the 2023-2024 budget which will be available by next Council meeting.
- IV. New Business and Presentations
 - a. Nancy Turrell gave a presentation to the Board regarding the need for stronger relationship building between MartinArts and donors. She emphasized the need for a collaborative and relational approach to donor cultivation, rather than a transactional approach. The Harvesting the Arts luncheon is scheduled for March 13 at Kai Kai Farms. Table host recruitment is ongoing. The AEP6 Report was released and reported that the nonprofit arts and culture sector has an impact of \$35M on the Martin County economy.
- V. Committee Reports
 - a. Danuta Rothschild, an arts education specialist, has been hired by MartinArts to teach mural art in all five Martin County middle schools. In collaboration with the League of Women Voters, the murals will be used as backdrops for various civic engagement events. Arts Day is expected to occur sometime in March.
 - b. A K-8th grade exhibit was shown in the Court House Culture Center gallery and was very well attended. The next exhibit after the All Florida Juried Art Show features three artists and is called "Surreal Boundaries of Reality".
- VI. Executive Director's Updates
 - a. Efforts to replace the Marketing & Communications position within MartinArts are ongoing. The Arts Access listening sessions in Indiantown concluded and a summary of all of the sessions will be put together soon. The MartinArts Winter/Spring magazine was released in December. Nancy has called upon the Finance Committee to look over the costs of operating the CHCC, in order to potentially renegotiate the county management agreement of the CHCC to reflect increased costs. The Stuart High School

project is moving along; a lease agreement has been drafted between the school district and MartinArts, and partnership agreements between the Boys and Girls Club and Stuart Middle School are in progress. ArtsFest will return to Memorial Park February 10 & 11.

VII. Chairman's Comments & Updates – N/A

VIII. Comments from the Public – N/A

IX. Adjourn

- a. Nicki van Vonno entertained a motion to adjourn; Karen Barnes supported the motion, Chandler Josie seconded. Motion carried unanimously. The meeting adjourned at 6:43PM.



Quarterly Financial Report

For the period ended March 31, 2024

Prepared on
April 25, 2024

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Profit and Loss Quarterly

October 2023 - March 2024

	Oct - Dec, 2023	Jan - Mar, 2024	Total
INCOME			
4100 Government Funding/Grants	23,609.25	23,589.25	47,198.50
4200 Private Support/Donations	9,855.30	12,293.00	22,148.30
4250 Sponsorship	1,606.75	12,294.25	13,901.00
4300 Membership	7,379.99	3,718.95	11,098.94
4400 Foundation Support	24,999.00	30,666.33	55,665.33
4500 Special Events - Non Arts Fest	420.00		420.00
4600 Cultural Center	9,658.35	5,081.14	14,739.49
4700 All Earned Income	0.18	200.26	200.44
Total Income	77,528.82	87,843.18	165,372.00
GROSS PROFIT	77,528.82	87,843.18	165,372.00
EXPENSES			
5100 Personnel	60,572.41	68,645.38	129,217.79
5200 Artistic Services/Fees	522.04	1,971.90	2,493.94
5300 Services-Operating & Program	350.60	6,108.27	6,458.87
5400 Marketing	8,662.90	2,305.99	10,968.89
5500 Travel		450.65	450.65
5600 Insurance	752.20	434.92	1,187.12
5700 Remaining Operating	8,055.41	6,353.63	14,409.04
5800 Interest Expense	104.17	143.20	247.37
Total Expenses	79,019.73	86,413.94	165,433.67
NET OPERATING INCOME	-1,490.91	1,429.24	-61.67
OTHER INCOME			
4900 In-Kind Support	205.00	47.50	252.50
4950 Kids Tag Art - Income	55.00	7,377.00	7,432.00
Total Other Income	260.00	7,424.50	7,684.50
OTHER EXPENSES			
5900 In Kind Support	205.00	47.50	252.50
5950 Kids Tag Art - Expenses	-134.10	784.38	650.28
Total Other Expenses	70.90	831.88	902.78
NET OTHER INCOME	189.10	6,592.62	6,781.72
NET INCOME	\$ -1,301.81	\$8,021.86	\$6,720.05

Balance Sheet

As of March 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
1002 PNC Bank Operating	2,992.05
1003 PNC Bank Money Market	5,672.02
1003.02 PNC MMA (State Grants)	707.75
1003.03 PNC MMA (Courtyard Reno)	1,790.35
1003.05 PNC MMA (License Plate Sales)	5,234.77
Total 1003 PNC Bank Money Market	13,404.89
1045 Seacoast - Kids Tag Art License Plates	9,018.66
Total Bank Accounts	25,415.60
Other Current Assets	
1380 Prepaid Insurance	3,461.05
Total Other Current Assets	3,461.05
Total Current Assets	28,876.65
Fixed Assets	
1410 Furniture & Equipment	9,388.91
1420 Computer & Software	33,981.53
1450 Gallery Improvements	74,058.71
1490 Accumulated Depreciation	-102,094.63
Total Fixed Assets	15,334.52
Other Assets	
1051 Community Foundation Endowment	62,574.72
1400 Fine Art - Permanent Collection	34,600.00
Total Other Assets	97,174.72
TOTAL ASSETS	\$141,385.89
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1550 Accounts Payable	5,181.87
Total Accounts Payable	5,181.87
Credit Cards	
1060 First Bank of Omaha	4,655.02
Total Credit Cards	4,655.02
Other Current Liabilities	
1571 Due to Artists	-17.44
2000 403(B) Retirement Plan	-528.92
2015 Due to Martin County Schools-KTA	8,680.63
2050 Accrued Payroll	2,635.00

	Total
2052 Accrued Compensated Absences	6,334.65
2052.01 Extended PTO Illness Bank	8,134.39
Total 2052 Accrued Compensated Absences	14,469.04
2200 Sales Tax Payable	255.02
Total Other Current Liabilities	25,493.33
Total Current Liabilities	35,330.22
Total Liabilities	35,330.22
Equity	
3350 Donor Restricted	50,000.00
3400 Unrestricted Fund Balance	49,335.62
Net Income	6,720.05
Total Equity	106,055.67
TOTAL LIABILITIES AND EQUITY	\$141,385.89



- **Welcome / Call to Order / Attendance** TBD, Chair
 - Meeting called to order at 5:15PM
 - In Attendance: Ken Hooper-Capozzi, Kimberly Everman, Jane Kiehart, Kathy Saigh, Roni Rottner, Sharon Hagin, Maria Miele, Donna Rich, Sheryl Odza, Rickie Leiter (v)
Staff: Jennifer Hearn
 - Absent: Tom Prestopnik, Jennifer Brand, Donna DeFalco, Katie Gianni,
- **Approval of Minutes**
 - Approval March 2024 Committee Minutes – Motion to approve Ken, second by Maria, none opposed.
- **Old Business**
 - Gallery Lights & Fixtures – Still Need to measure tracks and get estimate for replacement before moving forward with fundraising efforts.
- **New Business | Presentations**
 - 2024-2025 Season Calendar Jennifer Hearn
 - Exhibit dates reviewed for approval by committee to share with board at April/May meeting. Motion to approve by Sharon, second, by Roni. Timeline & Task list will be shared with committee by next meeting.
 - Black & white and Realism exhibit details and artist invitations under review to be sent soon. 34th AFJAS call open on CaFE – still need to secure juror.
 - Artist Applications Review Jennifer Hearn
 - Since next season is scheduled, the committee suggests resending notices to artist to inform them they will remain on approved list for future shows but not currently invited to exhibit in upcoming season.
- **Current & Upcoming Exhibitions | Reports & Updates**
 - 2023-2024 Season (Refer to attached Timeline & Task for dates & details)
 - Surreal Boundaries of Reality Ken Hooper-Capozzi, Roni Rottner
 1. Approx 75 guests at reception – informed that there were 3-4 additional events happening in the area. Discussion held on ways to increase attendance for future exhibits.
 - Marvin S. Cone 38th HSJAS Tom Prestopnik, Sharon Hagin
 1. Entries have been submitted and delivered to framer. Approx. 70 entries. Sponsorship requests are pending to past sponsors, parents, etc. Will create email to send to all along with postcards mailed. PR sent to Rickie on 4/1/24.
 - 3rd Annual Members Exhibit Kimberly Everman, Sheryl Odza
 1. Approx. 7 artists have entered to date. Staff is discussing ways to include performing and literary members – will update at next meeting.
 - Abstract Visions Jane Kiehart, Kathy, Saigh, Roni Rottner

1. First round applications are being reviewed and then will send to next artist son lists. Final decisions to be made and artists notified by May 1. Looking for approx 50 pieces in show.

- **Comments from the Public / Additional Discussion**

- SFCC (South Florida Cultural Consortium) – discussed holding workshop to assist artist in writing artist statements and fine tuning applications which are due Sept/Oct. Rickie offered to facilitate and suggested holding in May or June. Will update when date selected.
- **Adjourn** - Motion to adjourn by Sheryl, second by Ken at 6:20PM.
 - Next meeting – May 6 @ 5:15PM

For the Calendar:

- **CHCC Opening/Awards Reception:** Tuesday, April 30, 5:30-7PM
- **Sunset Concert at the Gallery:** Tues., April 9 @ 5:30PM, "Jump into Spring"
- **MartinArts Awards:** November 13, 2024 (tickets via Lyric Theatre in October)
- **ArtsFest:** February 8 & 9, 2025, Memorial Park | Martin County Centennial Celebration

2023 - 2024 Gallery Committee Meeting Dates | Monday @ 5:15pm:

- Oct 2, Nov TBD, Dec 4, Jan 29, Feb No meeting, March 4, April 1, May 6, June 3, July 1, Aug 5, Sept TBD