

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

Members: Karen Barnes, Jeff Bowers, Gaby Ferraro, Maria Miele, Terri Pettengill
Ex-Officio: Anthony Anderson, Becky Bruner, Doug Smith, Nancy Johnson

1. Welcome/Attendance Jeff Bowers, Chair
2. Approve Agenda
3. Approve Minutes from 5/12/20
4. Financial Report Karen Barnes, Treasurer
 - Financials, Quarter Ending 6/30/2019
 - Preliminary Budget for FY 20-21
5. New Business & Presentations
 - Update on Roof project and future renovations Nancy Turrell
 - Impact of COVID-19 Crisis Nancy Turrell
 - Grants Update:
 - State of Florida – Division of Cultural Affairs Cares Grant (\$1,919)
 - National Endowment for the Arts – Cares Grant (\$50,000)
 - State of Florida – Division of Cultural Affairs GPS FY 20-21 (\$22,300)
 - Arts Foundation Response
 - Discussion: Annual Meeting
 - Discussion: Board FY 21-22
 - Governance Worksheet – *Commitments for FY 21 and possible new recruit*
 - By Laws (reference)
6. Committee reports
 - Gallery Committee Updates Maria Miele
 - Arts Education Committee Tony Anderson
7. Arts Foundation Updates & News Nancy Turrell
8. Other Business/Announcements
9. Comments from the Public
10. Adjourn

Annual Meeting: Date TBD (before 10/1)

Next Regular Meeting: October 27, 2020

The Arts Council, Inc.

Board Meeting Minutes

May 12, 2020

Welcome & Attendance: Jeff Bowers welcomed board members to the meeting and called the meeting to order at 6:03 PM, following a few technical difficulties accessing the Zoom platform. A quorum was established from the voting board members with the following members in attendance:

Members Attending: Jeff Bowers, Gaby Ferraro, Karen Barnes

Members Absent: Maria Miele, Terri Pettengill

Ex-Officio Members Absent: Tony Anderson, Becky Bruner, Doug Smith

Public Attending: (none)

Staff: Nancy Turrell, Wendy Nelson

Approve Agenda: Gaby Ferraro made a motion to approve the agenda, seconded by Karen Barnes; motion carried unanimously.

Approve Minutes: Karen Barnes made a motion to approve the minutes, seconded by Gaby Ferraro; motion carried unanimously.

Year End Financial Review: it was noted during the conversation that the financials being reviewed represented the prior fiscal year of the Council which was before the restructuring of the organization and the Arts Foundation for Martin County. Treasurer Karen Barnes noted it was a clean report presented by Mark Brechbill and Associates. Gaby Ferraro moved approval with a second from Karen Barnes; motion carried unanimously.

Finance Report: Karen Barnes presented and reviewed the financials provided in the agenda packet including the financial policy. Gaby Ferraro moved approval; seconded by Karen Barnes and pass unanimously. Jeff Bowers commented that separation is a process not an event.

Committee Reports: no committee reports were given.

Old Business: no old business was discussed

Other Business/Announcements: No other business was discussed.

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

Adjournment: Gaby Ferraro moved to adjourn; seconded by Karen Barnes and passed unanimously. The meeting adjourned at 6:30 PM.

Respectfully submitted by Gaby Ferraro, Secretary

The Arts Council, Inc.

STATEMENT OF FINANCIAL ACTIVITY

October 2019 - June 2020

	OCT - DEC, 2019	JAN - MAR, 2020	APR - JUN, 2020	TOTAL
Income				
4100 Government Funding/Grants	94.76	-94.76	1.91	\$1.91
4110 State		4,170.00	8,343.00	\$12,513.00
4120 County	15,000.00	15,000.00	15,000.00	\$45,000.00
4130 License Plates	1,120.00	1,820.00	1,060.00	\$4,000.00
4145 NEA		10,000.00		\$10,000.00
Total 4100 Government Funding/Grants	16,214.76	30,895.24	24,404.91	\$71,514.91
4200 Private Support/Donations				\$0.00
4206 Special Appeals	6,627.00	1,535.25	20,305.00	\$28,467.25
Total 4200 Private Support/Donations	6,627.00	1,535.25	20,305.00	\$28,467.25
4250 Sponsorship				\$0.00
4251 Ad Sales		1,000.00		\$1,000.00
4252 Event & Exhibit Sponsors	250.00	3,000.00	250.00	\$3,500.00
Total 4250 Sponsorship	250.00	4,000.00	250.00	\$4,500.00
4300 Membership	2,500.00	-2,500.00		\$0.00
4301 Artist Member	630.00	525.00	1,447.51	\$2,602.51
4302 Personal Member	3,421.45	4,672.91	2,029.00	\$10,123.36
4303 Corporate Member	2,870.00	2,810.00	375.00	\$6,055.00
Total 4300 Membership	9,421.45	5,507.91	3,851.51	\$18,780.87
4400 Foundation Support				\$0.00
4410 Community Foundation Grants	11,536.33			\$11,536.33
4420 Sanders Foundation		25,000.00		\$25,000.00
4430 Other Grants	5,784.95		5,000.00	\$10,784.95
Total 4400 Foundation Support	17,321.28	25,000.00	5,000.00	\$47,321.28
4600 Cultural Center				\$0.00
4610 Room Usage		400.00		\$400.00
4612 Ticket Sales/Admission	150.00	262.00		\$412.00
4615 Donations	1,283.55	1,724.49	75.02	\$3,083.06
4630 Juried Show Fees		124.76	-30.00	\$94.76
4635 Art Out of the Closet Sales	50.00			\$50.00
4650 Sale/Commission Item	296.75	4,761.75	1,645.00	\$6,703.50
Total 4600 Cultural Center	1,780.30	7,273.00	1,690.02	\$10,743.32
4700 All Earned Income				\$0.00
4710 Interest Income	1.93	1.87	2.75	\$6.55
4715 Consulting - City of Stuart	1,590.00	0.00	133.33	\$1,723.33
Total 4700 All Earned Income	1,591.93	1.87	136.08	\$1,729.88
Total Income	\$53,206.72	\$74,213.27	\$55,637.52	\$183,057.51
GROSS PROFIT	\$53,206.72	\$74,213.27	\$55,637.52	\$183,057.51

The Arts Council, Inc.

STATEMENT OF FINANCIAL ACTIVITY

October 2019 - June 2020

	OCT - DEC, 2019	JAN - MAR, 2020	APR - JUN, 2020	TOTAL
Expenses				
5100 Personnel				\$0.00
5110 Salaries/Wages	26,250.00	26,250.00	26,250.00	\$78,750.00
5120 Retirement Company	401.83			\$401.83
5130 Health Insurance	1,599.64			\$1,599.64
5140 Payroll Taxes	0.00	0.00	0.00	\$0.00
5160 FL Unemployment	0.72			\$0.72
Total 5100 Personnel	28,252.19	26,250.00	26,250.00	\$80,752.19
5200 Artistic Services/Fees				\$0.00
5210 Artistic Fees	605.00	4,200.00		\$4,805.00
5230 Art/Program Supplies	0.00	165.00		\$165.00
5240 Awards/Scholarships	983.00		2,745.00	\$3,728.00
Total 5200 Artistic Services/Fees	1,588.00	4,365.00	2,745.00	\$8,698.00
5300 Services-Operating & Program				\$0.00
5330 Food & Beverage Catering	283.04	337.56		\$620.60
5340 Professional Services				\$0.00
5340.01 Legal & Accounting Service	62.50	2,500.00		\$2,562.50
5340.02 Project services	5,300.00	419.95		\$5,719.95
Total 5340 Professional Services	5,362.50	2,919.95		\$8,282.45
Total 5300 Services-Operating & Program	5,645.54	3,257.51		\$8,903.05
5365 Services-Events -Non Arts Fest				\$0.00
5365.02 Technical Production			81.00	\$81.00
5365.03 Equipment Rental	104.10	58.51		\$162.61
5365.04 Event Catering		0.00		\$0.00
Total 5365 Services-Events -Non Arts Fest	104.10	58.51	81.00	\$243.61
5375 Arts Fest				\$0.00
5375.11 Storage		567.00	189.00	\$756.00
Total 5375 Arts Fest		567.00	189.00	\$756.00
5400 Marketing				\$0.00
5410 Advertising & Design		1,500.00		\$1,500.00
5410.02 Digital & Electronic	705.75	302.42	285.00	\$1,293.17
5410.03 Newspaper & Magazine		237.50	70.00	\$307.50
5420 Printing	4,291.15	4,656.96		\$8,948.11
5422 Website	439.00	495.00	495.00	\$1,429.00
5430 Signage/Banners	110.00	384.50		\$494.50
Total 5400 Marketing	5,545.90	7,576.38	850.00	\$13,972.28
5500 Travel				\$0.00
5510 Conference/Training	51.00	100.00	-100.00	\$51.00
5520 Air/ Lodging/Meals	206.20	1,452.02		\$1,658.22

The Arts Council, Inc.

STATEMENT OF FINANCIAL ACTIVITY

October 2019 - June 2020

	OCT - DEC, 2019	JAN - MAR, 2020	APR - JUN, 2020	TOTAL
5530 Mileage Reimbursement	162.40			\$162.40
Total 5500 Travel	419.60	1,552.02	-100.00	\$1,871.62
5600 Insurance				\$0.00
5610 Fine Arts Insurance	1,139.00	61.00		\$1,200.00
5615 Property	525.60		1,016.20	\$1,541.80
5620 General Liability	1,476.00		1,273.50	\$2,749.50
5630 Workman's Comp	397.12			\$397.12
5640 Directors & Officers	457.50	915.00	-686.25	\$686.25
Total 5600 Insurance	3,995.22	976.00	1,603.45	\$6,574.67
5700 Remaining Operating				\$0.00
5710 Service & Finance Charges	283.65	160.42	200.72	\$644.79
5711 CC Processing Fees	104.26	991.42	43.22	\$1,138.90
5715 Computer Support/Software	1,257.22	1,089.37	1,601.37	\$3,947.96
5720 Copier Lease & Maint.	1,459.64	1,254.37	1,202.54	\$3,916.55
5735 Subscriptions				\$0.00
5735.01 Licenses	245.00	61.25	200.00	\$506.25
5735.02 Association Dues		300.00	1,052.56	\$1,352.56
5735.03 Dues & Subscriptions	461.50	521.17		\$982.67
Total 5735 Subscriptions	706.50	882.42	1,252.56	\$2,841.48
5745 Volunteer & Staff Recognition		0.24		\$0.24
5750 Office Expense & Supplies	279.98	597.47		\$877.45
5755 Postage & Shipping	610.41	742.78	100.00	\$1,453.19
5760 Repairs & Maintenance	2,717.35	740.21	1,201.72	\$4,659.28
5795 Utilities	2,773.23	2,738.40	2,096.73	\$7,608.36
Total 5700 Remaining Operating	10,192.24	9,197.10	7,698.86	\$27,088.20
5800 Interest Expense	567.77	569.71	572.55	\$1,710.03
Total Expenses	\$56,310.56	\$54,369.23	\$39,889.86	\$150,569.65
NET OPERATING INCOME	\$ -3,103.84	\$19,844.04	\$15,747.66	\$32,487.86
Other Income				
4900 In-Kind Support		3,030.50		\$3,030.50
Total Other Income	\$0.00	\$3,030.50	\$0.00	\$3,030.50
Other Expenses				
5900 In Kind Support		3,030.50		\$3,030.50
Reconciliation Discrepancies-1		-2.97		\$ -2.97
Total Other Expenses	\$0.00	\$3,027.53	\$0.00	\$3,027.53
NET OTHER INCOME	\$0.00	\$2.97	\$0.00	\$2.97
NET INCOME	\$ -3,103.84	\$19,847.01	\$15,747.66	\$32,490.83

The Arts Council, Inc.

BALANCE SHEET

As of June 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1001 CenterState Bank	-688.49
1002 PNC Bank Operating	25,999.43
1003 PNC Bank Money Market	8,460.74
1003.03 PNC MMA (Courtyard Reno)	6,700.35
1003.04 PNC MMA (Tech Grant)	856.74
1003.05 PNC MMA (License Plate Sales)	3,666.10
Total 1003 PNC Bank Money Market	19,683.93
1015 Cash - Petty - Artsfest	0.00
1045 Seacoast - License Plates	1,763.40
1045.01 Seacoast - Kids Tag Art	1,177.21
Total 1045 Seacoast - License Plates	2,940.61
Total Bank Accounts	\$47,935.48
Accounts Receivable	
1100 Accounts Receivable	0.00
1101 Pledges Receivable	0.00
1120 Due from Arts Foundation	0.00
1125 Due from FPL	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1310 Undeposited Funds	0.00
1325 Inventory	435.00
1380 Prepaid Insurance	3,730.08
1390 Security Deposits	1,364.00
Total Other Current Assets	\$5,529.08
Total Current Assets	\$53,464.56
Fixed Assets	
1410 Furniture & Equipment	7,927.98
1420 Computer & Software	32,555.20
1450 Gallery Improvements	74,058.71
1490 Accumulated Depreciation	-94,678.63
Total Fixed Assets	\$19,863.26
Other Assets	
1051 Community Foundation Endowment	60,985.32
1400 Fine Art - Permanent Collection	34,600.00
Total Other Assets	\$95,585.32
TOTAL ASSETS	\$168,913.14

The Arts Council, Inc.

BALANCE SHEET

As of June 30, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1550 Accounts Payable	11,194.40
1565 Accounts Payable - Golden Gate	0.00
1570 Due to Arts Foundation INACTIVE	0.00
1580 Due to state for unclaimed wage	0.00
Total Accounts Payable	\$11,194.40
Credit Cards	
1060 First Bank of Omaha	13,913.20
Total Credit Cards	\$13,913.20
Other Current Liabilities	
1571 Due to Artists	-467.00
1572 Due to Arts Foundation	21,487.47
1590 Due to Janeen Mason	1,570.00
2000 403(B) Retirement Plan	0.00
2015 Due to Martin County Schools-KTA	1,336.87
2050 Accrued Payroll	0.00
2051 Accrued Liabilities	0.00
2052 Accrued Compensated Absences	22,678.49
2060 Line of Credit - Seacoast Bank	-150.00
2200 Sales Tax Payable	-3.51
2300 Deferred Revenue	0.00
Florida Department of Revenue Payable	0.00
Total Other Current Liabilities	\$46,452.32
Total Current Liabilities	\$71,559.92
Total Liabilities	\$71,559.92
Equity	
3000 Opening Bal Equity	0.00
3200 Perm. Restricted	0.00
3300 Temp. Restricted	0.00
3350 Donor Restricted	50,000.00
3400 Unrestricted Fund Balance	14,862.39
3500 Board Designated	0.00
Net Income	32,490.83
Total Equity	\$97,353.22
TOTAL LIABILITIES AND EQUITY	\$168,913.14

The Arts Council of Martin County

GOVERNANCE WORKSHEET

FY 2020-21

- Terms are for 3 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 ?	
Maria Miele	2	N ?	
Terri Pettengill	1	Y ?	

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	
COMMITTEE CHAIRS *		
CHCC Gallery (standing)	Maria Miele	
Arts Education (standing)	Tony Anderson (<i>school board appointee</i>)	(<i>school board appointee</i>)