

### **Call to Order/Attendance**

Nancy Guardabascio, Nancy Goodell, Luci Francis and Vicki Bell

### **Approval of the April 8, 2015 Executive Committee Minutes**

Luci **MOVED** to approve the April 8, 2015 minutes. Nancy Goodell **SECONDED** the motion. Motion passed unanimously.

- **Directors and Officers & Liability Insurance Coverage – Nancy Guardabascio**
  - Nancy reported that the insurance company has agreed to provide a letter to act as evidence of liability insurance coverage for Z-Arts under the Town's policy. Nancy Guardabascio will provide them with a list of our events with a notation that the list is not exclusive. This does not cover the serving of alcohol.
  - Luci will research the cost of Directors and Officers insurance with the Workers Compensation Fund.
- **Annual Appeal letter and/or Membership Drive – Nancy Guardabascio**
  - It was discussed whether the Annual Appeal letter should be sent every year. It was agreed that the letter should be sent out every year as people are expecting the letter now and we don't want to give the impression we don't need their money.
  - Nancy Guardabascio noted that so far this year, our grant awards have been coming in lower than anticipated.
  - July or August is the target date to send the letters. We will incorporate some of the suggestions made by Gigi in her Master's program project.
- **2015-16 Budget – Nancy Guardabascio and Luci**
  - A revised draft budget, dated June 6, 2015 was passed out for review and discussion. Nancy Guardabascio explained that this revised budget was more realistic as to what we might expect from our grant applications. Onstage was reduced to \$1700, and Westaf was reduced to \$1650 to reflect our actual award.
  - The \$1500 for the Humanities quick grant will remain in case the chair position gets filled. Gigi has submitted a letter of resignation as Humanities chair. She is offering to stay on the Board in a limited capacity, hoping to make it easier to fill the position. She will not be pursuing Humanities projects.
  - Donations were reduced to \$1400, a reduction of \$1000. Although donations in 2014-2015 were significantly higher, we don't want to count on that.
  - It is anticipated that the revenue from the Arts and Crafts Fair will be less because of the decision not to place vendors in the hallway. Luci will review and verify the possible revenues.
  - The Performance Events expenses have been revised to reflect the adjustments in grant revenue, the Red Rock Rondo performance and an additional \$200 for receptions to enhance community interaction.
  - Film expense was reduced from \$1000 to \$700.
  - The Workshops & Classes will be increased to \$1000 should a need arise that we need to subsidize an artist. An additional allowance of \$700 is provided to permit funding of children's art classes.

Staff Salary was increased by \$1000 to cover additional hours for the arts and crafts fair.

- Workers Comp insurance could increase with the purchase of D&O insurance.
- There was \$800 put in for equipment expense to help with the possible purchase of lighting and/or a projector.
- Luci will review her records to determine what is paid under Professional Fees.
- There is \$2000 budgeted for Outside Services –Technology with the intent of a) improving our website and b) developing an online application for visual artists. Nancy Goodell offered to look into it before we get serious about hiring someone.
- As it currently looks there is a possibility that we will end the fiscal year with \$25,000 in reserves. The items highlighted in yellow – Workshops – YAZ, Equipment and Outside Services – Technology – are earmarked to be funded by money from the reserves.
- Nancy Guardabascio and Luci will work on revisions to the draft budget and have it finalized by Friday for presentation to the Board on Monday.

○ **Financial Report for May, 2015 – Luci**

- Luci reported that the net income for the month of May was -\$220 but in looking at the YTD numbers, the net income is \$4,568.
- The actual cash balance as of April 30, 2015 is \$25,428.

○ **Other**

▪ **Humanities –**

- Gigi supplied a financial report for the 2014-15 humanities project showing that the budget was overspent by \$683.00. Gigi wrote a personal check to cover the deficit.
- There was also a bill from Steamrollers for the canvas prints in the amount of \$1381.56. Gigi decided to have the photos from the HistoriOydssey tours put on canvas banners. The photos were integrated in with the map of each town. She did not contact anyone on the Board to get approval for the additional expense.
- At this point, we do not know where the posters are – have they been given to the Towns as planned?
- Nancy Guardabascio asked Luci to prepare a financial accounting of Gigi's financial report in an attempt to resolve this before the close of the fiscal year.
- Nancy Goodell commented that it was a good project and it was good for the communities and Z-Arts.

▪ **Staff Work Schedule –**

- Vicki explained that each year, there are four weeks that she needs to take. However, this year, she has only taken one week so far. She is planning on taking another week prior to the end of June. This still leaves approximately 20 – 25 hours that she is requesting be carried over to the next fiscal year. This would give her a little over six weeks to take off between July 1 and June 30.
- Nancy Guardabascio **MOVED** to carry approximately 20 – 25 hours of unused vacation time for our sole staff member to next fiscal year. Luci **SECONDED** the motion. The motion passed unanimously.

- **CCC Visual Arts Agreement –**
  - Nancy Guardabascio stated that she would like to see the agreement revised to reflect that if a piece of artwork displayed in the gallery is sold that it must be substituted by another piece of artwork approved by the Visual Arts Chair prior to its removal.
  - After discussion of the pros and cons of this revision, it was agreed that the matter should be addressed on a case-by-case basis. Nancy Guardabascio will communicate this unstated policy change with both Carol Bold and Julie Hancock.
- **YAZ Funding –**
  - Eva Pelton has requested Z-Arts funding of \$300 for a children's ceramic's class. This request was previously discussed but was postponed to approve the expenditure from the new fiscal year. This will be presented to the full Board at the next meeting.
- **Grants –**
  - The application for the OnStage grants is due June 19<sup>th</sup>.
  - The final report for the UAM Operational grant is due August 1<sup>st</sup>. Nancy Guardabascio and Vicki will work on the preparation of the report.
- **Event Cards –**
  - After discussion of the pros and cons of the event cards, it was agreed that we would no longer use event cards in our promotions.
- **Donation to Shearer Foundation –**
  - Nancy Guardabascio reminded the committee that this had been discussed previously at the April Executive Committee meeting and it was the consensus of the committee at that time, we would not consider the donation. This information did not get relayed to Lisa.
  - Lisa has mentioned that Z-Arts would make a contribution and the \$300 is in the performing arts budget.
  - It was agreed that the Committee needs to stick with the decision that was made in April.
- **Adjournment – Adjourned at Noon**

Next Board Meeting: Monday, June 15, 2015 at Nancy Guardabascio's Home, 7:00pm  
Next Executive Committee Meeting: Wednesday, July 1, 2015 at Nancy Guardabascio's Home, 10:00am

*Vicki S. Bell*  
**Administrative Assistant**

**Date of Approval** July 10, 2015



Executive Committee Minutes  
Nancy Guardabascio's Home  
Wednesday, June 10, 2015