

Chenango Arts Council
Board of Directors Meeting Minutes
January 18, 2024
Chenango Arts Council

Present: J. Baldwin; J. Eaton; ME. Emerson; E. Genute; S. Green; G. LaMonica; V. Lee; M. McKown; A. O'Neill; D. Reppert; J. Skundrich

Not Present: R. Fuller

Quorum was reached.

I. Call to order at 4:34 PM

II. Approve Minutes: The minutes of the 11/16/23 CAC Board of Directors meeting minutes were uploaded for viewing into the board member portal on the CAC website.

Motion to approve: J. Baldwin; Second: G. LaMonica. Motion carried. Minutes approved as presented.

III. Treasurer's Report

- Revenue – \$185,075.77 for the first 6 months of the fiscal year
 - Revenue positives:
 - \$25,500 coming from Community Foundations
 - Individual Donations are \$16,548 to the good
 - Discussed Theater Payment and Fundraising Income
 - Discussed uncategorized income from the DRI; the income and expense from that project are in and out funds.
 - Revenue negatives:
 - Ticket Sales: under 1/2 of the total budget for the fiscal year even after the 2023 Christmas ballet show. CAC has an opportunity to increase attendance to shows.
- Expenses – Are in positive standing.
 - Advertising Budget is at 2/3 of budgeted expense.
 - Based on timing
 - Accounting cost
 - DRI expense is at \$42,672.98; refunded by NBT bank on January 8, 2024

Accounts –

- General Checking - \$\$28,976.34 in general checking
- Restricted Account - \$7058.26 in restricted account
- Line of Credit - \$80,000–Paid off; \$20,000 for DRI sound deposit refunded on January 8, 2024
- DRI/NBT Bridge Loan- \$137,660.05 available

Treasurer J. Skundrich reported that income exceeds expense by \$39,000 for the first 6 months of this fiscal year

IV. Committees – Sign Up Sheet Distributed Via Email

- A. O’Neil sent out as an attachment with committees list and summaries about each Committee, including new committees: Rentals & Annual Appeal
 - Rentals Committee- a new committee. A. O’Neil referenced page on website with theater and areas of the building that are available to rent. Discussed creating a brochure about rental opportunities to increase rental revenue.
- D. Reppert encourages Board Members to sign up
 - Suggests each board member sign up for two committees; one regular committee, and one committee that meets one to two times per year.
- Committees of the Board
 - Executive
 - Audit / Finance
- Committees of the Corporation
 - Board Development
 - Discussed a formal nominating committee as part of board development to attract more talent.
 - Membership
 - Performance
 - Gallery – Committee members include M.B. Miller, M. Conant, S. Green, and A. Zornow
 - J. Eaton interested in joining gallery committee; to submit sign-up form to A. O’Neill.
 - Received grant to have live music in gallery; working on an art gallery, music schedule, starting in the summer.
 - The roof in the gallery has been fixed.
 - M.E. Emerson Shared concern about what is used to hang artwork for the gallery shows, especially the student show.
 - Discussed possibly using magnets or hanging from a wire
 - Gallery committee will discuss solutions
 - Facilities
 - A. O’Neill reported that the facilities building works on maintenance of the building in conjunction with CHIP and NTCI. Facilities committee uses Calendar to discuss building use and what is needed by different groups using the billing space.
 - Meets every other Monday; S. Green is the chair.
- CAC Ad Hoc Committees
 - Fundraising – D. Reppert would like to start with more committee members.
 - Discussed fundraising ideas for a non-gala year
 - D. Rupert suggested bringing in speakers such as an author of children’s books, executives, politicians, investigators, etc. Would have a presenter and a luncheon, and one big ticket item to raffle.
 - Golf tournament
 - Special Events
 - New York ballet wants to come back and do Cinderella will be in spring 2024

- Ticket sales discussed ideas for future shows to have at the theater
- Christmas tentatively scheduled for December 13, 2024: “12/24”
- Dolly Parton show: may not technically be able to support
- A. O’Neill is open to suggestions.
- Grants for Teachers – is a large group; would meet more frequently sometimes of the year
 - no updates at this time.

V. Executive Director’s Report

- A. O’Neill shared about plans for a murder mystery in May 2024; will be a collaboration with NTCI.
 - To be interactive; may be in the conference room
 - Will be informal, with food, wine, and prizes
- For the fiscal year 2023 to 2024 second-half projection:
 - Income is exceeding expenses
 - There will be no secondary draw on the endowment
 - Will need to grow revenue; cannot plan on donations again
- DRI:
 - Sound is done; lights are next
 - Need to find an electrician; Have searched through 42. Electricians
 - The money is in the bank; A. O’Neill met with NBT Bank, and lighting and sound people.

VI. Continuing Business

- D. Reppert reports none at this time.

VII. New Business

- Gala; Luncheon idea (Special Events)
 - Gala committee:
 - Host a gala every other year; committee meets every now and then. Will be starting now to work on securing sponsors and a band. Will meet more as event near. M. E. Emerson shared how event is coordinated. Has included a live painting that is auctioned off.
 - D. Reppert wants to set a date and have a meeting to kick off planning. M. E. Emerson is not chairing the event this year. M. McKown will chair event.
 - Discussed possible locations of country club, car museum.
 - Discussed other possible committee members to ask to participate: Alicia Testani; Kelly Reppert.
 - To collaborate with CAC staff on event.

VIII. Adjourn at 5:33 PM; motion to adjourn by J. Baldwin. Second by G. LaMonica.

- Next Exec Meeting - Thursday February 8, 2024 at 4:30 via Zoom
- Next Full Board Meeting – Thursday, February 15, 2024 at 4:30

Reviewed by A. O'Neill, ED