

Chenango Arts Council  
Board of Directors Meeting Minutes  
November 16, 2023  
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

II. Approve Minutes: The minutes of the 10/19/23 CAC Board of Directors meeting were presented via email. Motion to approve: **??**. Second: **??**. Motion carried. Minutes approved as presented.

#### III. Treasurer's Report

- Revenue – \$88,000; just under 50% of budget
  - Area to Drive Revenue- Ticket Sales, Membership, Workshops – Encourage participation of friends and family
    - Can improve ticket sales – at \$4,400; just at 19% of budgeted income
      - Getting people to shows help encourage continued corporate support
- Expenses – (Bottom up); just over 50%
  - Based on timing
  - Payroll – same
  - Performances – Timing; not to worry
  - Rent – Paid June rent in July; paid November rent already
  - Legal/Professional Fees – Just above budget; is going to go up each year

#### Accounts –

- General Checking - \$12000 in general checking
- Restricted Account - \$7000 in restricted account
- Line of Credit - \$40,000– Alecia to speak on DRI during Exec Director Report

\$12,000- Deposited into General Checking from Greater Norwich Foundation  
(RC Smith allocated \$5000)

Draw on Endowment – Has approved in budget for second draw

- Meeting on December 6, 2023, 4:30PM at the CAC Arts Council – Will meet to review total amount will be needed to draw for remainder of the year.

#### IV. Committees – Sign Up Sheet Distributed Via Email

- A. O'Neil sent out as an attachment with details on each Committee
- D. Reppert encourages Board Members to sign up
- A O'Neil to prepare a chart that lists each committee broken down by focus with brief description and how often they meet; will list who is already on those committees.
- Committees of the Board
  - Executive
  - Audit / Finance
- Committees of the Corporation
  - Board Development
    - Sarah Green Appointed to Secretary Position
    - Potential New Board Member:
      - Lisa Fiegenbaum was a guest at the October 19, 2023 & this BOD meeting; Lisa is interested in becoming a board member
      - D. Reppert asked Lisa to step out
      - 3 seats available; Lisa will be filling Michelle's term; will be a full term until June 2026
      - D. Reppert asked for a Motion
        - Motion from V. Lee; Second – J. Skundrich; all approved; none opposed
  - Membership – Channel 12 pushing membership/member show
    - Reporter visited to talk about Member show; on December 8, 2023
    - A. O'Neil put in a plug for Membership and the benefits to artists and prior CAC artist success stories
  - Performance – Channel 12 will interview NYBT after Thanksgiving
    - Zoom interview with a members of the Ballet coming up in December 2023
  - Gallery – Members Show Opens December 8, 2023 at 5:30PM
    - Met on November 15, 2023
    - Received grant to have live music in gallery
    - Gallery committee accepts proposals for shows
    - Artists to exhibit need to become members first
  - Facilities
    - NTCI preparing for Scrooge – On December 1, 2023
- CAC Ad Hoc Committees
  - Fundraising – Will schedule first in-person meeting in December 2023
  - Special Events
  - Grants for Teachers – Campaign moved to launch March 2024
    - Next meeting on November 29, 2023
    - Second meeting on January 3, 2023

#### V. Executive Director's Report

- Season (so far) Income v Expense Update
  - Income from Shows
    - Sponsorships for the Year:
      - Pearl Gilmore – Gallery Musicians

- Follet Foundation has not come in yet
  - Community Foundation declined; have another project to apply for
  - Presented Calculation from NBT Bank & NBT Insurance
- Ticket Sales – Alecia tracks and shows projection for next season
  - Includes estimated ticket sales
    - Film & Strings – 72 tickets
    - M. McKown asked - A. O’Neil will send out discount rates for group
  - Met with Florence Doller NBT Sponsorship
    - A. O’Neil sent letter to NBT following meeting and an outline of how they would spend the money; hoping for \$19,000
  - New York Theatre Ballet opens December 13, 2023
    - By full Board meeting will have numbers
  - Dance Schools Invited / Group & Dance Student Discounts Available
    - Local dance schools and possibly in Binghamton, Oneonta & Cooperstown
- DRI Update
  - A. O’Neil updated BOD having received signed and executed agreement from NYS; is currently at the bank. Bank to confirm Bridge Loan and will get \$42,000. CAC will give bills to the bank.
    - Will have new lights and sounds for Christmas shows
    - Next will be curtains, seats, etc.
    - Will discuss how to apply the \$42,000 during December 6, 2023 Meeting

#### VI. Continuing Business

- E. Genute – Asked about Nina’s insurance covering having alcoholic beverages at Arts Council for events/shows; E. Genute had looked into this and it seems needed
  - A. O’Neil getting clarification from our insurance about liability and if additional coverage is needed.

#### VII. New Business

- Holiday Party
  - D. Reppert asked thoughts on having BOD holiday party
    - M.E. Emerson – Offered to host; can bring a guest and a dish to pass
      - Scheduled for December 21, 2023 at 5:30PM

#### VIII. Adjourn

- Next Exec Meeting - Thursday December 14, 2023 at 4:30 via Zoom
- Next Full Board Meeting – NONE IN DECEMBER
  - Thursday, January 18, 2024 4:30 at Arts Council
- Adjourn: Motion to adjourn: J. Baldwin. Second: G. LaMonica. Motion carried. Meeting adjourned at 5:28p.m.

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Minutes recorded and submitted by S. Green, Secretary

Reviewed by A. O'Neill, ED