



## Board of Directors AGENDA–March 9, 2021

Online Meeting via Zoom – see link below

### CALL TO ORDER – 7:00 p.m.

1. Roll Call/Sign-in Sheet
2. Board Member Comments
3. Member Comments

### CONSENT CALENDAR *(items will not be discussed unless requested by a Board member)*

1. Approve Minutes of February 9, 2021 *[p. 2-3]*
2. Approve Financial Reports for February 2021 *[p.4-6]*
3. Receive and file Year-to-Date Membership Listing *[p.7]*

### COMMITTEE REPORTS

1. Community Support
  - AmCan By the Bay
  - Student Scholarships
  - Video Teaching Update (Jana's project)
2. Member Services
  - See's Candy fundraising
  - Welcome Center Artwork
3. Art Extravaganza – Initial Planning Efforts
4. Mosaic Update

### BUSINESS CALENDAR

1. Review Bylaws and Policy Manual

### OTHER BUSINESS/FUTURE AGENDA ITEMS

### Announcements

### ADJOURN

Join Zoom Meeting

<https://us02web.zoom.us/j/82342293900?pwd=VTFic281UnJMU2Z2RHhhdTZZRnpNZz09>

Meeting ID: 823 4229 3900

Passcode: 071497

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**American Canyon Arts Foundation**  
**Board of Directors Meeting Minutes – February 9, 2021**

**CALL TO ORDER:** President Krueger called the online meeting to order at 7:06 via zoom.

1. ***Board Members Present:*** Patti Krueger, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Clarence Mamaril, Jana Mielle Olano, Scott Thomason, Directors  
***Board Members Absent:*** Joey McNaughton, Roberta Labaw, Directors  
***Members/Guests Present:*** None
2. **Board Member Comments** – None.
3. **Member Comments** – None.

**CONSENT CALENDAR** *On motion by Scott Thomason, seconded by Clarence Mamaril, the consent calendar was approved.*

1. Approve Meeting Minutes for January 12, 2021
2. Approve Meeting Minutes for the Annual Membership Meeting of January 26, 2021
3. Approve Financial Reports for January 2021

**COMMITTEE REPORTS**

1. **See's Candy Fundraising:** President Kreuger reviewed the guidelines for the online Yum-raising program, which could run year-round. Anyone can go online, order See's and have it delivered. If the order is less than approximately \$69, you'll pay a shipping fee. We get a percentage of each sale. We can also use our PayPal account and let people order/pay for chocolate and we'll pick it up in Petaluma. This saves shipping charges but is extra work for us. We would also need to have a central distribution point. For now, we'll promote an Easter Yum-raising with a deadline of March 19. We can also offer a one-time pickup at about the same time. Mark will send out the links to Yum-raising, and post to the website and Facebook. Scott indicated he has family in Petaluma and would be happy to pick up the candy.
2. **Membership Renewal/Listing:** Mark noted he can generate a Membership Listing, which was attached. He will need to add the Life Members to the list. The Board wanted to send out another membership reminder notice to former members.
3. **Mosaic Art Project:** Patti discussed the status of the project and what still needed to get done. Mark reported we have permission to set up at the old Umpqua Office in the Canyon Plaza. We talked about trying to get the project completed this year, near the Boys & Girls Club's third year anniversary. Scott indicated he might be able to find someone who could install the finished panels, and we agreed to relocate the tiles to the Umpqua office on Monday, Feb. 15 at 10am.

**BUSINESS CALENDAR**

1. **Review Bylaws and Policy Manual:** Mark noted that he included the latest Bylaws and the section in the Policy Manual relating to Board Responsibilities. This was for the benefit of new board members. There was discussion about amending the Bylaws to include electronic meetings, and then whether we should address term limits. The goal was to decide on any changes at the March meeting and then hold a special membership meeting to vote on the changes, possibly a month later. We should also clean up the Policy Manual, which has not really been reviewed since it was adopted back in 2014.
2. **Confirm Goals and Projects for 2021:** We agreed on the following projects/events.
  - Participate in Earth Day activities
  - Support Jana's Online Art Class project
  - Finish the Mosaic Art Project
  - Art Extravaganza (in August)
  - Pygmalion Art Contest
  - Support City's Teen Talks
  - Update Bylaws & Policy Manual
  - 4<sup>th</sup> of July—booth and/or Music
  - Pumpkin Path Project
  - Holiday Boutique--tentative

**ACAF Board Meeting Minutes**  
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- Art Shows at Welcome Center/Library
  - Musical Events throughout the year
  - Public Art Exhibits and installations
  - Student Scholarships & Teacher Grants
3. Online Art Classes: Jana discussed her proposal to offer online zoom classes and thanked Clarence for his help. She would use ACAF members as teachers as well as ACHS students. The format would be roughly a one-hour session, and it would start out as an overview of the art, music, photography, poetry, etc. Additional courses could be provided based on the interests of the students. The initial course might be free and then charge a modest amount for the ongoing sessions. Her next steps are to find more instructors and then start promoting.

**OTHER BUSINESS/FUTURE AGENDA ITEMS**

In March, we want to review the Bylaws and Policy Manual; get updates on the Mosaic Art Project and See's Candy; and start preliminary planning for the Art Extravaganza.

***The meeting adjourned at 8:44pm.***

*Minutes submitted by*  
*Mark Joseph, Secretary/Treasurer, 2/21/21*

**American Canyon Arts Foundation**  
**Balance Sheet--Prior Year Comparisons**  
**As of February 28, 2021**

	Dec 31, 14	Dec 31, 15	Dec 31, 16	Dec 31, 17	Dec 31, 18	Dec 31, 19	Dec 31, 20	Feb 28, 21
<b>ASSETS</b>								
Current Assets								
Checking/Savings								
ACAF Checking	12,076	4,997	7,992	10,306	17,228	16,916	14,583	15,336
PayPal Account	413	1,175	4,136	4,571	5,950	7,290	7,406	7,736
Total Checking/Savings	12,489	6,173	12,128	14,877	23,178	24,206	21,989	23,073
Accounts Receivable								
Accounts Receivable	0	0	0	0	0	0	0	250
Total Accounts Receivable	0	0	0	0	0	0	0	250
Total Current Assets	12,489	6,173	12,128	14,877	23,178	24,206	21,989	23,323
Other Assets								
Equipment & Fixtures	0	1,727	1,727	3,036	3,036	3,036	3,036	3,036
Total Other Assets	0	1,727	1,727	3,036	3,036	3,036	3,036	3,036
<b>TOTAL ASSETS</b>	<b>12,489</b>	<b>7,900</b>	<b>13,855</b>	<b>17,913</b>	<b>26,214</b>	<b>27,242</b>	<b>25,025</b>	<b>26,359</b>
<b>LIABILITIES &amp; EQUITY</b>								
Liabilities								
Current Liabilities								
Accounts Payable								
Accounts Payable	0	0	0	0	0	1,838	0	0
Total Accounts Payable	0	0	0	0	0	1,838	0	0
Other Current Liabilities								
Equip-Fixture Offset	0	1,727	1,727	3,036	3,036	3,036	3,036	3,036
RF-Grants	9,775	0	2,250	2,425	5,300	0	0	0
RF-Public Art	0	0	0	85	2,725	3,022	3,532	3,672
RF-Scholarships	0	0	35	5	25	75	90	165
Sales Tax Payable	0	0	229	323	8	170	1	1
Total Other Current Liabilities	9,775	1,727	4,241	5,874	11,094	6,302	6,658	6,873
Total Current Liabilities	9,775	1,727	4,241	5,874	11,094	8,140	6,658	6,873
Total Liabilities	9,775	1,727	4,241	5,874	11,094	8,140	6,658	6,873
Equity								
Retained Earnings	7,117	2,714	6,173	9,614	12,039	15,120	19,102	18,367
Net Income	-4,403	3,459	3,441	2,425	3,081	3,982	-735	1,118
Total Equity	2,714	6,173	9,614	12,039	15,120	19,102	18,367	19,485
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>12,489</b>	<b>7,900</b>	<b>13,855</b>	<b>17,913</b>	<b>26,214</b>	<b>27,242</b>	<b>25,025</b>	<b>26,359</b>

# American Canyon Arts Foundation

## Profit & Loss Prior Year Comparison

### January through February 2021

	Jan - Feb 21	Jan - Feb 20	\$ Change	% Change
<b>Income</b>				
<b>41-Contributions</b>				
4150 Donations and Sponsorships	250.00	0.00	250.00	100.0%
4151 Donations-ACAF Members	110.00	5.00	105.00	2,100.0%
4180 Memberships	1,300.00	580.00	720.00	124.1%
<b>Total 41-Contributions</b>	<b>1,660.00</b>	<b>585.00</b>	<b>1,075.00</b>	<b>183.8%</b>
<b>42-Service Inc.</b>				
4240 Entry Fees	-40.00	0.00	-40.00	-100.0%
4250-Annual Dinner Tickets	0.00	1,215.00	-1,215.00	-100.0%
<b>Total 42-Service Inc.</b>	<b>-40.00</b>	<b>1,215.00</b>	<b>-1,255.00</b>	<b>-103.3%</b>
<b>44-Sales</b>				
4420 Non-Taxable Sales	380.66	20.00	360.66	1,803.3%
<b>Total 44-Sales</b>	<b>380.66</b>	<b>20.00</b>	<b>360.66</b>	<b>1,803.3%</b>
<b>45-Other Rev.</b>				
4510 Miscellaneous Revenues	0.00	2.00	-2.00	-100.0%
<b>Total 45-Other Rev.</b>	<b>0.00</b>	<b>2.00</b>	<b>-2.00</b>	<b>-100.0%</b>
<b>Total Income</b>	<b>2,000.66</b>	<b>1,822.00</b>	<b>178.66</b>	<b>9.8%</b>
<b>Gross Profit</b>	<b>2,000.66</b>	<b>1,822.00</b>	<b>178.66</b>	<b>9.8%</b>
<b>Expense</b>				
<b>52-Member Benefits</b>				
5250-Annual Dinner Expense	0.00	1,584.45	-1,584.45	-100.0%
<b>Total 52-Member Benefits</b>	<b>0.00</b>	<b>1,584.45</b>	<b>-1,584.45</b>	<b>-100.0%</b>
<b>56-Program Costs</b>				
5620 Facility & Equip. Rental	300.00	200.00	100.00	50.0%
5688 Inventory - Program Suppli	222.31	0.00	222.31	100.0%
<b>Total 56-Program Costs</b>	<b>522.31</b>	<b>200.00</b>	<b>322.31</b>	<b>161.2%</b>
<b>57-Admin Exp.</b>				
5710 Bank Fees & Charges	9.88	2.86	7.02	245.5%
5730 Member Dues-Other Agencies	350.00	0.00	350.00	100.0%
<b>Total 57-Admin Exp.</b>	<b>359.88</b>	<b>2.86</b>	<b>357.02</b>	<b>12,483.2%</b>
<b>Total Expense</b>	<b>882.19</b>	<b>1,787.31</b>	<b>-905.12</b>	<b>-50.6%</b>
<b>Net Income</b>	<b>1,118.47</b>	<b>34.69</b>	<b>1,083.78</b>	<b>3,124.2%</b>

**American Canyon Arts Foundation**  
**Profit & Loss by Class**  
January through February 2021

	10-General &...	31-Arts in April	44-Community ...	TOTAL
<b>Income</b>				
<b>41-Contributions</b>				
4150 Donations and Sponsorships	0	0	250	250
4151 Donations-ACAF Members	110	0	0	110
4180 Memberships	1,300	0	0	1,300
<b>Total 41-Contributions</b>	1,410	0	250	1,660
<b>42-Service Inc.</b>				
4240 Entry Fees	0	-40	0	-40
<b>Total 42-Service Inc.</b>	0	-40	0	-40
<b>44-Sales</b>				
4420 Non-Taxable Sales	381	0	0	381
<b>Total 44-Sales</b>	381	0	0	381
<b>Total Income</b>	1,791	-40	250	2,001
<b>Gross Profit</b>	1,791	-40	250	2,001
<b>Expense</b>				
<b>56-Program Costs</b>				
5620 Facility & Equip. Rental	300	0	0	300
5688 Inventory - Program Suppli	222	0	0	222
<b>Total 56-Program Costs</b>	522	0	0	522
<b>57-Admin Exp.</b>				
5710 Bank Fees & Charges	10	0	0	10
5730 Member Dues-Other Agencies	350	0	0	350
<b>Total 57-Admin Exp.</b>	360	0	0	360
<b>Total Expense</b>	882	0	0	882
<b>Net Income</b>	<b>908</b>	<b>-40</b>	<b>250</b>	<b>1,118</b>

12:04 PM

03/08/21

Accrual Basis

# American Canyon Arts Foundation

## Membership Report--Summary

### January through December 2021

Date	Num	Name	Memo	Split	Amount
<b>Income</b>					
<b>41-Contributions</b>					
<b>4180 Memberships</b>					
01/19/2021	6490	Alan Kenck	Annual Family renewal (Pat & Alan)	ACAF Checking	65.00
01/12/2021	2717	Arvind Nischal	Family Membership, 2021 (Arvind & Jyoti)	ACAF Checking	65.00
01/31/2021		Bob Harris	Life Member	4180 Memberships	0.00
01/31/2021		Bonnie Waxman	Life Member	4180 Memberships	0.00
01/31/2021		Brenda Knight	Life Member	-SPLIT-	0.00
01/26/2021		Brent Cooper	Individual Membership Renewal, 1/15/21	PayPal Account	35.00
01/26/2021	5768	Brenton Beck	Individual membership renewal, 2021	ACAF Checking	35.00
01/26/2021		Cherol Ockrassa	Individual Membership Renewal, 1/24/21	PayPal Account	35.00
01/26/2021	4231	Clarence Mamaril	Adult Band membership, 2021 (Jammin' Fil-Ams)	ACAF Checking	80.00
03/08/2021		Debra Casper	Individual Member Renewal	PayPal Account	35.00
02/04/2021	1108	Donna Livingston-Fitch	Individual Renewal	ACAF Checking	35.00
01/19/2021	8922	Elizabeth Goff	Annual Family Renewal (Beth and Andrew)	ACAF Checking	65.00
01/19/2021	7191	Fran Lemos	Annual Renewal	ACAF Checking	35.00
02/04/2021	2611	Francoise Bowlby	Individual Renewal	ACAF Checking	35.00
01/26/2021	4231	Jana Mielle Olano	Student Membership; paid by Clarence Mamaril	ACAF Checking	10.00
01/05/2021	7538	Jonette McNaughton	Family Membership, 2021 (Jonette, Joey & Austin)	ACAF Checking	65.00
01/31/2021		Keith Caldwell	Life Member	4180 Memberships	0.00
02/26/2021	1493	Kenneth Leary	Individual Membership Renewal	ACAF Checking	35.00
02/04/2021	2438	Laurine Fuqua	Individual Renewal	ACAF Checking	35.00
01/26/2021		Lawrence & Nathell Buford	Family Membership Renewal, 1/23/21	PayPal Account	65.00
02/04/2021	1070	Lee Bufalini	Individual Renewal	ACAF Checking	35.00
01/28/2021		Maggie Ford	Individual Renewal	PayPal Account	35.00
01/12/2021	119	Mark & Cheryl Joseph	Family Membership, 2021 (Mark & Cheryl)	ACAF Checking	65.00
01/12/2021		Nance Matson	Family Membership, 2021 (Nance Matson, Sande Sutter)	PayPal Account	65.00
01/12/2021		Patti Krueger	Individual Membership, 2021	PayPal Account	35.00
01/19/2021	3684	Robert Johnson	Annual Renewal	ACAF Checking	35.00
01/05/2021	4460	Roberta & Steve LaBaw	Family Membership, 2021 (Roberta & Steve)	ACAF Checking	65.00
01/12/2021	255	Ron Hamilton	Individual Membership, 2021	ACAF Checking	35.00
01/26/2021		Scott Thomason	Individual Membership Renewal, 1/19/21	PayPal Account	35.00
01/26/2021	2773	Shanda Neumeier	Family Membership, (plus Chris Eagle)	ACAF Checking	65.00
01/26/2021		Teresa Abeyta	Individual Membership Renewal, 1/17/21	PayPal Account	35.00
01/26/2021	10586	Terry Birkholz	New Membership for Thomas Birkholz, and not Terry	ACAF Checking	35.00
01/19/2021	6370	Toni Richey	Annual Family Renewal	ACAF Checking	65.00
Total 4180 Memberships					1,335.00
Total 41-Contributions					1,335.00
Total Income					1,335.00
Gross Profit					1,335.00
Expense					
<b>Net Income</b>					<b>1,335.00</b>