



Board of Directors AGENDA – April 9, 2019

American Canyon Public Library – Meeting Room

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 March 12, 2019
2. Approve Financial Reports for March 2019

COMMITTEE REPORTS

1. Community Support
 - a. Student Scholarships
 - b. School Grants – Call For Proposals
2. Member Services
 - a. Pygmalion Art Contest – need to set dates and details
 - b. Announcement of ACAF's Organizational Award Winner and Certificate Winners
3. Mosaic Art Project
4. Art Extravaganza De-Briefing

BUSINESS CALENDAR

1. Special Membership Meeting—set date, time and agenda

OTHER BUSINESS/FUTURE AGENDA ITEMS

Announcements

1. AmCan By the Bay – Saturday, April 13, 10-2pm; we'll have our Mosaic Art project going
2. Community Recognition Ball, April 27, Community Gym. Doors open at 5:30
3. Scholarship Awards, ACHS Theater, May 30, 6-8pm (get there 10 minutes early to pick up materials)

ADJOURN

American Canyon Arts Foundation
Board of Directors Meeting Minutes – March 12, 2019

CALL TO ORDER: Secretary/Treasurer Mark Joseph called the meeting to order at 7:15pm.

1. **Board Members Present:** Patricia Oro, Vice-President; Mark Joseph, Secretary/Treasurer; Francoise Bowlby, Gloria Fouts, Ari Hood, Robert Johnson, and Jonette McNaughton, Directors
Board Members Absent: Patti Krueger, President, Fayza Hamid, Joey McNaughton, Arvind Nischal, Joyti Nischal, Directors
Members/Guests Present: Robert Harris, Cherol Ockrassa
2. **Board Member Comments** – Roberta thanked the Oro Family for their help.
3. **Member Comments** – None.

CONSENT CALENDAR *On motion by Robert Johnson, seconded by Gloria Fouts, the consent calendar was approved.*

1. Approve Meeting Minutes for February 12, 2019.
2. Approve Financial Reports for February 2019

COMMITTEE REPORTS

1. **Community Support: Chalk Art Event.** We clarified the event is the same as prior years, but we weren't judging the artwork. The reason was it made the event more complicated, and usually, one or two of the winners never receive their award. Roberta reported she planned to use the Walmart gift cards to buy Bubbles for everyone. **Call For Proposals – School Grants.** This was continued to the next meeting. **Paint Day for the Kids.** The Board agreed to work with the City to provide instructors and supplies for this event, tentatively scheduled for July 16 or 18. Our instructors would be paid, but not sure how much.
2. **Member Services: Pygmalion Art Contest.** We discussed the rules and timeline. We thought we would start promoting it in May or June, with a reception in August at the Welcome Center. We agreed to purchase approximately 30 sets of the oils. Roberta offered to translate the rules into Spanish, if necessary.
3. **Art Extravaganza:** We reviewed the status of the show and how to promote it. Jonette confirmed the three judges would be Robert Harris (substituting for Pam Jones, due to health issues), Charles White and Lynn Dykstra.
4. **Mosaic Art Project:** We discussed the fact that Anne Pentland of Nimbus was the primary inspiration for the work; but ACHS Senior Student, Yarra Bolla, contributed with her use of children. As a result, **Mark motioned and Jonette seconded, to pay Anne Pentland \$500 and Yarra Bolla, \$100 for the design of the mosaic. Motion passed.** We noted we would announce the winners at the City's Spring Celebration on March 23, and that would also be our first "tiling" event. We wanted as many members as possible to attend, since part of the goal is to train us on how to work with the tiles.

BUSINESS CALENDAR

1. **Schedule a Special Membership Meeting in May** to discuss the Foundation's strategic next steps. The Board agreed to do this and noted it may take more than one session to work out the details.
2. **Set up scholarship interviews:** Mark reported he has some 160 applications and he is trying to reduce that number to a manageable one. We need to give the School names by April 12.

OTHER BUSINESS/FUTURE AGENDA ITEMS

We announced several upcoming events.

The meeting adjourned at 8:45pm.

Submitted by Mark Joseph, Secretary/Treasurer, 4/5/19.

American Canyon Arts Foundation

Balance Sheet Prev Year Comparison

As of March 31, 2019

	Dec 31, 14	Dec 31, 15	Dec 31, 16	Dec 31, 17	Dec 31, 18	Mar 31, 19
ASSETS						
Current Assets						
Checking/Savings						
ACAF Checking	12,076.29	4,997.25	7,992.24	10,306.33	17,227.83	22,260.68
PayPal Account	412.82	1,175.39	4,136.20	4,570.60	5,950.06	6,993.91
Total Checking/Savings	12,489.11	6,172.64	12,128.44	14,876.93	23,177.89	29,254.59
Total Current Assets	12,489.11	6,172.64	12,128.44	14,876.93	23,177.89	29,254.59
Other Assets						
Equipment & Fixtures	0.00	1,726.87	1,726.87	3,035.98	3,035.98	3,035.98
Total Other Assets	0.00	1,726.87	1,726.87	3,035.98	3,035.98	3,035.98
TOTAL ASSETS	12,489.11	7,899.51	13,855.31	17,912.91	26,213.87	32,290.57
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Other Current Liabilities						
Equip-Fixture Offset	0.00	1,726.87	1,726.87	3,035.98	3,035.98	3,035.98
RF-Grants	9,775.00	0.00	2,250.00	2,425.32	5,300.00	6,800.00
RF-Public Art	0.00	0.00	0.00	85.00	2,725.00	5,005.00
RF-Scholarships	0.00	0.00	35.00	5.00	25.00	45.00
Sales Tax Payable	0.00	0.00	229.44	322.88	7.75	7.75
Total Other Current Liabilities	9,775.00	1,726.87	4,241.31	5,874.18	11,093.73	14,893.73
Total Current Liabilities	9,775.00	1,726.87	4,241.31	5,874.18	11,093.73	14,893.73
Total Liabilities	9,775.00	1,726.87	4,241.31	5,874.18	11,093.73	14,893.73
Equity						
Retained Earnings	7,116.81	2,714.11	6,172.64	9,614.00	12,038.73	15,120.14
Net Income	-4,402.70	3,458.53	3,441.36	2,424.73	3,081.41	2,276.70
Total Equity	2,714.11	6,172.64	9,614.00	12,038.73	15,120.14	17,396.84
TOTAL LIABILITIES & EQUITY	12,489.11	7,899.51	13,855.31	17,912.91	26,213.87	32,290.57

American Canyon Arts Foundation

Profit & Loss Prev Year Comparison

January through March 2019

	Jan - Mar 19	Jan - Mar 18	\$ Change	% Change
Income				
41-Contributions				
4100 Grants	500.00	1,490.81	-990.81	-66.5%
4150 Donations and Sponsorships	0.00	122.00	-122.00	-100.0%
4151 Donations-ACAF Members	110.00	0.00	110.00	100.0%
4180 Memberships	1,875.00	1,540.00	335.00	21.8%
Total 41-Contributions	2,485.00	3,152.81	-667.81	-21.2%
42-Service Inc.				
4240 Entry Fees	750.00	770.00	-20.00	-2.6%
4250-Annual Dinner Tickets	840.00	1,160.00	-320.00	-27.6%
Total 42-Service Inc.	1,590.00	1,930.00	-340.00	-17.6%
44-Sales				
4410 Crafts Sales	0.00	40.00	-40.00	-100.0%
4415 Fine Art Sales	0.00	40.00	-40.00	-100.0%
4420 Non-Taxable Sales	0.00	562.40	-562.40	-100.0%
Total 44-Sales	0.00	642.40	-642.40	-100.0%
45-Other Rev.				
4510 Miscellaneous Revenues	0.00	10.00	-10.00	-100.0%
Total 45-Other Rev.	0.00	10.00	-10.00	-100.0%
Total Income	4,075.00	5,735.21	-1,660.21	-29.0%
Gross Profit	4,075.00	5,735.21	-1,660.21	-29.0%
Expense				
51-Community Support				
5110 Community Grants-Donations	0.00	500.00	-500.00	-100.0%
5130 School Grants	0.00	500.00	-500.00	-100.0%
Total 51-Community Support	0.00	1,000.00	-1,000.00	-100.0%
52-Member Benefits				
5250-Annual Dinner Expense	967.15	1,126.72	-159.57	-14.2%
Total 52-Member Benefits	967.15	1,126.72	-159.57	-14.2%
56-Program Costs				
5610 Advertising & Promotions	0.00	9.45	-9.45	-100.0%
5615 Awards & Ribbons	500.00	0.00	500.00	100.0%
5620 Facility & Equip. Rental	300.00	400.00	-100.00	-25.0%
5625 Hospitality	0.00	481.36	-481.36	-100.0%
5630 Performer's Fees & Charges	0.00	300.00	-300.00	-100.0%
5690 Other Program & Event Cost	0.00	437.40	-437.40	-100.0%
Total 56-Program Costs	800.00	1,628.21	-828.21	-50.9%
57-Admin Exp.				
5710 Bank Fees & Charges	31.15	35.91	-4.76	-13.3%
5740 Office Services & Supplies	0.00	206.67	-206.67	-100.0%
Total 57-Admin Exp.	31.15	242.58	-211.43	-87.2%
Total Expense	1,798.30	3,997.51	-2,199.21	-55.0%
Net Income	2,276.70	1,737.70	539.00	31.0%

American Canyon Arts Foundation
Profit & Loss by Class
January through March 2019

	10-General & A...	31-Arts in April	41-Member Ser...	45-Public Art	TOTAL
Income					
41-Contributions					
4100 Grants	0	0	0	500	500
4151 Donations-ACAF Members	10	0	100	0	110
4180 Memberships	1,875	0	0	0	1,875
Total 41-Contributions	1,885	0	100	500	2,485
42-Service Inc.					
4240 Entry Fees	0	730	20	0	750
4250-Annual Dinner Tickets	0	0	840	0	840
Total 42-Service Inc.	0	730	860	0	1,590
Total Income	1,885	730	960	500	4,075
Gross Profit	1,885	730	960	500	4,075
Expense					
52-Member Benefits					
5250-Annual Dinner Expense	0	0	967	0	967
Total 52-Member Benefits	0	0	967	0	967
56-Program Costs					
5615 Awards & Ribbons	0	0	0	500	500
5620 Facility & Equip. Rental	300	0	0	0	300
Total 56-Program Costs	300	0	0	500	800
57-Admin Exp.					
5710 Bank Fees & Charges	14	11	6	0	31
Total 57-Admin Exp.	14	11	6	0	31
Total Expense	314	11	974	500	1,798
Net Income	1,571	719	-14	0	2,277



AMERICAN CANYON ARTS FOUNDATION

Board of Director's Policy Manual

Mission, Vision and Values Policy

Adopted/Revised:
2019

I. Purpose/Intent

Every organization needs to be clear regarding its mission, vision and values. These concepts define the organization and explain why that organization exists. The American Canyon Arts Foundation (ACAF) exists to support the arts and artists in American Canyon and the entire Bay Area.

II. Policy

Section One: Mission Statement

The mission of the American Canyon Arts Foundation shall be to maintain, enhance and support the role of the arts in American Canyon and the greater Bay Area; to familiarize the public with the recreational, cultural and economic significance of the arts; to encourage and promote local artists; and to provide financial and other assistance to the arts in our public schools.

Section Two: Vision Statement

The Vision of the American Canyon Arts Foundation is to become a vibrant, thriving art center that is self-sustaining, financially rewarding for artists and a cultural asset for the community.

Section Three: Values

The values of an organization define how that organization wants to conduct itself in business and in the community; they represent the principles that drive that organization. In short, they reflect the organization's culture.

1. **Creativity:** As an organization dedicated to the arts and artists, creativity is an essential element. Creativity is needed to interpret the world around us and transfer it to a canvass, sculpture or photograph. Creativity distinguishes the arts from merely recording events and images.
2. **Collaboration:** ACAF understands that it cannot achieve its mission by itself. Rather, we must partner with civic and community groups, other art organizations and the general public if we are to be successful. Collaboration means we learn from others, as well as use the strength and resources of others to succeed in our own endeavors. It also means we need to be prepared to extend a helping hand to our partners when needed.
3. **Dedication:** The history of ACAF is a story of constant struggle and perseverance. We have survived, not because we have a large following or patrons with deep pockets; rather, it has been based on the hard work and sacrifice of our members. For years we have made it on very little, and now that we are becoming more organized and professional, we need to remember that tenacity and dedication. We need to realize that dedication is a strength that will keep us in good times and bad.

4. **Service:** We are a support group for artists, but we are also a part of the community. We need to give back as much as we ask in support. Service is more than how we handle fellow artists and customers or patrons; rather, it should permeate the organization and be reflected in our dealings with other organizations and the community at large.

Section Four: Work Plan

The ACAF Board of Directors should develop a work plan that addresses our expectations over the next 2-5 years, in the areas noted below. This work plan should be updated annually and reviewed on a regular basis.

1. **Governance:** This includes not only reviewing our By-Laws and Policies for any revisions or additions; but also, our relationships with government, community groups and other art organizations. Governance also addresses board make-up and the mission of ACAF, and membership issues.
2. **Fund Raising:** Fund raising is a critical aspect of any nonprofit. This area covers not only fund raising events which may also serve to reinforce ACAF's mission, but also letter writing campaigns and the search for sponsorships. Fund raising can also include new forms of revenue, such as grants and service fees that contribute to ACAF's operations.

Program Operations: The focus of the Foundation will change over time. Defining our key areas of focus, such as service to artists or support to the community, should be addressed. Specific programs, services or events should be identified and included, along with specific strategies for success. Membership benefits should also be included in this area.