



Board of Directors AGENDA – January 16, 2019

American Canyon Library – Public 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 October 9, 2018 & November 13, 2018 (No December meeting) [p.2-4]
2. Approve Financial Reports for December 2018 (& Year-end) [p.5-12]

COMMITTEE REPORTS

1. Community Support
 - a. Rock Garden Art, February 9, 2019
 - b. Mosaic Project (Consider Artists entries & Update on funding) *
2. Member Services
 - a. Annual Dinner (Annual Report, send out notices, consider the agenda) [p.13]
 - b. Annual Membership Renewal (envelope stuffing party!)
 - c. Consider revisions to the By-Laws (3-year terms, not 2; clarify membership/roll of the Executive Committee) [p14]

BUSINESS CALENDAR

1. Status report on 2019 Art Extravaganza
2. Donations for Kiwanis Crab Feed (Artwork, for example)
3. TBID Request for Funding

OTHER BUSINESS/FUTURE AGENDA ITEMS

Announcements

1. Chamber Installation Dinner, January 25, Lock & Union, starts at 6pm
2. First Neighborhood Meeting, Council member Mark Joseph, Boys & Girls Club, Jan. 28 @ 7pm
3. Kiwanis Social Event, Wednesday, January 30
4. Valentine's Day, February 14
5. State of the City Event, February 20, ACHS Theater, free, starts at 6:30

ADJOURN

*** Mosaic entries will be sent separately—we have over 20 entries to consider!**

American Canyon Arts Foundation
Board of Directors Meeting Minutes – October 9, 2018

CALL TO ORDER: Vice-President Oro called the meeting to order at 7:05pm.

1. **Board Members Present:** Vice-President Patricia Oro, Secretary/Treasurer Mark Joseph, Gloria Fouts, Robert Johnson, Roberta Labaw, Arvind Nischal, Directors
Board Members Absent: President Patti Krueger, Francois Bowlby, Ari Hood, Joey McNaughton, Jonette McNaughton, Directors
Members/Guests Present: Bob Harris
2. **Board Member Comments** – None.
3. **Member Comments** – None.

CONSENT CALENDAR *On motion by Fayza, seconded by Arvind, the consent calendar was approved.*

1. Approve Meeting Minutes for September 11, 2018
2. Approve Financial Reports for September 2018

COMMITTEE REPORTS

1. Community Support
 - a. **Youth Art Show:** Mark reported several Board members had discussed this project, noting there wasn't enough time to organize this event, especially due to the absence of the President and the distraction of local elections. He suggested we reschedule it for the Spring. There was also discussion about using the December Show at the Welcome Center for Student Art.
 - b. **Community Mosaic Art Project:** Mark noted we haven't been able to get a Call For Artists out, due to Patti's temporary work re-assignment and his campaign.
2. Member Services
 - a. **Holiday Bazaar/Fashion Show:** Mark reported the space we used last year is no longer available, and the only spot at Safeway was the old Country Creamery space, which has a lot of equipment still in it. Discussion switched to the idea of hosting a Fashion Show as a fundraiser, and include a limited number of crafters at the same time. Mark said he would check with the Boys & Girls Club to see about availability. The Board's preferences were November 16-18 as first choice; and December 7-9 as the backup. Gloria would be in charge of the Fashion Show, since it was her idea. A portion of the proceeds would go back to Gloria to reimburse her for her inventory; the rest would go towards the Mosaic Project. Jonette would work on getting crafters. We also talked about ordering See's Candy for the event. We talked about serving wine, but there were concerns about getting a permit.
3. Arts & Culture
 - a. **Multi-Cultural Event:** Arvind reported that he had six performances scheduled; that he had around 8-10 sponsors/vendors, including Walgreens, who would be offering free flu shots. He also planned on having around 15-20 Silent Auction items. He hoped to have Brenda Knight serve as MC. There would be pizzas and ethnic foods.

BUSINESS CALENDAR

1. ACHS Scholarships: There was discussion about whether we should continue to have two \$500 scholarships, or if we should increase the amount to \$1000 each. Eventually, the consensus was to keep the current arrangement of two \$500 scholarships. We also talked about hosting the recipients at a reception in May, probably at the Welcome Center.
2. Membership Renewal: Mark noted we should send out renewal letters in November. This would also include a notice for our Annual Membership Meeting/Dinner.

OTHER BUSINESS/FUTURE AGENDA ITEMS

1. Mark passed along a request from Canyon Oaks Harvest Festival organizers, asking if the Arts Foundation could help with an activity, such as face-painting. No one was available.
2. Mark noted Amazon Smile is offering a higher share of online sales during the end of October.

The meeting adjourned at 8:45 pm.

Minutes Submitted by
Mark Joseph, Secretary/Treasurer

American Canyon Arts Foundation
Board of Directors Meeting Notes – November 13, 2018

CALL TO ORDER: Vice-President Oro called the meeting to order at approximately 7:10pm at the American Canyon Public Library Meeting Room.

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

CONSENT CALENDAR

There was no quorum for the meeting, so the items were continued to the next meeting.

1. Approve Meeting Minutes for October 9, 2018—Continued.
2. Approve Financial Reports for October 2018—Continued.

COMMITTEE REPORTS

1. **Community Support—Community Mosaic Art Project:** We talked about arrangements for the Fashion Show on the 17th. Mark agreed to bring fresh fruit and cookies for the event; Arvind would bring soft drinks and waters; Mark would check with Patti regarding any See's Candy sales. We would set up the night before.

Mark also reported that the Parks & Community Services (PCS) Commission recommended we receive \$1700 for the Mosaic Project (we asked for \$2000). With the consensus of the Board members present, Mark said he would request \$2000 from the Parks Foundation.

2. **Member Services:**
 - a. **Pygmalion Art Contest**—We agreed we should hold another Art Contest, even if we can't get a good deal on the oils. Gloria would check with her friend from Pygmalion. This contest would be held during next summer, so there's no immediate urgency.
 - b. **Membership Renewal**—Mark said he would contact Board members when he was ready to have another mail stuffing renewal. Also, this should be done after we set our Annual Dinner Meeting.
 - c. **Annual Dinner Meeting**—We talked about tentative dates and locations. We tentatively set on Sunday January 20 for the dinner meeting (although this is also Martin Luther King Jr Holiday weekend), and we would look at three locations: LaStrada's; The Runway by Patrick (the old Jonesy's) and the DoubleTree.

BUSINESS CALENDAR

1. **Approval of Operating Expenses:** Operating expenses were payment for our monthly Storage for \$100; Reimbursed Fayza Hamid for expenses related to the Fashion Show (\$39); payment of \$1500 sponsorship for the Multi-Cultural Event.

OTHER BUSINESS/FUTURE AGENDA ITEMS

None.

The meeting adjourned at approximately 8:30pm.

*Minutes Submitted by
Mark Joseph, Secretary/Treasurer*

American Canyon Arts Foundation
Balance Sheet Prev Year Comparison
As of December 31, 2018

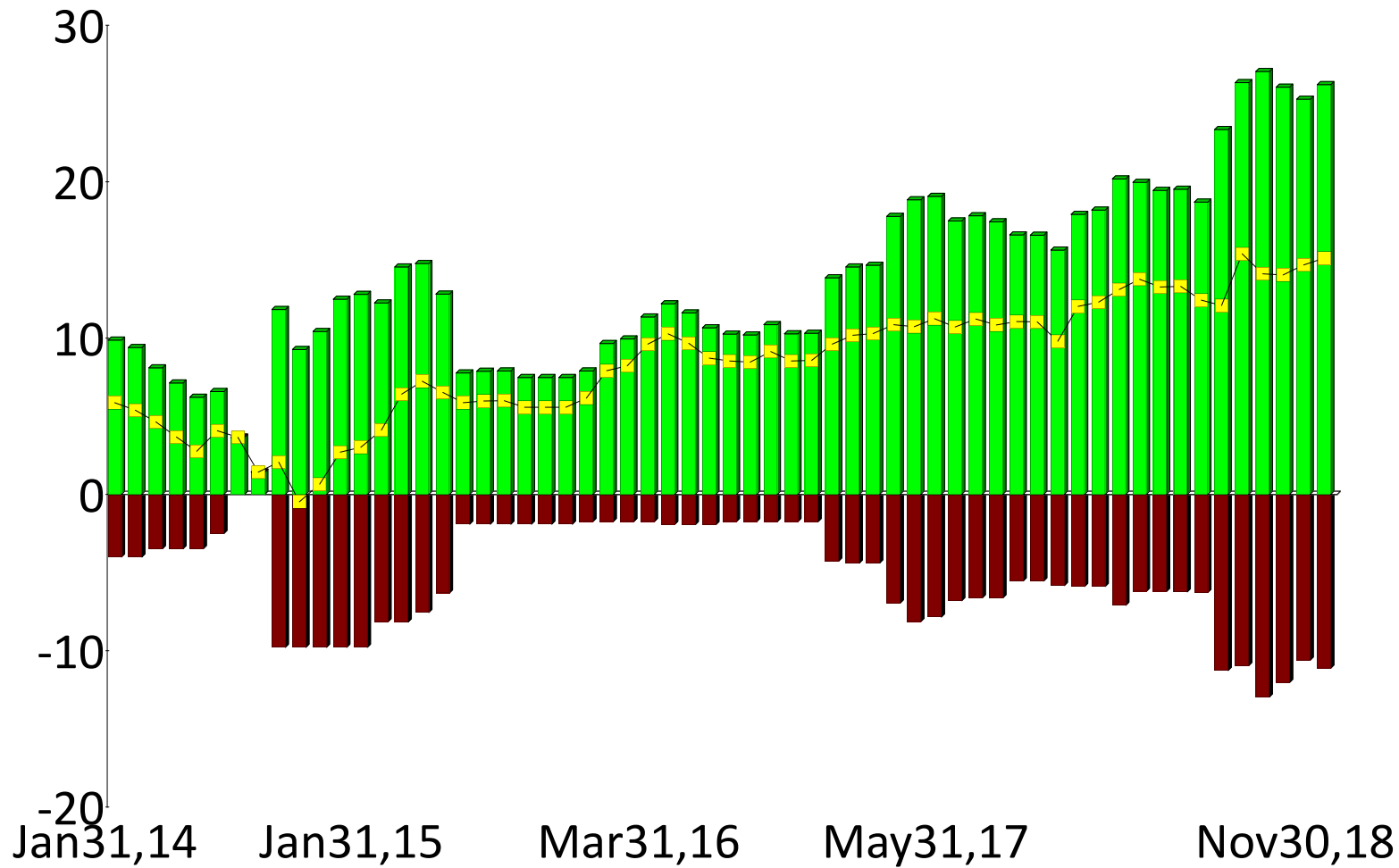
	Dec 31, 14	Dec 31, 15	Dec 31, 16	Dec 31, 17	Dec 31, 18
ASSETS					
Current Assets					
Checking/Savings					
ACAF Checking	12,076.29	4,997.25	7,992.24	10,306.33	17,227.83
PayPal Account	412.82	1,175.39	4,136.20	4,570.60	5,950.06
Total Checking/Savings	12,489.11	6,172.64	12,128.44	14,876.93	23,177.89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

Net Worth by Month

As of December 31, 2018



\$ in 1,000's



American Canyon Arts Foundation
Profit & Loss Prev Year Comparison
 January through December 2018

	Jan - Dec 18	Jan - Dec 17	\$ Change	% Change
Income				
41-Contributions				
4100 Grants	3,925.32	2,324.68	1,600.64	68.9%
4150 Donations and Sponsorships	2,433.00	3,481.12	-1,048.12	-30.1%
4151 Donations-ACAF Members	159.00	1,266.59	-1,107.59	-87.5%
4180 Memberships	2,075.00	2,845.00	-770.00	-27.1%
Total 41-Contributions	8,592.32	9,917.39	-1,325.07	-13.4%
42-Service Inc.				
4230 Classes	300.00	0.00	300.00	100.0%
4240 Entry Fees	1,000.00	990.00	10.00	1.0%
4250-Annual Dinner Tickets	1,160.00	1,000.00	160.00	16.0%
Total 42-Service Inc.	2,460.00	1,990.00	470.00	23.6%
44-Sales				
4410 Crafts Sales	612.00	3,082.15	-2,470.15	-80.1%
4415 Fine Art Sales	1,028.00	2,044.00	-1,016.00	-49.7%
4420 Non-Taxable Sales	562.40	3,085.30	-2,522.90	-81.8%
4430 Silent Auction Proceeds	1,360.00	1,314.00	46.00	3.5%
4450 Other Sales	0.00	245.00	-245.00	-100.0%
Total 44-Sales	3,562.40	9,770.45	-6,208.05	-63.5%
45-Other Rev.				
4510 Miscellaneous Revenues	228.19	291.63	-63.44	-21.8%
Total 45-Other Rev.	228.19	291.63	-63.44	-21.8%
Total Income	14,842.91	21,969.47	-7,126.56	-32.4%
Gross Profit	14,842.91	21,969.47	-7,126.56	-32.4%
Expense				
51-Community Support				
5110 Community Grants-Donations	500.00	200.00	300.00	150.0%
5120 Student Scholarships	1,000.00	1,000.00	0.00	0.0%
5130 School Grants	500.00	500.00	0.00	0.0%
Total 51-Community Support	2,000.00	1,700.00	300.00	17.7%
52-Member Benefits				
5210 Artist Share of Sales-Craf	143.70	2,035.05	-1,891.35	-92.9%
5212 Artist Share of Sales-Fine	665.00	1,390.55	-725.55	-52.2%
5220 Condolences & Recognition	0.00	26.94	-26.94	-100.0%
5250-Annual Dinner Expense	1,126.72	1,564.53	-437.81	-28.0%
Total 52-Member Benefits	1,935.42	5,017.07	-3,081.65	-61.4%

1:21 PM

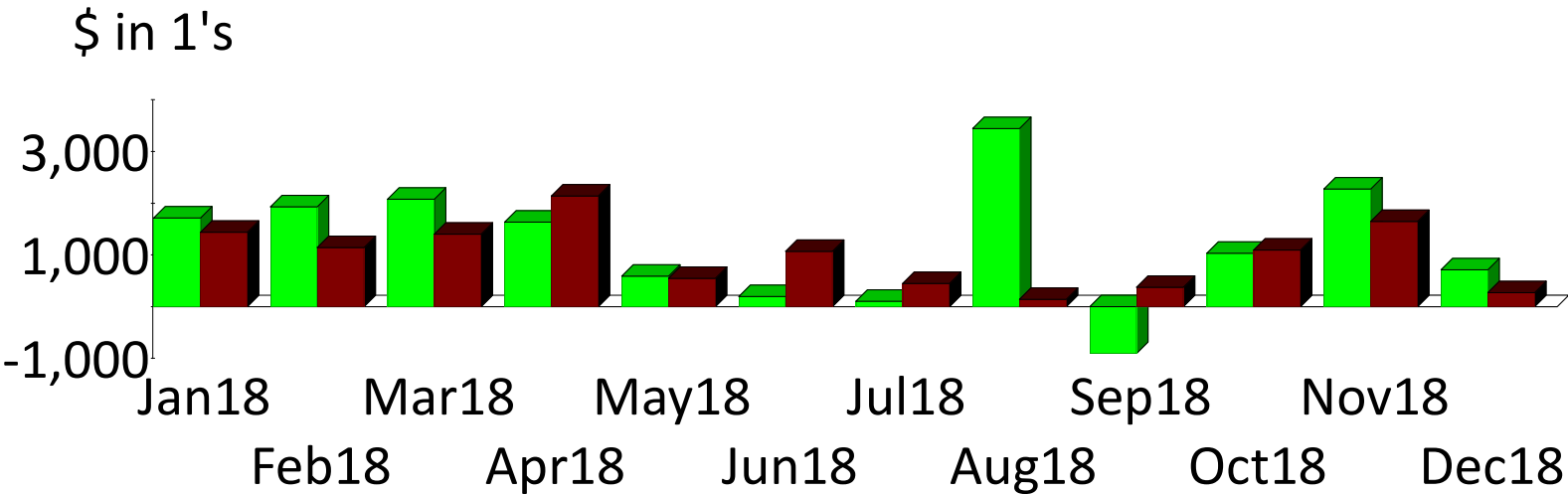
01/11/19

Accrual Basis

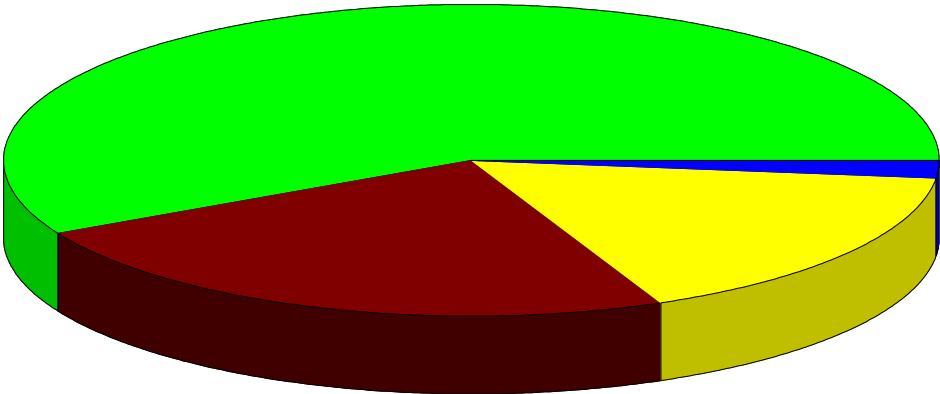
American Canyon Arts Foundation
Profit & Loss Prev Year Comparison
 January through December 2018

	Jan - Dec 18	Jan - Dec 17	\$ Change	% Change
56-Program Costs				
5610 Advertising & Promotions	47.44	576.37	-528.93	-91.8%
5615 Awards & Ribbons	525.00	915.00	-390.00	-42.6%
5620 Facility & Equip. Rental	1,325.00	1,208.60	116.40	9.6%
5625 Hospitality	481.36	750.00	-268.64	-35.8%
5630 Performer's Fees & Charges	940.00	2,575.00	-1,635.00	-63.5%
5635 Printing & Postage-Events	0.00	116.93	-116.93	-100.0%
5690 Other Program & Event Cost	3,218.89	2,981.65	237.24	8.0%
Total 56-Program Costs	6,537.69	9,123.55	-2,585.86	-28.3%
57-Admin Exp.				
5710 Bank Fees & Charges	136.56	253.99	-117.43	-46.2%
5720 Insurance	741.00	1,248.20	-507.20	-40.6%
5730 Member Dues-Other Agencies	204.16	247.00	-42.84	-17.3%
5735 Internet & Info Technology	0.00	94.67	-94.67	-100.0%
5740 Office Services & Supplies	206.67	160.10	46.57	29.1%
5750 Taxes, Permits & Filing Fe	0.00	391.05	-391.05	-100.0%
5780-Equip & Fixture Purchases	0.00	1,309.11	-1,309.11	-100.0%
Total 57-Admin Exp.	1,288.39	3,704.12	-2,415.73	-65.2%
Total Expense	11,761.50	19,544.74	-7,783.24	-39.8%
Net Income	3,081.41	2,424.73	656.68	27.1%

Income and Expense by Month January through December 2018



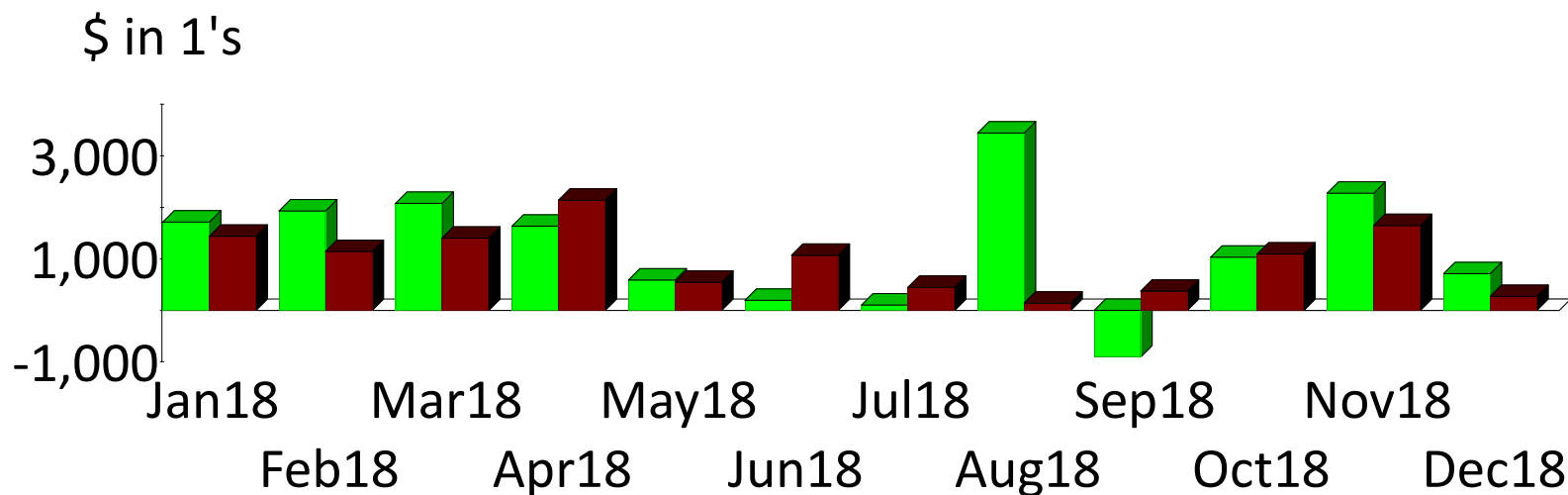
Income Summary January through December 2018



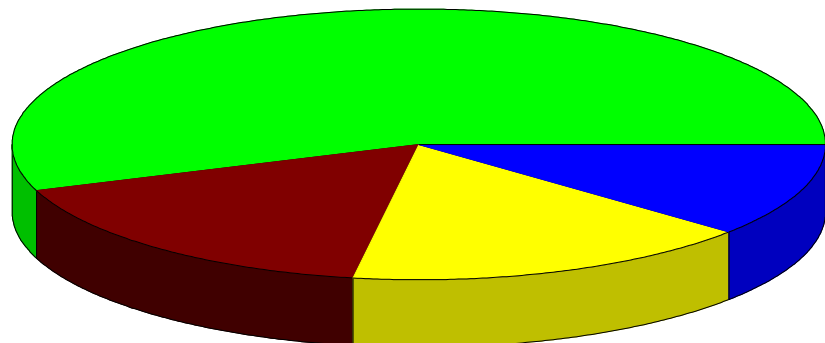
41-Contributions	57.89%
44-Sales	24.00
42-Service Inc.	16.57
45-Other Rev.	1.54
Total	\$14,842.91

By Account

Income and Expense by Month January through December 2018



Expense Summary January through December 2018



56-Program Costs	55.59%
51-Community Support	17.00
52-Member Benefits	16.46
57-Admin Exp.	10.95
Total	\$11,761.50

By Account

1:18 PM

01/11/19

Accrual Basis

American Canyon Arts Foundation
Profit & Loss by Class
January through December 2018

	10-General & A...	31-Arts in April	35-Arts and Cul...	41-Member Ser...	44-Community ...	45-Public Art	TOTAL
Income							
41-Contributions							
4100 Grants	0	0	3,925	0	0	0	3,925
4150 Donations and Sponsorships	162	1,576	0	0	0	695	2,433
4151 Donations-ACAF Members	134	0	0	0	0	25	159
4180 Memberships	2,075	0	0	0	0	0	2,075
Total 41-Contributions	2,371	1,576	3,925	0	0	720	8,592
42-Service Inc.							
4230 Classes	0	0	0	300	0	0	300
4240 Entry Fees	0	1,000	0	0	0	0	1,000
4250-Annual Dinner Tickets	0	0	0	1,160	0	0	1,160
Total 42-Service Inc.	0	1,000	0	1,460	0	0	2,460
44-Sales							
4410 Crafts Sales	0	0	0	0	40	572	612
4415 Fine Art Sales	0	450	0	500	40	38	1,028
4420 Non-Taxable Sales	0	0	0	0	562	0	562
4430 Silent Auction Proceeds	0	1,360	0	0	0	0	1,360
Total 44-Sales	0	1,810	0	500	642	610	3,562
45-Other Rev.							
4510 Miscellaneous Revenues	228	0	0	0	0	0	228
Total 45-Other Rev.	228	0	0	0	0	0	228
Total Income	2,599	4,386	3,925	1,960	642	1,330	14,843
Gross Profit	2,599	4,386	3,925	1,960	642	1,330	14,843
Expense							
51-Community Support							
5110 Community Grants-Donations	0	0	500	0	0	0	500
5120 Student Scholarships	0	0	0	0	1,000	0	1,000
5130 School Grants	0	0	0	0	500	0	500
Total 51-Community Support	0	0	500	0	1,500	0	2,000
52-Member Benefits							
5210 Artist Share of Sales-Craf	0	0	38	0	0	106	144
5212 Artist Share of Sales-Fine	0	315	0	350	0	0	665
5250-Annual Dinner Expense	0	0	0	1,127	0	0	1,127
Total 52-Member Benefits	0	315	38	1,477	0	106	1,935

1:18 PM

01/11/19

Accrual Basis

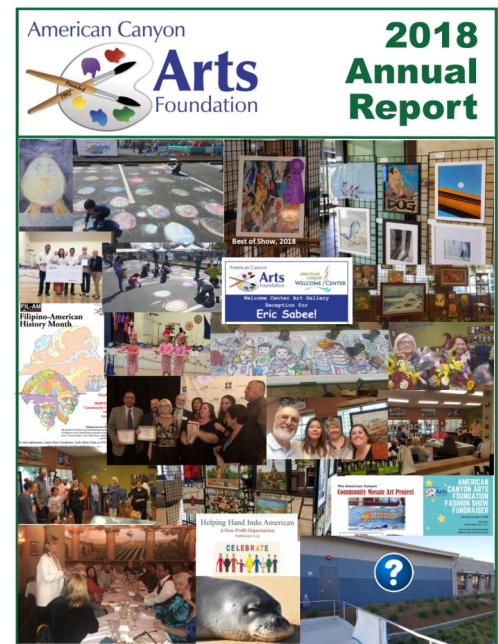
American Canyon Arts Foundation
Profit & Loss by Class
January through December 2018

	10-General & A...	31-Arts in April	35-Arts and Cul...	41-Member Ser...	44-Community ...	45-Public Art	TOTAL
56-Program Costs							
5610 Advertising & Promotions	0	0	9	0	0	38	47
5615 Awards & Ribbons	0	525	0	0	0	0	525
5620 Facility & Equip. Rental	1,200	0	100	0	25	0	1,325
5625 Hospitality	0	0	481	0	0	0	481
5630 Performer's Fees & Charges	0	300	400	240	0	0	940
5690 Other Program & Event Cost	0	0	2,500	20	698	0	3,219
Total 56-Program Costs	1,200	825	3,491	260	723	38	6,538
57-Admin Exp.							
5710 Bank Fees & Charges	78	39	0	7	3	9	137
5720 Insurance	741	0	0	0	0	0	741
5730 Member Dues-Other Agencies	204	0	0	0	0	0	204
5740 Office Services & Supplies	207	0	0	0	0	0	207
Total 57-Admin Exp.	1,230	39	0	7	3	9	1,288
Total Expense	2,430	1,179	4,029	1,744	2,227	153	11,762
Net Income	169	3,207	-103	216	-1,584	1,177	3,081



2019 Annual Membership Dinner Meeting

*Sunday, January 27, 2019—6:00pm
Double Tree by Hilton, 3600 Broadway/Hwy. 29*



AGENDA

6:00pm - No Host Bar/Networking/Distribution of the Annual Report

6:30pm - Buffet Dinner

7:00pm - Business Meeting

- Welcoming Remarks, Patti Krueger, ACAF President
- Consider revisions to the By-Laws
- Election of Board of Directors

7:30pm - Upcoming Priorities and Projects; How members can stay engaged



Speaker & members at our 2018 Annual Dinner, LaStrada Restaurant

“Early Bird” Price is \$40 for ACAF Members, or \$50 for nonmembers. After January 22, the price is \$45/members and \$55/nonmembers.

Please RSVP by Tuesday, January 22, either by email at info@amcanart.org, or by message phone at (707) 645-8840.

Pay by return envelope or go online at <http://www.amcanart.org/annual-dinner>

For more, email info@amcanart.org

Proposed 2019 Amendments to the By-Laws

1. Shall Article 5, Section 5 (Term of Office) be amended as follows?

Section 5: Term of Office. The Directors shall serve staggered terms of three years, arranged so that approximately one-third of the terms shall expire in any fiscal year of ACAF. The Board will utilize a random method of determining the staggered terms of the initial Directors under these Bylaws. Directors are limited to two terms of office. After at least a one year break in service, a member may be elected or appointed to serve on the Board.

2. Shall Article 7, Section 1 (Executive Committee) be amended as follows?

Section 1: Executive Committee. The Executive Committee consists of the President, Vice-President, Secretary, Treasurer and Immediate Past President. In the event the Immediate Past President is no longer a Board member or concurrently is serving on the Executive Committee in some other capacity, one at-large Board member may be appointed to the Executive Committee.

The Executive Committee is responsible for handling most of the administrative duties for the organization, to include setting the Board agenda, recommending an annual budget to the full Board; and recommending changes to Board policies.

Summary of proposed changes:

- Increases the term of office for Board members to three years instead of two; but continues the two-term limit.
- Provides an alternative to the Immediate Past President serving on the Executive Committee, in the event he/she is not on the board or is already serving in a different capacity.
- Clarifies the responsibilities of the Executive Committee, making it responsible for the general administration of the organization.