

**ArtStream**  
Board of Director's Meeting  
December 8, 2016

**MINUTES**

**ROLL CALL**

Secretary Maggie Haslam conducted roll call. In attendance at the meeting: Pamela Brown, Kristen Chou, Adrian Forsythe y Korzeniewicz, Maggie Haslam, Sari Hornstein, Eli Lewis, Paul Murray and Frank Myers.

**ArtStream staff in attendance:** Director of Finance and Administration, Doreen Cronrath; Office Coordinator, Chad Rabago; Executive Director, Heller An Shapiro

**Guest:** Geoffrey Fenner from Brooks, Harrison Company, LLC, presented the FY16 audit report.

**Not able to attend:** Lina Aybinder, Karen Mitchell

**FY16 AUDIT REPORT**

Geoffrey Fenner from Brooks, Harrison Company, LLC, presented the FY16 audit report. This is his fourth year completing ArtStream's audit. Geoffrey complimented Doreen Cronrath for developing the financial statements and allowing for a smooth audit.

Geoffrey was pleased to provide an unqualified opinion on the financial statements. He reported there were no significant difficulties in conducting the audit, and no known or likely uncorrected misstatements or disagreements with management. There are no required written communications regarding internal control matters or a material weakness.

The Audit document updates ArtStream's mission and program services descriptions to better match current activities. A note was added regarding donated services, showing that volunteers donated 4,494 hours of service, with an estimated value of \$105,867.

Ninety-two percent (92%) of revenue was allocated to program services, 8% to management and general, and 2% to fundraising. Geoffrey recommended that ArtStream conduct quarterly allocations of indirect costs instead of waiting for year end. He suggested that grant fund restriction designations be documented when the grant is received.

**MINUTES RATIFICATION**

A motion was made to approve the minutes from the October 6, 2016 meeting as written. The motion carried without dissent.

**WELCOME NEW CLIENT LIAISON, ELI LEWIS**

New Client Liaison Eli Lewis was welcomed to the Board. Frank Myers congratulated him. The board looks forward to Eli's input and involvement. He is invited to make comments and share his perspective during discussions before decisions are made.

### **OUTGOING CHAIR AND OUTGOING CLIENT LIAISON RECOGNITION**

Adrian Forsythe y Korzeniewicz was presented with a plaque reading: "In honor of Adrian Forsythe y Korzeniewicz: For your dedication to outreach and advocacy." Board members thanked Adrian for his time and contributions to the board, thoughtful insight, and unique perspectives. Frank stated that Adrian helped ArtStream and, in return, gained insight into how an organization works. Adrian stated "It's been a pleasure being a part of the board, even in the hardest times."

Pamela Brown was presented with a plaque reading: "In appreciation of Pam Brown: For your generosity, guidance, and tireless service. ArtStream Chair of the Board 2013-2016." Frank thanked Pam for her service as Chair and noted, "It goes without saying how much we all appreciate everything you've done over the years. You've set a bar for me and other chairs in terms of the dedication you've shown to this organization. You hosted us when we needed a place to meet and showed incredible dedication to the people we serve. We all appreciate you." Pam acknowledged that she loves what ArtStream does, and she couldn't have been successful without Sari and Frank.

### **FY17 QI FINANCIAL STATEMENTS**

Board members reviewed the new budget format. Doreen distributed a revised copy with a column added to show the actual FY16 numbers. She reported that Prince awarded \$15,000 for the You Are a Work of Art (YAWA) program at Walter Reed National Military Medical Center and that the National Endowment for the Arts (NEA) awarded \$10,000 to support the Inclusive Theatre Companies (ITCs). This is the second year of the three-year challenge grant.

Heller An reported that in addition to the \$6,050 in Scholarship funding from the Trawick Foundation and Lorraine Dreyfuss Foundation, ArtStream will distribute an additional \$2,000 in scholarships, for a total of approximately \$8,000. Doreen reported that currently, more people are requesting to pay tuition in installments.

Revenue is down for contracted services because several organizations lost their funding. New contracts to make up that revenue are being sought. Revenue and expenses for private lessons will end Dec 31, 2016.

### **STRATEGIC PLANNING RETREAT**

Board members approved the proposal to send program and organizational survey questionnaires to board, staff, families, participants, and teaching artists. A broad perspective is desired. Kristen Chou suggested that phone calls could be made to a random sample of 10% of the survey population to obtain a higher response rate and more context around the responses.

Board members discussed whether guidance should be sought from outside people or organizations before or during the Strategic Planning Retreat. Members agreed to involve only board and staff members during the Retreat until a good sense of ArtStream's mission is established.

The Strategic Planning Retreat is scheduled for Tuesday, January 24, 2017, from 3-8 p.m. Location is to be determined.

### **2017 MEETING DATES**

The following meeting dates were approved. All meetings are scheduled from 7-9p.m.

Thursday, February 23, 2017  
Thursday, April 20, 2017  
Thursday, June 15, 2017  
Thursday, July 27, 2017  
Thursday, September 14, 2017  
Thursday, November 16, 2017

### **ARTIST DEVELOPMENT AND TRAINING PROGRAM EVALUATION**

Board members reviewed the training evaluation results.

### **NEW BUSINESS**

Board members welcomed Office Coordinator Chad Rabago, who began work on November 7, 2017. Chad reported he is "really happy to be here." He recently completed an Americorp Volunteers in Service to America (VISTA) internship year at the KID Museum in Bethesda. He is passionate about the arts, nonprofits and access. Heller An noted that Chad set up a successful, accessible internship program at KID Museum. Maggie Haslam suggested that the Kennedy Krieger school in Rockville may have potential for internship candidates.

Heller An reported that ArtStream will need to develop a Request for Proposals (RFP) to select a new auditor for FY17. The standard is to change auditors every 3-5 years. Brooks, Harrison Company, LLC, audited ArtStream for 4 years. Paul Murray will help review auditor proposals.

Sari Hornstein and teaching artist Carolyn Ricks presented ArtStream to an American University class "Overview of Exceptionalities: The Arts and Special Education," which talks about the intersection of art and special needs education. The class is composed of 18 undergraduate students studying either theatre or education and graduate students studying special needs education. Sari reported that they spent over two hours working with the class to show how an ITC performance comes together. The discussion included questions about how to make classes inclusive. One student submitted her resume to work with ArtStream and many students want to volunteer. This class was a result of a request from the university. There is good potential for these students to work as interns at ArtStream. American University will also send an honorarium to ArtStream. Board members thanked Sari for making this new opportunity a success.

**NEXT MEETING**

The next meeting of the Board of Directors will be February 23, 2017, 7-9 p.m. in the ArtStream office. Future meetings are listed above.

The meeting was adjourned at 8:34 p.m.

Respectfully submitted,  
Maggie Haslam