

ArtStream
Board of Director's Meeting
March 11, 2019

DRAFT MINUTES

ROLL CALL

Maggie Haslam conducted roll call. In attendance at the meeting: Eleanor Allen; Pamela Brown; Mike Cooper; Kirsten Davidson, client liaison; Cameron Elliot; Adam Fine; Lisa Gaffney; Maggie Haslam, Sari Hornstein, Vice President (left at 7:30 p.m.); Secretary; Karen Mitchell; Paul Murray, Treasurer; Frank Myers, Chair.

ArtStream staff in attendance: Doreen Cronrath, Director of Finance and Administration; and Heller An Shapiro, Executive Director.

Not able to attend: Kristen Chou and Julie Reddig.

An improvisation session was led by Master Teacher and Co-Founder Nicolette Stearns, Self-advocate Adrian Forsythe y Korzeniewicz, and Kirsten Davidson.

MINUTES RATIFICATION

A motion was made to approve the minutes from the February 12, 2019 meeting. The motion carried without dissent.

FY19 Q2 BUDGET UPDATE

As of FY19 Q2, gross revenue is \$447,498, which is 64% of the total year's budget (\$699,450). Total expenses are \$317,219, which is 46% of the total year's budget (\$688,975).

As of 2/28/19, there is \$194,684 in reserve funds invested with District Capital.

Individual donors are at \$145,852, which is 87% of budget (\$167,000).

Foundation grants are at \$46,566, which is 35% of budget. This includes one new Foundation: Brown Advisory for \$1,000. Grant proposals have been submitted to Cafritz for \$20,000, Nora Roberts for \$5,000, MESH for \$10,000, Dominion Guild for \$10,000, Paul M. Angell for \$15,000, Immanuel Presbyterian Church for \$1,500, and NEA Artworks for \$10,000.

Government Grants are at \$69,267. This is 76% of budget and 18% over FY18 actual.

A wine event fundraiser is planned for June 2019. Facebook fundraisers were promoted in the Winter 2019 newsletter. New merchandise (shopping bags and water bottles) will be for sale at performances. A first night raffle will be held on opening nights at each theatre.

The new free ticket program for transitioning youth and young adults age 16-26 is helping to identify new students.

ANNUAL CLASS FEE PROPOSAL

A motion was made to increase Cabaret tuition by \$25 per year to \$675 for the full year, \$400 for a single semester (covering 59% of the cost) and to increase ITC tuition to \$750 per year, (covering 45% of the cost). Class fees (\$37.50/session) and contract class fees (\$130/hour) will not be increased in FY19. The motion carried without dissent.

TEACHING ARTIST CODE OF CONDUCT

Board Members reviewed the sample codes of ethics from BoardSource. Adam Fine will draft a proposed code based on the “sample #1” formal statement promoting ethical conduct.

Because Teaching Artist contracts and volunteer materials will refer to the code, we will invite input from the Teaching Artists on the proposed code.

Heller An will have a recommendation for a driving policy for the next board meeting.

STRATEGIC PLANNING PROCESS

Lisa Gaffney reported that surveys were sent to families, Teaching Artists, Board members and Staff. She will be gathering additional information from community partners and stakeholders. Recommendations for community members to be interviewed are welcomed.

Heller An is expecting proposals from potential keynote speakers to kick off the Strategic Planning Retreat with a perspective on arts, funding, and disability issues in the region.

DASHBOARD FY19 Q2

The FY19 Q2 grant total amount is currently at \$115,817, which is ahead of the total FY17 grants (\$112,836) and 67% of FY18.

Individual donors have given \$145,852 which is 87% of the total budget (\$167,000).

The waitlists for Performing Companies were scrubbed and are building back up now with eligible candidates for the fall auditions for Inclusive Theatre Companies and Cabarets. Teaching Artists are being polled at the end of each class to suggest potential Cabaret candidates. The goal is to double the number of Cabaret actors in the FY19-20 season. Scholarships continue to be made available.

NEW BUSINESS

Heller An reported that bids for revising the website are coming in at \$6-10,000. Board members agreed to hold off on the revisions until a grant or new funding can be obtained to cover this cost.

Board members agreed that programs in Prince George's county will start with partner classes, which will bring in revenue or break even. When a target population is built up, we can open individual classes which will at least break even.

Actor Steve Corn will be honored with a special memorial page in the Arlington Inclusive Theatre programs.

Heller An will send an e-flyer for the Improv class scheduled at the Greater Bethesda Chamber of Commerce on March 29, 2019.

NEXT MEETING

The next meeting of the Board of Directors will be the **Board Strategic Planning Retreat, Monday, May 6, 2019, 4-9 p.m.** at the Lerch, Early & Brewer office, 7600 Wisconsin Avenue, Suite 700 Bethesda, MD 20814. Thank you to Julie Reddig for arranging.

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,
Maggie Haslam

2019 MEETING DATES

All meetings are scheduled from 7-9 p.m.

**Board Strategic Planning Retreat
Monday, May 6, 2019, 4-9 p.m.**

Monday, June 17, 2019

Monday, September 16, 2019

Monday, November 4, 2019