

ArtStream
Board of Director's Meeting
June 29, 2020

APPROVED MINUTES

ROLL CALL

In attendance at the meeting: Eleanor Allen; John Bogasky, client liaison; Mike Cooper, Chair; Adam Fine; Lisa Gaffney, Vice President; Maggie Haslam, Secretary; Paul Murray, Treasurer; Molly Myers; Julie Reddig; Irene Stephens; Sonia Trask; and Delia Zielinski.

ArtStream staff in attendance: Heller An Shapiro, Executive Director; and Lynn Taylor Moore, Director of Finance and Administration

Not Able to Attend: Kristen Chou; Cameron Elliot

MINUTES RATIFICATION

A motion was made to approve the minutes from the March 23, 2020 meeting as written. The motion carried without dissent.

FY20 Q3 BUDGET UPDATE

At nine months (Q3) into FY20, total income is \$725,394, which is 18% over budget and 26% over FY19 Q3 income.

Total expenses are \$490,016 which is 15% under budget and 3% under FY19 Q3 expenses.

The Salute to ArtStream brought in donations of \$27,577 as of 6/29/20. Thank you to the Board members who contributed matching funds to inspire donors.

The \$61,100 in PPP CARES Act funds are being applied to the payroll during each pay period. As of June 29, 2020, \$43,355.08 of these funds were spent. The second pay period in July will complete the available PPP funding. The funds move from the liability column to the revenue column as they are spent.

Cash flow is currently net positive going forward.

FY21 BUDGET FOR REVIEW/APPROVAL

Board members reviewed the two proposed FY21 Budgets. "Online" assumes no in-person programming in FY21. "Online/Live" assumes online programming from Sept-Dec and live (in-person) programming from January-August.

Total income changes over FY20, FY19:

Online Only Budget: 2% under FY20 budget (\$714,259 vs \$727,082)

4% over FY19 actual (\$714,259 vs \$687,974)

Online/Live Budget: 1% over FY20 budget (\$737,521 vs \$727,082)

7% over FY19 actual (\$737,521 vs \$687,974)

(FY20 actual: \$727,082, FY19 actual: \$687,974, FY18 actual: \$662,569)

Total expense changes over FY20, FY19:

Online Only Budget: 20% under FY20 budget (\$602,730 vs. \$726,227)

13% under FY19 actual (\$602,730 vs. \$681,592)

Online/Live Budget: 12% under FY20 budget (\$650,265 vs \$726,227)

5% under FY19 actual (\$650,265 vs \$681,592)

(FY20 budget: \$726,227, FY19 actual: \$681,592, FY18 actual: \$652,450)

Net Income changes over FY20, FY19, FY18:

Online Only Budget: \$111,529

Online/Live Budget: \$63,256

FY20 net income (budget): \$855

FY19 net income (audit): \$6,382

FY18 net income (audit): \$10,119

In both budgets:

- There is no Gala in FY21; there will be a request for sponsorship dollars.
- Additional classes can be added either online or live depending on demand.
- Contract class fees remain at current rate of \$130/hr for up to 15 students.
- As discussed at the January 13, 2020 Board meeting, fees for Teaching Artists include a 20% increase in the ITC and Cabaret teaching artist stipends and an increase of \$1 for Teaching Artists' hourly class/workshop fees.

Heller An reported that our current class fees remain the same and we have not had any complaints. However, we also anticipate an increased need for scholarships in FY21. Online classes are filling up. We restrict class size to 10 students instead of 15, but we do not have to cover space rental fees. Two students from California joined the Take Five: Musical Theatre Boot Camp.

Mike Cooper shared that his daughter, Megan, is getting a lot out of the online programs. Delia Zielinski reported that the smaller class size is better for Teaching Artists as well. All agreed that Teaching Artists are doing excellent work.

A motion was made to approve the two FY21 budgets as proposed. The motion carried without dissent.

COMMUNICATIONS POLICY FOR REVIEW

Board members recommended revising the Communications Policy to simplify processes for crisis or media communications so that the Executive Director can act rapidly when

needed. Where relevant, the policy should reference any current contracts or agreements. The policy should also reference online communications platforms and social media.

Board members requested including a process to manage the situation if a student injures another student or runs away.

Heller An Shapiro will revise the Communications Policy for review at the next Board meeting.

RE-OPENING GUIDELINES FOR REVIEW

Board members discussed what other organizations are doing around re-opening. Some organizations (Metropolitan Ballet Theatre and the Treatment and Learning Centers) who own their classroom space are re-opening with limited programs.

John Bogasky reported that he would like to participate in Super Social Saturday even if it means fewer people attending, wearing masks, and staying six feet apart. He feels that would be better than sitting home and doing nothing.

Because many of our students live in group homes and/or have counselors who are going into the community every day, there could be increased risk of infection in an ArtStream classroom.

Board members concluded that ArtStream is not able to effectively minimize infection risk for students or Teaching Artists at this time. We will continually evaluate the outlook for conducting in-person ITC/Cabaret sessions and classes.

The ArtStream office will remain closed while the infection risk is high. Heller An will work with the staff to ensure teleworking continues to be successful. In the future she will review options for possibly getting out of the sublease and only renting the costume shop space.

Heller An reported that the office is implementing a new cloud-based phone system that will make it easier to reach staff members directly.

FY20Q3 DASHBOARD

Total students at FY20Q3 are 2% lower than FY19Q3. The move to virtual classes began in April 2020.

Grants at the end of Q3 are 26% ahead of all of FY19 and do not include the PPP CARES Act funds or the Montgomery County Public Health Emergency grant funds totaling \$72,086.

FY20Q3 STRATEGIC PLAN PROGRESS REPORT

Heller An reported that the new website will go live in mid-August, along with the new registration software.

We continue to make progress on the Standards for Excellence, with 144/155 completed.

NEW BUSINESS

Board members discussed how long to continue paying Teaching Artists for cancelled contracts. Many of the annual contracts ended in June and Teaching Artists were paid through the end of those contracts.

Two ongoing contracts for Keen and CSAAC affect 4 Teaching Artists. The payments due to Teaching Artists for the remainder of FY20 are:

June 2020: \$3,629 (KEEN and CSAAC)

July 2020: \$2,391 (CSAAC only)

August 2020: \$2,367 (CSAAC only)

TOTAL: \$8,387

The Board originally committed to paying Teaching Artists through the end of April 2020. That was extended through June 2020 as they worked on the Salute to ArtStream and contracts were completed. Teaching Artists were encouraged to apply for Maryland and federal emergency funds or unemployment benefits when available.

Board members agreed to pay the Teaching Artists for the contracted payments through the end of August. The staff will provide advance notice that the payments will stop at the end of August. No payments will be made if a contract has ended.

Delia Zielinski reported that the Teaching Artists have a virtual happy hour every Friday. It serves as a great way to connect with each other and share ideas. On June 26, 2020, one Teaching Artist reported that an ArtStreamer who is restricted to her care home was crying, angry, lonely, and stated she feels she is in prison. Delia proposed that volunteer mentors, Teaching Artists or students be asked to check in on students, or that more check-in time is added to classes.

Molly Myers volunteered her son Joe to check in on this student via Facetime or Zoom.

Board members acknowledged this “buddy program” is outside of our mission, but these are extraordinary times. Staff will complete a needs assessment to determine how widespread the issue is and what can be done to combat it. Irene Stephens offered to assist with a loneliness assessment.

Heller An reported that we are moving forward with international contacts with similar organizations, including creating joint events with Blue Apple Theatre of Winchester, UK.

NEXT MEETING

The next meeting of the Board of Directors will be **Monday, September 21, 7-9 p.m.** at the ArtStream office.

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,
Maggie Haslam

2020 MEETING DATES

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

Monday, September 21, 7-9 p.m.

Monday, November 9, 7-9 p.m.