

ArtStream
Board of Director's Meeting
March 23, 2020

APPROVED MINUTES

ROLL CALL

In attendance at the meeting: Eleanor Allen; John Bogasky, client liaison; Kristen Chou; Mike Cooper, Chair; Cameron Elliot; Adam Fine; Lisa Gaffney, Vice President; Paul Murray, Treasurer; Molly Myers; 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: Maggie Haslam, Secretary; Julie Reddig

MINUTES RATIFICATION

A motion was made to approve the minutes from the January 13, 2020 meeting as written. The motion carried without dissent.

PROGRAM CANCELLATION PLANNING

Classes were cancelled through March 31, 2020 following the first of six planned Alexandria Inclusive Theatre Company performances on March 12, 2020. Paul Murray reported he has not heard any negative feedback about those cancellations.

Board members agreed on the need to be prudent and careful in determining when to resume programs. Care for Teaching Artists and students is paramount.

Following the Special Olympics closure schedule, Board members approved canceling programs through May 31, 2020. This can be reassessed in mid-May.

The May performances for Gaithersburg Inclusive Theatre Companies and the Maryland Cabaret will be rescheduled. If it is safe to perform, The Gaithersburg Companies could share the June Silver Spring Black Box Theatre dates with the Silver Spring Companies, allowing Gaithersburg to perform June 12-14, 2020 and the Silver Spring Companies to perform June 19-21, 2020. This would not change the cost of the rental fees. If this is feasible, sets and costumes could be pared down to accommodate the changes. Rehearsals will take place online through April and May 2020.

Heller An Shapiro praised the staff for moving so quickly and thoughtfully to develop online programming. Classes and rehearsals will be offered online starting March 31. Weekly Teaching Artist "ArtStream Artful Moment" videos offering at-home activities started going out March 18, 2020.

Board members agreed to offer an option to families to donate unused tuition back to ArtStream or obtain a refund. If a class is available online, tuition paid for a cancelled class will be transferred to the online class.

After a review of cash flow projections, Board members will confirm whether Teaching Artists will be paid for April and May 2020 canceled classes. Board members are committed to paying the Teaching Artists as funding allows. We want to do everything possible to retain them. Lynn Taylor Moore plans to have the cash flow projections for this decision available by April 6, 2020.

FY20 BUDGET UPDATE

At five months into FY20, total income is \$622,408.89, which is 85% of the total FY20 budget.

Total expenses are \$288,793.18, which is 40% of the total FY20 budget.

For comparison, at six months (Q2) into FY19, total income was \$447,498, which was 64% of budget. Total expenses were \$317,219, which was 46% of budget.

Invested funds as of March 20, 2020 total \$156,484.44. There is \$4,276 available in cash in this reserve fund. Cash in the checking/savings accounts totals \$305,806.81. Total assets at 5 months are \$577,853.94, compared to \$369,691 at FY19 Q2 (6 months).

Foundation grants that came in after 1/31/20 include:

Clark-Winchcole \$10,000
Kelley Cares \$4,500
Jockey Hollow Foundation \$4,000
Dimick Foundation 3,500
TOTAL: \$22,000

Anticipated grant revenues include:

William S. Abell \$25,000
Paul M. Angell \$20,000
MESH \$5,000
NEA \$10,000
TOTAL: \$60,000

All of the anticipated grants are highly likely to be received based on prior years. The NEA grant is already confirmed, but the funds are paid retroactively. AHCMC and MSAC FY21 funds (\$70-80,000) arrive July 1 and can be used to fund July and August FY20 expenses if needed.

An unbudgeted \$100,000 individual donor gift was received in January. The FY20 budget projected an additional \$50,000 from individual donors. The impact of the national emergency on our future fundraising is unknown. ArtStream will continue to request donations from individuals. Heller An has been speaking to donors, and so far they are interested in donating to an emergency fund to support the Teaching Artist fees.

Lisa Gaffney and Sonia Trask offered to assist with donor calls.

Recruitment for new Board members may be limited if the Board Match event is cancelled. None of the current Board members will complete their second term in September 2020. Two Board members, Eleanor Allen and Adam Fine, complete their first terms.

BYLAWS REVISION, ARTICLE XVI. Non-Discrimination

A motion was made to approve the revision of Bylaws ARTICLE XVI, NON-DISCRIMINATION as written. The revision meets the EEOC guidelines and currently accepted language related to sexual orientation and will also be used in the Board and Staff Code of Ethics and Accountability and Teaching Artist Statement of Values documents. The motion carried without dissent.

Previous: ARTICLE XVI, NON-DISCRIMINATION

ArtStream shall not discriminate against any person on the basis of age, sex, race, color, national origin, **sexual preference**, disability, political or religious opinion or affiliation, or other characteristics protected by law in any of its policies, procedures or practices.

Approved: ARTICLE XVI, NON-DISCRIMINATION

ArtStream shall not discriminate against any person on the basis of age, sex, race, color, national origin, **sexual orientation, gender identity including transgender status**, disability, political or religious opinion or affiliation, or other characteristics protected by law in any of its policies, procedures or practices.

TEACHING ARTIST CONTRACT TASK FORCE UPDATE

Task Force members Mike Cooper and Adam Fine, along with Delia Zielinski, reported on the second Teaching Artist Town Hall meeting, held February 21, 2020. At that meeting, Teaching Artist Task Forces provided a revised contract, revised Code of Conduct, and drafts of Standard Operating Procedures.

The Contract Task Force completed their work revising the contract, and Teaching Artists had an opportunity for a final review. No changes were requested during the final review period. The final version of the FY19-20 contract is now in use and Teaching Artists are signing it.

The Code of Conduct Task Force revised the Teaching Artist Code, renaming it the Statement of Values. A motion was made to approve the Teaching Artist Statement of Values as written. The motion carried without dissent.

The Standard Operating Procedures Task Force is making good progress and their work continues.

Mike thanked Adam Fine, Julie Reddig, and Delia Zielinski for their successful efforts. The Board Teaching Artist Contract Task Force fulfilled its mission.

BOARD/STAFF ETHICS AND ACCOUNTABILITY CODE FOR REVIEW

Thanks to Adam Fine and Mike Cooper for drafting and revising the Board/Staff Code of Conduct, now renamed the Code of Ethics and Accountability. A motion was made to approve the Code as written. The motion carried without dissent.

ADVOCACY STATEMENT FOR REVIEW

Board members expressed approval that the proposed advocacy statement establishes our neutrality:

ArtStream shall not (a) advocate on matters which may appear on the ballot, (b) carry on propaganda or otherwise attempt to influence legislation or the outcome of any specific public election, (c) support individual candidates for elective office or (d) carry on, directly or indirectly, any voter registration drive. ArtStream may participate in a group event conducted by a nonpartisan local or national organization on behalf of a nonpartisan arts or disability-related issue, e.g.: general funding for arts or disability organizations, programming or services.

A motion was made to approve the Advocacy Statement as written. The motion carried without dissent.

TEACHING ARTIST LATE FEE POLICY

Heller An reported that the Teaching Artist Late Fee Stipend was implemented as of March 1, 2020, providing positive support for Teaching Artists as they reviewed the 19-20 contract revisions. A motion was made to approve the Teaching Artist Late Fee Stipend as written. The motion carried without dissent.

FY20Q2 DASHBOARD

The number of individual donors is down 24% from FY19Q2 to FY20Q2. The number of new donors decreased by more than half, but the average new donor gift increased 212%.

The planned February lapsed donor appeal was delayed. Individual contacts with donors and an e-appeal will take place in April. The planned TV raffle may be delayed.

Grants are 12% ahead of the total for FY19.

FY20Q2 STRATEGIC PLAN PROGRESS REPORT

Our Outreach Coordinator is scheduling 2-3 meetings per week with new program partners, with several new classes or workshops in process. She is also interviewing new families regularly by phone/email.

Roundhouse Theatre agreed to host the MD Cabaret, although dates and cost are still to be determined.

142/155 Standards for Excellence have been met.

NEW BUSINESS

Board members thanked staff and Teaching Artists for their heroic work during the national emergency.

NEXT MEETING

The next meeting of the Board of Directors will be **Monday, June 1, 7-9 p.m.** at the ArtStream office.

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,
Lisa Gaffney

2020 MEETING DATES

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

- Monday, June 1, 7-9 p.m.
- Monday, September 21, 7-9 p.m.
- Monday, November 9, 7-9 p.m.