

ArtStream
Board of Director's Meeting
June 28, 2021

APPROVED MINUTES

ROLL CALL

In attendance at the meeting: Eleanor Allen; Kristen Chou; Mike Cooper, Chair; Cameron Elliot; Lisa Gaffney, Vice President; Maggie Haslam, Secretary; Sari Hornstein; Paul Murray; Molly Myers, Treasurer; Julie Reddig; Irene Stephens; Jonathan Tepper; Sonia Trask; and Delia Zielinski, Teaching Artist Liaison.

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

Unable to attend: Vu Tran, Client Liaison

Note: An executive session was held for the first 45 minutes of this meeting. In attendance were Eleanor Allen, Kristen Chou, Mike Cooper, Cameron Elliot, Lisa Gaffney, Maggie Haslam, Sari Hornstein, Paul Murray, Molly Myers, Julie Reddig, Irene Stephens, and Jonathan Tepper. See separately prepared minutes.

MINUTES RATIFICATION

A motion was made to approve the minutes from the March 22, 2021 meeting. The motion carried without dissent.

FY21 BUDGET UPDATE

Molly Myers introduced the FY21 budget update. At eight months into FY21, total income is \$703,051 (100% of annual FY21 budget). Total expenses are \$501,219 (76% of annual FY21 budget).

Heller An Shapiro announced confirmation of an Arts and Humanities Council of Montgomery County (AHC MC) Advancement grant of \$35,000 that will be used to help us refresh our strategic plan for the COVID environment. The AHC MC Annual General Operating Services grant is confirmed for \$37,144. Both grants will be received before the end of FY21.

Sari Hornstein requested a review of the grants to determine which ones are awarded by arts-related funders. Heller An stated that ArtStream has an advantage in the performing arts grant award competition because our performances are created by people with disabilities.

TEACHING ARTIST FEE INCREASE PROPOSAL

A motion was made to approve a 20% increase in Teaching Artist fees, increase in-person class fees by 5%, and increase partner class fees 8% from \$130/hour to \$140/hour

starting September 1, 2021. (Current partners will not receive the increase until January 2022.) Teaching Artists will be paid by contract rather than class hour. The motion passed with one abstention.

Jonathan Tepper requested a survey of similar organizations to better assess how competitive ArtStream Teaching Artist fees are. It is important to attract good talent and be able to fully staff our classes.

STAFF REORGANIZATION

Board members reviewed the staff team's recommendation for three new staff positions to be hired in FY22. In order of priority, staff recommend an Accounts Receivable/Office Manager, an Artistic Director, and an Outreach Coordinator for Community and Volunteer Engagement.

Board members support a review of the financial processes to determine the best way to support the Director of Finance and Administration. Delia Zielinski supports the positive response to the Teaching Artist Task Force recommendation to hire an Artistic Director.

Board members requested job descriptions and budget implications to be developed for review at the September 20, 2021 Board meeting.

FY22 BUDGET FOR REVIEW AND APPROVAL

Lynn Taylor Moore presented a revised FY22 budget, deleting \$34,900 in investment income, resulting in budgeted revenue of \$833,900 and net income of \$31,837.

The proposed budget assumes in-person classes and performances throughout the year, with accompanying rental fees. Class revenue assumes 10 students per class and takes into account the recommended Teaching Artist, class registration, and program partner fee increases.

A motion was made to approve the FY22 Budget. The motion carried without dissent.

REOPENING GUIDELINES/PLANS FOR REVIEW

The AHCMC Advancement Grant supports a consultant who will help to develop plans for virtual and in-person programs and performances.

Heller An reported that staff are currently reaching out to classroom rental locations to learn more about their reopening schedules and guidelines.

A family Town Hall meeting is scheduled for August 11, 2021 to share plans with families and respond to any concerns.

The new guidelines will be helpful for Teaching Artists and program partners. ArtStream can make vaccinations a condition for a Teaching Artist to work in-person. Non-vaccinated Teaching Artists can work online. When masks are required, a clear mask that

helps students identify emotions would be helpful. Even though we comply with best practices, there will always be a risk.

Jonathan Tepper will forward the new waiver in use by Special Olympics MD for reference.

FY21 Q3 DASHBOARD

No questions were raised.

FY20-22 STRATEGIC PLAN PROGRESS REPORT

There was a brief discussion of strategies for strengthening and expanding programs.

NEW BUSINESS

Heller An proposed that the ArtStream Gala and Dance Party be held in person at Bethesda North Conference Center on September 26, 2021. There is a brand-new air filtration system which constantly scrubs the air. The cost will be about \$100/person, compared to \$75/person at the 2019 Gala.

Expected attendance is 300 people in a ballroom intended for 600. There will be free parking for 150 cars. The Center is offering concessions on food and AV. A plated dinner instead of buffet will be cheaper and less risky. A large dance floor and stage with wheelchair ramp are available.

Board members approved the plan and encouraged staff to begin advertising immediately and gauge enthusiasm.

NEXT MEETING

The next meeting of the Board of Directors will be **Monday, September 20, 7-9 p.m.**

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,
Maggie Haslam

2021 MEETING DATES

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

Monday, September 20, 2021

Monday, November 15, 2021