

**ArtStream**  
Board of Director's Meeting  
May 16, 2022

**APPROVED MINUTES**

**ROLL CALL**

In attendance: Eleanor Allen; Pam Brown; Kristen Chou; Kim Coates-Schofield; Mike Cooper, Chair; Matt DiGilio, Client Liaison; Rye Ellis, Teaching Artist Liaison; Lisa Gaffney, Vice President; Maggie Haslam, Secretary; Sari Hornstein; Molly Myers, Treasurer; Irene Stephens; Jonathan Tepper; Sonia Trask

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

**Not in attendance:** Paul Murray, Darlene Richeson

**MINUTES RATIFICATION**

The March 21, 2022 meeting minutes were approved without dissent.

**WELCOME RYE ELLIS**

Mike Cooper welcomed Rye Ellis, the board's new Teaching Artist Liaison. Rye started at ArtStream as a volunteer in 2014 and has steadily moved his way up to Teaching Artist, Co-Director, and scriptwriter. He also offers life and social skills to young people transitioning to independent living outside ArtStream. Rye is also a sibling to a young adult with IDD. Mike said Rye brings multiple valuable insights to his new role on ArtStream's board.

**EXECUTIVE COMMITTEE PROPOSAL**

Mike submitted a proposal to form an Executive Committee composed of the elected Board officers required by Section 5.01 of the Bylaws (Chair/President, Vice-President, Treasurer and Secretary). These four officers shall have the authority from time-to-time to appoint an additional member of the Board to serve as a fifth member of the Executive Committee.

The purpose of the Executive Committee shall be to facilitate the conduct of ArtStream's business and affairs during the periods between regular meetings of the Board. The Executive Committee may make decisions on the Board's behalf only in urgent circumstances subject to confirmation by the full Board at a regular or special meeting.

Board members discussed the proposal. The Executive Director can be brought into executive committee meetings as needed. Jonathan Tepper suggested that the parameters be solidified when it is put in place, especially the qualifications for the fifth member.

A motion was made to approve the formation of the executive committee. The motion passed with nine votes and five dissents.

## **FINANCIAL AND OPERATIONS OUTLOOK: HIGHLIGHTS**

*For a full understanding, please refer to the report on the Board dashboard.*

*Overview:* We are in a deficit situation as of end-of March, although we do have cash. Net income (decrease) is (\$56,106) compared to budget projections of net income of \$101,164 for this 7-month period. Shortfall of up to \$170,000 compared to budget is possible.

Our biggest gaps are the Maryland State Arts Council (MSAC) and Arts and Humanities Council of Montgomery County (AHCMC) grants, expected in July at around 100K. Board giving is at 77% of typical annual gifts. We budgeted the spring appeal at \$15,000. We have a matching gift challenge of \$10,000. Heller An said they are wrapping up the 75-inch TV raffle and are selling tickets at shows; the winner will be picked after the completion of the Silver Spring shows. An anonymous \$5,000 donation was given in April. Heller An reviewed the status of all grants expected. Three new grants have come through this month: Prince George's County Community Partnership, Venable, and FCIDD-Civitan.

Mike's estimate is that, after expected grants have been accounted for, ArtStream would still need to come up with over \$42,000 a month to make the original FY22 budget ending August 31, 2022. Jonathan said that looking at cash equivalents, ArtStream's cash position has decreased since the beginning of this year. Molly said we have been accumulating loss over the past seven months. Heller An explained that not having an in-person Gala and decreased Board giving have really reduced individual donations, coupled with the reductions in the stock market. Sari Hornstein wondered if we need a development director who can conduct both grants and individual donations. Eleanor Allen endorsed keeping the grants director and considering a major gifts officer who would be responsible for a solid plan for increasing individual donations.

## **FINANCE COMMITTEE REPORT**

Molly Myers reported that the executive/finance committee meets with Lynn Taylor Moore and Heller An at least monthly and then separately to discuss the financial picture. She reviewed the March 31, 2022 financial statements.

The finance committee would like the staff to draft a plan to present to the finance committee prior to the next meeting, so that they could then present how to address these challenges to the full board. Heller An reiterated that this is not just a staff issue but a staff and board issue.

Jonathan wondered if we had the opportunity to expand classes without incurring expense; Heller An said that classes in general are break-even, but that participant families are potential donors.

Sari asked how many teaching artists and longtime teachers we are losing. (ArtStream gained 8 Teaching Artists since fall 2022.) She said that we need to strengthen ArtStream's foundation and feels frustrated that the idea of financing an artistic director for three years is off the table based on the financial deficit. Jonathan clarified that the board intends to move in that direction based on finances, and that we don't want to have to fire someone six months into the position.

Rye Ellis said that the morale among teaching artists is the lowest he can remember; while some things can be attributed to the pandemic, he believes we are losing teaching artists and volunteers for other reasons as well. The FY22 Financial and Operations Outlook on the Board intranet shows that 12 new volunteers have been interviewed and 4 have been placed so far by the new Outreach Coordinator.

Mike questioned whether ArtStream can continue to operate at the size we are operating at based on the current revenue attained.

### **FY23 BUDGET PROPOSAL**

Based on budget conversations, the board postponed the FY23 budget proposal discussion to the June meeting. That will delay entering new accounts into Quickbooks for the FY23 fiscal year and producing financial statements. Molly suggested possibly having an additional board meeting prior to June to vote on the proposal. Jonathan reiterated our fiscal responsibility to look at the budget carefully and the steps we can accomplish before year-end, and to revisit some of the items in the next fiscal year to ensure they are attainable. It was decided that the staff and the finance committee, with Sari and Kristen's assistance, would meet prior to June to look at the budget proposal, the 6-12 month cash flow projection, and a plan to move forward.

### **STRATEGIC PLAN PROGRESS REPORT**

Heller An requested that board members set aside dedicated time for a strategic planning retreat and polled board members on timing to discuss and review the strategic planning committee's work on vision, values, and strategic goals. She will send out a doodle poll for dates.

Art Stream had an exciting time with its first travelling troupe performance since the pandemic started. ArtStream is exhibiting at resource fairs as fast as they can (two in Montgomery County this month), including a new one in Prince George's County.

### **DASHBOARD**

The Dashboard will be updated at the end of the third quarter.

### **NEW BUSINESS**

No new business was proposed.

### **NEXT MEETING**

The next meeting of the Board of Directors will be **Monday, June 27, 2022, 7-9 p.m.**

The meeting was adjourned at 9:22 p.m.

Respectfully submitted,  
Maggie Haslam