

January 30, 2023

TO: Board of Directors
FROM: Heller An Shapiro, Executive Director
RE: Financial and Operations Outlook at 1/30/23

REVENUE OUTLOOK FY23

In the first half of the FY, revenue is at 48% of the 12-month budget goal of \$931,670. Expenses are at 49% of total budgeted expenses of \$907,471.

Grants are at \$214,070 which is 59% of the total 12-month goal of \$363,500. New unbudgeted grants received in Q1-2 include:

- Greenspring Advisors \$10,000
- Arts and Humanities Council of Montgomery County (AHCMC) \$45,000
- TD Ameritrade Foundation \$5,000
- William S. Abell Foundation budgeted at \$20,000, and \$25,000 was received

An additional (unbudgeted) Covid Relief Grant of \$84,339.69 is confirmed and will be received in Q3.

TOTAL Unbudgeted (new) grant funds confirmed/received in FY23: \$149,340
The total FY23 grant revenue could be closer to \$500,000 if all other grants come in as expected.

Individual donations from Gala, Giving Tuesday, and winter appeal are at 58% of total budgeted revenue of \$139,100. Individual donations (general) are at 29% of the total budgeted revenue of \$143,000. Currently we are looking at an individual donor deficit of \$160,356. The spring appeal is budgeted at \$15,000. Although grants will cover some of this loss, this is money that will need to be made up. Individual donors for the first half of the year are 53% of the FY22 total. New donors are 36% of the FY22 total.

ACTION: Please provide at least one potential donor name to Heller An. She will work with you to develop the best approach. Who is a potential donor? A colleague, neighbor, business leader, vendor, donor to related causes...

REVENUE OUTLOOK FY24

Looking ahead to FY24, our two largest grants, Maryland State Arts Council (MSAC) and Arts and Humanities Council (AHCMC) will be based on our FY22 revenue of \$628,645. For example, assuming we receive the same score of 92% on our MSAC grant, instead of receiving \$64,570, we will receive \$52,000. (NOTE the COVID arts relief funds of \$84,339 do not count in the allowable income for calculating the grant allocation.) The AHCMC funding could drop from \$39,015.17 to \$31,432. Total reduction of approximately \$20,000. Assuming revenue increases in FY23, FY25 grant funding will return to pre FY22 levels, or go higher based on revenue.

A new workforce training/leadership program concept will open new grant opportunities and will also feature support for programs. We are seeking pilot funding this year. An application to the Community Project Grants through Senator Van Hollen's office (due in spring 2023) will focus on this project for FY24.

PROGRAMS

As shown in the dashboard, in the first 6 months of the year non-unique students are at 46% of FY22. New students total 17, which is 61% of FY22. With the increase in online Super Social Saturday from one to two sessions per week to meet demand, and the winter/spring classes, the number of classes and students will likely increase to meet FY22 totals.

Contract classes are growing rapidly (see attached), with most pre-pandemic partners returning and requesting increases. For example, we are now teaching for MAKOM in Rockville and Fairfax, and have added Loudon County. CSAAC has over 50 students signed up for ArtStream classes. A new partnership with Verbal Beginnings is expected to start in February, with three classes/week for 2-6 year-olds with autism, assuming we can find Teaching Artists to commit to 12-week sessions. Charles County Public Libraries want a class starting in August 2023.

Master Teachers are working together with the Programs and Theatre and Events Managers to develop new training and resource materials for Teaching Artists.

Training and coaching for the Alexandria and Gaithersburg Theatre Companies with new Directors is occurring weekly, as well as a one-time intro training session for the Silver Spring B Company.

The Super Social Saturday training session held 1/7/23 for Teaching Artists and volunteer mentors led by Master Teacher Sandy Roachford, received 10/10 for effectiveness. The "most important thing learned" included new adaptations, how to adapt games for nonverbal abilities, how to redirect, how to increase engagement, and new ways to collaborate with other Teaching Artists. One participant shared: "For future classes, I have more ideas and a structure to refer to."

We are continuing the mask requirement in class and rehearsal rooms.

OPERATIONS

We are currently hiring for a part time Database Coordinator (10 hours/week).

A new, user-friendly class registration system was scheduled for January 2023 implementation. The transition to financial outsourcing put this project on hold. Among other benefits, families will be able to enter more than one e-mail address for reminders and adjust their upcoming class schedule without office assistance. Teaching Artists will have easier access to student information such as emergency contacts. The cost will be about 1/3 of our current registration system annual fee of \$6,670.

An Auditor Selection Task Force is being formed. Please let me know by 2/3/23 if you would like to participate.

Previous Auditor Task Force charge: Create request for proposals for new auditor, recommend auditors to send proposal to, review proposals and recommend an auditor to the board by the March 27, 2023 Board meeting.

ArtStream Partner Classes as of 1/30/23

- BlackRock Center for the Arts – Gaithersburg, MD
 - 12901 Town Commons Dr, Germantown, MD 20874
 - Weekly classes
 - Mondays
 - 7-8:30pm
 - 8-week sessions
- Chimes Virginia – Fairfax, VA
 - 3951 Pender Drive, Fairfax, VA 22030
 - Weekly sessions
 - Thursdays
 - 11am-12pm
 - Year-round contract
- Community Services for Autistic Adults and Children (CSAAC) – Gaithersburg, MD
 - 8615 E Village Ave, Montgomery Village, MD 20886
 - Weekly classes
 - Monday-Thursday
 - Monday: 1pm- 1:45pm & 2pm-2:45pm
 - Tuesday: 1pm- 1:45pm, 2pm-2:45pm, 6:30pm-7:10pm, & 7:15pm-8pm
 - Wednesday: 6:30pm-7:10pm, & 7:15pm-8pm
 - 6-month sessions
- Down Syndrome Association of Maryland – Baltimore, MD (virtual classes)
 - Weekly classes
 - Virtual
 - Thursdays
 - 4:30-5:30pm
 - 6-month sessions
- Down Syndrome Network of Montgomery County (DSNMC) – Chevy Chase, MD
 - North Chevy Chase Christian Church 8814 Kensington Parkway, Chevy Chase, MD 20815
 - Monthly classes
 - Sundays
 - 3-4:30pm
 - 6-month sessions

- Makom Life – Several locations
 - Rockville, MD: 1500 East Jefferson Street, Rockville, MD 20852
 - Fairfax, VA: 1050 Judicial Drive Ste. 101, Fairfax, VA 22030
 - Loudon, VA: 20700 Loudon County Parkway, Ashburn, VA 20147
 - Weekly classes
 - Thursdays 11-12pm
 - Fridays 10am-11am & 1-2pm
 - 12-week sessions
- Prince George's Memorial Library Services
 - 9601 Capital Lane, Largo, MD 20774
 - Weekly classes
 - Tuesdays
 - 4pm-5:30pm
 - Three 8-week sessions
- Reston Community Center
 - 2310 Colts Neck Rd, Reston, VA 20191
 - Weekly classes
 - Tuesdays
 - 7-8:30pm
 - 8-week sessions
- St. Mary's County Public Schools
 - 23160 Moakley St, Leonardtown, MD 20650
 - Monthly classes
 - Wednesdays
 - 8:30am-9:30am, 12pm-1pm, & 1pm-2pm
 - 6-months sessions