



Board of Directors AGENDA–January 11, 2022

Hybrid In-Person/Online Zoom Meeting – See link below
Chamber of Commerce Office, 3860 Broadway St. #103

CALL TO ORDER – 7:00 p.m.

1. Roll Call/Sign-in Sheet
2. Board Member Comments
3. Member Comments

CONSENT CALENDAR *(items will not be discussed unless requested by a Board member)*

1. Approve Minutes of December 14, 2021 **[p.2-3]**
2. Approve Year-end Financial Reports for 2021 **[p.4-7]**
3. Receive and File the Year-end Membership Roster **[p.8-9]**

COMMITTEE REPORTS

1. Project Updates

BUSINESS CALENDAR

1. Preparations for the Annual Membership Meeting (***Mi Zacatecas, Sunday, January 30, at 5pm***)
 - a. Preparation of the Annual Report
 - b. Integration of Membership Renewal letter and Meeting Notice
 - c. Meeting Agenda and Menu
 - d. Presentations, if any
2. Recap of our 2022 Board Retreat **[p.10-11]**
3. Approve Chamber of Commerce Dues for 2022 (Nonprofit Rate is \$350)

OTHER BUSINESS/FUTURE AGENDA ITEMS

Announcements

1. City's State of the City/South County Mobility Strategy (February)

ADJOURN

Join Zoom Meeting

<https://us02web.zoom.us/j/83278080735?pwd=MDYwOIFweXF1N1dVZEE2V2dGdjlhUT09>

Meeting ID: 832 7808 0735

Passcode: 104107

One tap mobile

+16699009128,,83278080735#,,,,*104107# US (San Jose)

American Canyon Arts Foundation
Board of Directors Meeting Minutes – December 12, 2021

CALL TO ORDER: President Krueger called the online meeting to order at 7:04. A quorum was present.

1. **Board Members Present:** Patti Krueger, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Joey McNaughton, Clarence Mamaril, Directors
Board Members Absent: Roberta Labaw, Jana Olano, Mimi Espanol, Scott Thomason, Directors
Members/Guests Present: None.
2. **Board Member Comments** – Patti announced that Scott has offered his resignation, effective immediately. He will be missed.
3. **Member Comments** – None.

CONSENT CALENDAR *On motion by Clarence, seconded by Jonette, the consent calendar was approved.*

1. Approve Meeting Minutes for November 15, 2021
2. Approve Financial Reports for November 2021
3. Receive and File the Year-to-Date Membership listing

COMMITTEE REPORTS

1. **Holiday Boutique/See's fundraising:** Due to delays in confirming a site, as well as Covid concerns, we did not have the Boutique this year. We also have not yet initiated our online "Yum-Raising" for See's. Mark offered to work on this [Note: we missed the deadline for the Christmas season, but will initiate the Year-round cycle in January—just in time for Valentine's Day]
2. **Grant Writing Efforts:** Clarence reported on two grants that he prepared for ACAF. The first was a \$5000 Arts Council Napa Valley (ACNV) grant to host an Art & Music Festival at the High School—thanks to Jana and Mimi, he was able to get a letter of support from Jamie Butler, Choir Director. The second grant was a CalVenues Grant for \$3000. He is waiting for a response to see if we qualify for the next step in the process.
3. **Mosaic Update:** Patti reported she is working with the contractor to start the framing process (the first phase), and that it may be 2-3 weeks away. We will still need to fund raise for the installation, estimated at \$10,000.
4. **Arts Extravaganza:** There was a general discussion about this event. We discussed possible dates (as part of Arts in April, or sometime in August); location (the Gym is still a question mark); and bandwidth of the organization to produce the event. No action was taken.

BUSINESS CALENDAR

1. **Welcome Center Art Display:** Patti reported that Cherol Ockrassa cannot find enough artists to rotate artwork, and she recommends discontinuing the program. She is also stepping down as the coordinator. The Board agreed to close down the program at the end of December, and Clarence would let Valerie at the Chamber know.
2. **Annual Membership Meeting:** The consensus was to hold an annual dinner and we discussed three options: South Kelley Grill; Junction Brewery; and Mi Zacatecas. The event would be either Sunday, January 23 or the 30th, starting at 5pm. After discussion, it was agreed that Clarence and Mark would investigate our options and select the venue and date.
3. **Membership Renewal/Board Members:** Mark acknowledged that he has not sent out renewal letters, waiting on the Annual Membership Dinner update. Patti also noted that she would consider staying on as a Board Member but did want to step down as President. Clarence reported he was still interested in serving as President. We talked about potential new Board

ACAF Board Meeting Minutes
December 14, 2021 – Page Two

members, including Teresa Abeyta; Journey Day (or Jade); Dakota Lim (ACHS student who worked with Clarence on the ACNV grant); or someone from the Arts program at ACHS.

OTHER BUSINESS/FUTURE AGENDA ITEMS

The Board agreed to a Board Retreat on Saturday, January 8, from 11am – 3pm; and still hold its regular Board Meeting on January 11.

The meeting adjourned at 8:35pm.

Minutes submitted by
Mark Joseph, Secretary/Treasurer
January 9, 2022

AMERICAN CANYON ARTS FOUNDATION

2021 Year End Financial Report

It is always great to announce good news. Financially speaking, this was a great year for the Foundation, particularly as it relates to grants. We received over \$7500 in grants (with a third \$2500 grant to be received in 2022). As a result, 2021 was our best year ever, in terms of net income, at just over \$10,000. Some of this was based on reclassifying prior year assets, but it was still almost twice as much as 2019, our most successful to date at that time.

At December 31, 2021, we had \$20,297 in our WestAmerica account and \$8,445 in our PayPal account, for a total of \$28,742. About a third of this amount is restricted funds, but we still have almost \$20,000 in reserves that can be spent on any of the Foundation's nonprofit purposes.

Moving to our Income Statement, most of the increased bottom line was due to higher revenues. As noted above, this was due to our successful grant efforts (a \$5000 grant for general overhead purposes, and a \$2500 grant for a Hispanic Heritage event). We also received larger donations and sponsorships (although much of that increase was reclassifying prior year donations for our Mosaic Art Project). Service Income is up, due to our new relationship with the City. That is, we provide Musicians for City events and charge a small 10% markup to cover administrative costs. There is an offsetting expense for this program, but it also helped increase our membership revenues (this is a service to our members only; hence, the musicians need to join the Foundation). Nontaxable income (See's Candies) was down because we were not able to host our Holiday Boutique.

On the expenditure side, we continued to provide \$2000 in student scholarships, thanks in part to generous donations from our Board members. Program expenses were slightly higher than last year, due to the new Musicians Service. This account also covers our successful Pumpkin Path program, which was also completely offset by sponsorships. Administrative expenses were up because we rejoined the Chamber in 2021.

The final report breaks out our operations by program, or Class. General Operations did very well this year, because of the CalNonprofits Grant. The proceeds can be used for general overhead purposes. The Community Services program includes the ACNV grant for the Hispanic Heritage event, and the Public Art program reflects the reclassification of donations for the Mosaic Art project (we did not receive any new contributions during the year, and we expect to finish the project next year).

In conclusion, the Foundation did very well this year, despite not being able to produce our annual programs and fund raisers. Hopefully, we will be able to engage with our artists and the community at large next year, while still competing successfully for grants to help us expand our program offerings and new directions.

*Submitted by Mark Joseph
Secretary/Treasurer*

American Canyon Arts Foundation
Balance Sheet--Prior Year Comparisons
As of December 31, 2021

	Dec 31, 17	Dec 31, 18	Dec 31, 19	Dec 31, 20	Dec 31, 21
ASSETS					
Current Assets					
Checking/Savings					
ACAF Checking					
General Operations	0	0	0	0	10,945
Scholarships	0	0	0	0	165
Public Art	0	0	0	0	3,333
ACNV 2021 Grant	0	0	0	0	2,500
CalNonProfits Grant	0	0	0	0	3,354
ACAF Checking - Other	10,306	17,228	16,916	14,583	0
Total ACAF Checking	10,306	17,228	16,916	14,583	20,297
PayPal Account	4,571	5,950	7,290	7,406	8,445
Total Checking/Savings	14,877	23,178	24,206	21,989	28,742
Total Current Assets	14,877	23,178	24,206	21,989	28,742
Other Assets					
Equipment & Fixtures	3,036	3,036	3,036	3,036	3,036
Total Other Assets	3,036	3,036	3,036	3,036	3,036
TOTAL ASSETS	17,913	26,214	27,242	25,025	31,778
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
Accounts Payable	0	0	1,838	0	0
Total Accounts Payable	0	0	1,838	0	0
Other Current Liabilities					
Equip-Fixture Offset	3,036	3,036	3,036	3,036	3,036
RF-Grants	2,425	5,300	0	0	0
RF-Public Art	85	2,725	3,022	3,532	0
RF-Scholarships	5	25	75	90	0
Sales Tax Payable	323	8	170	1	5
Total Other Current Liabilities	5,874	11,094	6,302	6,658	3,041
Total Current Liabilities	5,874	11,094	8,140	6,658	3,041
Total Liabilities	5,874	11,094	8,140	6,658	3,041
Equity					
Retained Earnings	9,614	12,039	15,120	19,102	18,367
Net Income	2,425	3,081	3,982	-735	10,371
Total Equity	12,039	15,120	19,102	18,367	28,737
TOTAL LIABILITIES & EQUITY	17,913	26,214	27,242	25,025	31,778

American Canyon Arts Foundation
Profit & Loss--Prior Year Comparison
January through December 2021

	Jan - Dec 21	Jan - Dec 20	\$ Change	% Change
Income				
41-Contributions				
4100 Grants	7,500	2,500	5,000	200%
4150 Donations and Sponsorships	4,831	120	4,711	3,926%
4151 Donations-ACAF Members	1,360	782	578	74%
4180 Memberships	1,645	690	955	138%
Total 41-Contributions	15,336	4,092	11,244	275%
42-Service Inc.				
4240 Entry Fees	-40	40	-80	-200%
4250-Annual Dinner Tickets	0	1,215	-1,215	-100%
4290 Other Service Income	2,783	0	2,783	100%
Total 42-Service Inc.	2,743	1,255	1,488	119%
44-Sales				
4415 Fine Art Sales	50	0	50	100%
4420 Non-Taxable Sales	779	2,150	-1,371	-64%
Total 44-Sales	829	2,150	-1,321	-62%
45-Other Rev.				
4510 Miscellaneous Revenues	6	9	-3	-34%
Total 45-Other Rev.	6	9	-3	-34%
Total Income	18,914	7,506	11,407	152%
Gross Profit	18,914	7,506	11,407	152%
Expense				
51-Community Support				
5120 Student Scholarships	2,000	2,000	0	0%
Total 51-Community Support	2,000	2,000	0	0%
52-Member Benefits				
5250-Annual Dinner Expense	0	1,584	-1,584	-100%
Total 52-Member Benefits	0	1,584	-1,584	-100%
56-Program Costs				
5620 Facility & Equip. Rental	1,200	1,200	0	0%
5630 Performer's Fees & Charges	2,530	0	2,530	100%
5685 Program Supplies	1,238	1,058	180	17%
5688 Inventory - Program Suppli	409	1,499	-1,090	-73%
5690 Other Program & Event Cost	25	0	25	100%
Total 56-Program Costs	5,402	3,757	1,645	44%
57-Admin Exp.				
5710 Bank Fees & Charges	24	105	-81	-77%
5720 Insurance	766	741	25	3%
5730 Member Dues-Other Agencies	350	0	350	100%
5740 Office Services & Supplies	0	53	-53	-100%
Total 57-Admin Exp.	1,141	900	241	27%
Total Expense	8,543	8,241	302	4%
Net Income	10,371	-735	11,106	1,511%

American Canyon Arts Foundation

Profit & Loss by Class

January through December 2021

	10-General ...	31-Arts in April	35-Arts and C...	44-Communit...	45-Public Art	TOTAL
Income						
41-Contributions						
4100 Grants	5,000	0	2,500	0	0	7,500
4150 Donations and Sponsorships	57	0	0	1,103	3,672	4,831
4151 Donations-ACAF Members	110	0	0	1,250	0	1,360
4180 Memberships	1,645	0	0	0	0	1,645
Total 41-Contributions	6,812	0	2,500	2,353	3,672	15,336
42-Service Inc.						
4240 Entry Fees	0	-40	0	0	0	-40
4290 Other Service Income	0	0	0	2,783	0	2,783
Total 42-Service Inc.	0	-40	0	2,783	0	2,743
44-Sales						
4415 Fine Art Sales	50	0	0	0	0	50
4420 Non-Taxable Sales	779	0	0	0	0	779
Total 44-Sales	829	0	0	0	0	829
45-Other Rev.						
4510 Miscellaneous Revenues	6	0	0	0	0	6
Total 45-Other Rev.	6	0	0	0	0	6
Total Income	7,647	-40	2,500	5,136	3,672	18,914
Gross Profit	7,647	-40	2,500	5,136	3,672	18,914
Expense						
51-Community Support						
5120 Student Scholarships	0	0	0	2,000	0	2,000
Total 51-Community Support	0	0	0	2,000	0	2,000
56-Program Costs						
5620 Facility & Equip. Rental	1,200	0	0	0	0	1,200
5630 Performer's Fees & Charges	0	0	0	2,530	0	2,530
5685 Program Supplies	0	0	0	900	338	1,238
5688 Inventory - Program Suppli	348	0	0	61	0	409
5690 Other Program & Event Cost	0	0	0	25	0	25
Total 56-Program Costs	1,548	0	0	3,516	338	5,402
57-Admin Exp.						
5710 Bank Fees & Charges	24	0	0	0	0	24
5720 Insurance	766	0	0	0	0	766
5730 Member Dues-Other Agencies	350	0	0	0	0	350
Total 57-Admin Exp.	1,141	0	0	0	0	1,141
Total Expense	2,689	0	0	5,516	338	8,543
Net Income	4,958	-40	2,500	-380	3,333	10,371

American Canyon Arts Foundation Membership Roster for 2021

<u>Last Name</u>	<u>First Name</u>	<u>City</u>	<u>Class</u>	<u>Status</u>
Krueger	Patti	American Canyon	President	Individual
McNaughton	Jonette	American Canyon	Vice-President	Family
Joseph	Mark	American Canyon	Sec/Treasurer	Family
Mamaril	Clarence	American Canyon	Board Member	Band Member
Olano	Jana Mielle	American Canyon	Board Member	Student
McNaughton	Joe	American Canyon	Board Member	Family
Espanol	Mimi	American Canyon	Board Member	Individual
Labaw	Roberta	American Canyon	Board Member	Family
Thomason	Scott	American Canyon	Board Member	Individual
Abeyta	Teresa	American Canyon	Member	Individual
Ariza	Denis	Fairfield	Member	Individual
Beck	Brent	American Canyon	Member	Individual
Birkholz	Thomas	American Canyon	Member	Individual
Bowlby	Francoise	Napa	Member	Individual
Bufalini	Lee	Benicia	Member	Individual
Buford	Lawrence	American Canyon	Member	Family
Buford	Nathell	American Canyon	Member	Family
Caldwell	Keith	American Canyon	Member	Life
Casper	Debra	Vallejo	Member	Individual
Christoffersen	LaDonna	Vallejo	Member	Individual
Cooper	Brent	American Canyon	Member	Individual
Ford	Maggie	American Canyon	Member	Individual
Fuqua	Laurine	Napa	Member	Individual
Goff	Andrew	American Canyon	Member	Family
Goff	Elizabeth	American Canyon	Member	Family
Hamilton	Ron	American Canyon	Member	Individual
Harris	Bob	American Canyon	Member	Life
Johnson	Robert	Benicia	Member	Individual
Joseph	Cheryl	American Canyon	Member	Family
Kenck	Alan	Hercules	Member	Family
Kenck	Pat	Hercules	Member	Family
Knight	Brenda	American Canyon	Member	Life
Labaw	Steve	American Canyon	Member	Family
Leary	Kenneth	American Canyon	Member	Individual
Lemos	Fran	American Canyon	Member	Family
Livingston-Fitch	Donna	Vallejo	Member	Individual
Matson	Nance	American Canyon	Member	Family
McNaughton	Austin	American Canyon	Member	Family
Neumeier	Shanda	American Canyon	Member	Individual

American Canyon Arts Foundation Membership Roster for 2021

<u>Last Name</u>	<u>First Name</u>	<u>City</u>	<u>Class</u>	<u>Status</u>
Nischal	Arvind	American Canyon	Member	Family
Nischal	Joyti	American Canyon	Member	Family
Ockrassa	Cherol	American Canyon	Member	Individual
Persily	Christina	Vallejo	Member	Individual
<i>Reyes</i>	<i>Mon</i>	<i>American Canyon</i>	<i>Member</i>	<i>Individual</i>
<i>Rhorer</i>	<i>Jade</i>	<i>Napa</i>	<i>Member</i>	<i>Band Member</i>
Richey	Toni	Vallejo	Member	Individual
<i>Spang-Hanssen</i>	<i>Katrine</i>	<i>San Francisco</i>	<i>Member</i>	<i>Band Member</i>
Sutter	Sande	American Canyon	Member	Family
Waxman	Bonnie	American Canyon	Member	Life

Total Membership: 49

Members with ***bold/italicized formatting*** are new members.

8 January 2022 ACAF Board Notes Goal Setting

Attendees: Clarence Mamaril, Mark Joseph, Jonette McNaughton, Roberta LaBau, Joe McNaughton, Patti Krueger

Alliance with the High School

Through a grant and supply **grants** to the schools

Work internally with all the **Parent/Art groups** (Choir, Drama, Band, etc..) and Art Club

Scholarship (April/May 2022)

- 2022 application for students is in

Link with the Teachers

- Jamie Butler – Head of Art
- Summer Heart – Drama
- Others

Liaison Acting Board Member for a High School Student

Outdoor Activities

July 4 Music

Painting/Plein Art Event

- Free to member or a dollar amount if not a member

Musical Venues/ Visual Arts Combo

- Wetlands Edge
- Rick Hess Properties – past offer; will have to follow up with this
- Buzz Properties – where we had music Years Ago

Meet Me In The Street Events – Chamber lead – Spring/Summer

- Hispanic Heritage event funds – September
- Potential place for artists/crafters to sell items
- We could do an art event
 - artists creating art live
 - items to buy and paint on site

October City of American Canyon 30th Birthday

Pumpkin Path

Past Commitments to continue

Mosaic

Web Site

Futuring (3-5 years) and Inside Activities

Teaching Classes

Space at the city (Napa Junction, Watson Ranch, Chamber of Commerce, Library)

Field Trips to Art Galleries or venues

Art Extravaganza - April

Art Contest (like Pygmalion Art Contest)

Painting Utility Boxes

- Emerged as a question again
- Communication with City and requested the number of Utility boxes (and where) to determine if feasible project
- Would like to see a juried request for artists designs and approved by City

Public Art

- Leasing large scale artwork and placing it in key areas on City lands for recreationists and artists to enjoy
- Lots of art from Burning Man Community that is large scale and needs space for display
- Allows for long-term art with low costs and low maintenance costs
- Limits long-term controversy of art
- Put on hold for now

Review and Update Bilaws

See's Fundraising

Updating our Safety and Risk Management Policy

Establishing Standing Committees

Events unknown if they will be carried out

- Spring Celebration
- AmCan By the Bay – Earth Day – Given over to ACCPF

Funding Schools for Art Supplies – Fall 2022

Boutique – space for artists and crafters to sell

Off the table for now

Post Office Wall Painting

- Initial requests were denied
- Concern that artists would need to be paid
- Could request again