



# Board of Directors AGENDA—June 14, 2022

Chamber Welcome Center, or online, via zoom—see below

## 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 May 10, 2022 [**p.2-3**]
2. Approve Financial Reports for May 2022 [**p.4-6**]
3. Receive and File Membership Report for May [**p.7**]

## COMMITTEE REPORTS

1. Member Services
  - Approve upgraded Liability Insurance Policy for 2022-23
  - Social Event at Mare Island

## BUSINESS CALENDAR – Event Updates

1. Juneteenth – Alcohol Concession; Budget; [**p.8**]
2. Music at the Plaza – (July, August, Sept.) Latest updates
3. Fourth of July – Parade; info booth
4. July Meet Me in the Street – Latin Celebration Event
5. ACHS – Art & Music Event – Oct. 15

## OTHER BUSINESS/FUTURE AGENDA ITEMS

1. Pumpkin Path – October 2
2. Holiday Boutique/Art Extravaganza – December; location?

## Announcements

## ADJOURN

ACAF Board Meeting

<https://us02web.zoom.us/j/86514599476?pwd=empWS1VubTdhRSt2NE5CQmVOa1FWQT09>

Meeting ID: 865 1459 9476

Passcode: 627233

One tap mobile

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**American Canyon Arts Foundation**  
**Board of Directors Meeting Minutes – May 10, 2022**

**CALL TO ORDER:** President Mamaril called the meeting to order at 7:07pm at the Chamber’s Welcome Center. A quorum was present.

1. **Board Members Present:** Clarence Mamaril, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Roberta Labaw, Joe McNaughton, Patti Krueger, Ethan Sabee, Eric Sabee, Directors  
**Board Members Absent:** Jana Olano, Mimi Espanol, Directors  
**Members/Guests Present:** None
2. **Board Member Comments** – Jonette said that she received original drawings from Bonnie relating to Bonnie’s paintings of old American Canyon buildings and sites.
3. **Member Comments** – None.

**CONSENT CALENDAR** *On motion by Mark, seconded by Joe, the consent calendar was approved.*

1. Approve Meeting Minutes for April 12, 2022
2. Approve Financial Reports for April 2022
3. Receive and File Year-to-date Membership Listing.

**COMMITTEE REPORTS**

1. **Student Scholarships:** After considerable discussion, the Board agreed upon the following individuals to receive a \$500 scholarship each: Collin Yan; Keanu Kawakami; and Paul Buna. **On motion by Joe, seconded by Eric, the Board approved the three, \$500 scholarships. Motion passed unanimously.** Clarence confirmed he would be at the Scholarship Ceremony to make the presentation for the Board.
2. **Member Services/Next Social event:** The Board discussed some of the logistics behind our next event at Mare Island on May 22. It was suggested we try to reserve a table, in case we have a big crowd.

**BUSINESS CALENDAR**

1. **Safety & Risk Management Policy:** Mark reviewed the substantive changes to the policy—relating to independent contractors and use of private vehicles; the rest of the changes related more to cleaning up/streamlining the language. **On motion by Mark, seconded by Eric, the Board approved the revisions to the Safety & Risk Management Policy. Motion approved unanimously.** Mark also said he was still working on upgrading our insurance policy, as well as exploring getting multiple offers.
2. **Juneteenth Update:** Mark reviewed the latest on this event. We have raised over \$30,000, although most of that is the City’s contribution, and they are expecting a large portion of that amount to be reimbursed. The Parks Foundation will handle activities for the kids. Our primary responsibility will be to handle the Beer and Wine sales. We talked about the need to get Responsible Beverage Server (RBS) training for all the servers and how many servers we will need (3 shifts of two servers each—Jonette, Patti, Clarence, Mark, and Danny & Michelle Morgan). Mark said he would handle the ABC permit and that the goal is to get the beer and wine donated (we still would need to get ice and other supplies). We still have not heard anything official about the County Grant for \$4100, although the Advisory Committee recommended the full amount.
3. **ACHS Art and Music Festival:** Clarence noted he has prepared meeting notes for the two planning sessions, and that we are developing a custom logo for the annual event. Alumni are encouraged to participate in the various artistic areas: Art, music, spoken word, and possibly

more audience-oriented activities (chalk art, karaoke, urban art, etc.) We also have some alumni (Nat Ong, Dakota Lim) who will help, including social media. Patti expressed concern that we do not have a budget, and it was agreed we should refine how we will expend the \$4000 that we have raised (\$2500 grant; \$1500 in a sponsorship from Bergin's Screen Printing and Engraving). Some of the funds will one-time expenses (such as for food, marketing and awards), but other funds could be used for ongoing assets (more Art Panels, Event/Safety gear, etc.).

4. Music at the Plaza: This is another new project spearheaded by Clarence. He has support from Rick Hess, owner of the Canyon Plaza; and has secured most of the funding needed, as well as the music. We will also have a customized logo. Although we will not have beer and wine at our first date, the goal is to sell beer and wine to generate revenue for future ACHS Art & Music Festivals, with the sponsorships covering the cost of the event.
5. Hispanic Celebration Update: Clarence and Mark reported we have an agreement for a traditional Mexican band; a Mariachi Band and the Vallejo Folklorico group to provide entertainment at the July Meet Me in the Street event. This will fulfill our obligations under the ACNV Grant. Mark is trying to find a Chicano Art group to provide an art display, but not having an success. He also needs to reach out to the Napa Folklorico group to have them perform at the end of the August Street Fair, right before the presentation of *Encanto* at Northampton Park.
6. Pumpkin Path: Jonette reported she ordered 250 pumpkins at a cost of \$2.50 per pumpkin, or \$625. We will need to transport the pumpkins right before the event. We also need to reach out to our prior sponsors to help cover the costs, including paint and supplies. ***On a motion by Mark and seconded by Jonette, the Board authorized up to \$1000 for the 2022 Pumpkin Path event. The motion passed, with Patti abstaining.***

#### **OTHER BUSINESS/FUTURE AGENDA ITEMS**

Most of the upcoming events were discussed above; it was noted that Brenda would be at our booth for the June Street Fair, promoting Juneteenth. It was also noted that we have not yet confirmed that we will combine the Holiday Boutique with the Art Extravaganza, and that we do not have a site yet. We also talked about the need to look at our Board members. It was recognized that Jana and Mimi cannot attend in person, since they are away in College; and zoom meetings have also been problematic.

***The meeting adjourned at 8:43pm.***

*Minutes prepared by  
Mark Joseph, Secretary/Treasurer  
May 29, 2022*

**American Canyon Arts Foundation**  
**Balance Sheet--Prior Year Comparisons**  
As of May 31, 2022

	Dec 31, 18	Dec 31, 19	Dec 31, 20	Dec 31, 21	May 31, 22
<b>ASSETS</b>					
<b>Current Assets</b>					
<b>Checking/Savings</b>					
<b>ACAF Checking</b>					
General Operations	0	0	0	10,665	10,504
CalNonProfits Grant	0	0	0	3,634	2,591
Scholarships	0	0	0	165	0
Public Art	0	0	0	3,333	3,333
ACNV 2021 Grant	0	0	0	2,500	2,500
21 ACNV-ACHS Event	0	0	0	0	4,000
Juneteenth 2022	0	0	0	0	32,920
ACAF Checking - Other	17,228	16,916	14,583	0	0
<b>Total ACAF Checking</b>	17,228	16,916	14,583	20,297	55,849
<b>PayPal Account</b>	5,950	7,290	7,406	8,445	8,931
<b>Total Checking/Savings</b>	23,178	24,206	21,989	28,742	64,779
<b>Accounts Receivable</b>					
Accounts Receivable	0	0	0	0	6,061
<b>Total Accounts Receivable</b>	0	0	0	0	6,061
<b>Total Current Assets</b>	23,178	24,206	21,989	28,742	70,840
<b>Other Assets</b>					
Equipment & Fixtures	3,036	3,036	3,036	3,036	3,036
<b>Total Other Assets</b>	3,036	3,036	3,036	3,036	3,036
<b>TOTAL ASSETS</b>	<b>26,214</b>	<b>27,242</b>	<b>25,025</b>	<b>31,778</b>	<b>73,876</b>
<b>LIABILITIES &amp; EQUITY</b>					
<b>Liabilities</b>					
<b>Current Liabilities</b>					
<b>Accounts Payable</b>					
Accounts Payable	0	1,838	0	0	2,000
<b>Total Accounts Payable</b>	0	1,838	0	0	2,000
<b>Other Current Liabilities</b>					
Equip-Fixture Offset	3,036	3,036	3,036	3,036	3,036
RF-Grants	5,300	0	0	0	0
RF-Public Art	2,725	3,022	3,532	0	0
RF-Scholarships	25	75	90	0	0
Sales Tax Payable	8	170	1	5	5
<b>Total Other Current Liabilities</b>	11,094	6,302	6,658	3,041	3,041
<b>Total Current Liabilities</b>	11,094	8,140	6,658	3,041	5,041
<b>Total Liabilities</b>	11,094	8,140	6,658	3,041	5,041
<b>Equity</b>					
Retained Earnings	12,039	15,120	19,102	18,367	28,737
Net Income	3,081	3,982	-735	10,371	40,098
<b>Total Equity</b>	15,120	19,102	18,367	28,737	68,836
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>26,214</b>	<b>27,242</b>	<b>25,025</b>	<b>31,778</b>	<b>73,876</b>

**American Canyon Arts Foundation**  
**Profit & Loss--Prior Year Comparison**  
**January through May 2022**

	Jan - May 22	Jan - May 21	\$ Change	% Change
<b>Income</b>				
<b>41-Contributions</b>				
4100 Grants	2,500	0	2,500	100%
4150 Donations and Sponsorships	35,550	250	35,300	14,120%
4151 Donations-ACAF Members	345	1,110	-765	-69%
4180 Memberships	1,200	1,415	-215	-15%
<b>Total 41-Contributions</b>	39,595	2,775	36,820	1,327%
<b>42-Service Inc.</b>				
4210 Event Fees				
4212-VIP Seating	570	0	570	100%
<b>Total 4210 Event Fees</b>	570	0	570	100%
4240 Entry Fees	0	-40	40	100%
4250-Annual Dinner Tickets	225	0	225	100%
4290 Other Service Income	6,061	0	6,061	100%
<b>Total 42-Service Inc.</b>	6,856	-40	6,896	17,240%
<b>44-Sales</b>				
4420 Non-Taxable Sales	33	537	-504	-94%
<b>Total 44-Sales</b>	33	537	-504	-94%
<b>45-Other Rev.</b>				
4510 Miscellaneous Revenues	5	6	-1	-16%
<b>Total 45-Other Rev.</b>	5	6	-1	-16%
<b>Total Income</b>	46,489	3,278	43,211	1,318%
<b>Gross Profit</b>	46,489	3,278	43,211	1,318%
<b>Expense</b>				
<b>51-Community Support</b>				
5120 Student Scholarships	1,500	2,000	-500	-25%
<b>Total 51-Community Support</b>	1,500	2,000	-500	-25%
<b>52-Member Benefits</b>				
5250-Annual Dinner Expense	317	0	317	100%
<b>Total 52-Member Benefits</b>	317	0	317	100%
<b>56-Program Costs</b>				
5620 Facility & Equip. Rental	600	600	0	0%
5625 Hospitality	84	0	84	100%
5632 Professional Support	3,500	0	3,500	100%
5685 Program Supplies	0	62	-62	-100%
5688 Inventory - Program Suppli	0	348	-348	-100%
<b>Total 56-Program Costs</b>	4,184	1,010	3,174	314%
<b>57-Admin Exp.</b>				
5710 Bank Fees & Charges	14	17	-2	-14%
5730 Member Dues-Other Agencies	350	350	0	0%
5750 Taxes, Permits & Filing Fe	25	0	25	100%
<b>Total 57-Admin Exp.</b>	389	367	23	6%
<b>Total Expense</b>	6,390	3,377	3,014	89%
<b>Net Income</b>	<b>40,098</b>	<b>-99</b>	<b>40,197</b>	<b>40,612%</b>

**American Canyon Arts Foundation**  
**Profit & Loss by Class**  
January through May 2022

	10-General & ...	35-Arts and C...	41-Member Se...	44-Community...	45-Public Art	TOTAL
<b>Income</b>						
<b>41-Contributions</b>						
4100 Grants	0	0	0	2,500	0	2,500
4150 Donations and Sponsors...	0	33,850	200	1,500	0	35,550
4151 Donations-ACAF Members	210	0	0	60	75	345
4180 Memberships	1,200	0	0	0	0	1,200
<b>Total 41-Contributions</b>	<b>1,410</b>	<b>33,850</b>	<b>200</b>	<b>4,060</b>	<b>75</b>	<b>39,595</b>
<b>42-Service Inc.</b>						
<b>4210 Event Fees</b>						
4212-VIP Seating	0	570	0	0	0	570
<b>Total 4210 Event Fees</b>	<b>0</b>	<b>570</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>570</b>
4250-Annual Dinner Tickets	225	0	0	0	0	225
4290 Other Service Income	0	0	6,061	0	0	6,061
<b>Total 42-Service Inc.</b>	<b>225</b>	<b>570</b>	<b>6,061</b>	<b>0</b>	<b>0</b>	<b>6,856</b>
<b>44-Sales</b>						
4420 Non-Taxable Sales	33	0	0	0	0	33
<b>Total 44-Sales</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33</b>
<b>45-Other Rev.</b>						
4510 Miscellaneous Revenues	5	0	0	0	0	5
<b>Total 45-Other Rev.</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>Total Income</b>	<b>1,673</b>	<b>34,420</b>	<b>6,261</b>	<b>4,060</b>	<b>75</b>	<b>46,489</b>
<b>Gross Profit</b>	<b>1,673</b>	<b>34,420</b>	<b>6,261</b>	<b>4,060</b>	<b>75</b>	<b>46,489</b>
<b>Expense</b>						
<b>51-Community Support</b>						
5120 Student Scholarships	0	0	0	1,500	0	1,500
<b>Total 51-Community Support</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>
<b>52-Member Benefits</b>						
5250-Annual Dinner Expense	317	0	0	0	0	317
<b>Total 52-Member Benefits</b>	<b>317</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>317</b>
<b>56-Program Costs</b>						
5620 Facility & Equip. Rental	600	0	0	0	0	600
5625 Hospitality	68	0	17	0	0	84
5632 Professional Support	0	3,500	0	0	0	3,500
<b>Total 56-Program Costs</b>	<b>668</b>	<b>3,500</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>4,184</b>
<b>57-Admin Exp.</b>						
5710 Bank Fees & Charges	14	0	0	0	0	14
5730 Member Dues-Other Age...	350	0	0	0	0	350
5750 Taxes, Permits & Filing Fe	25	0	0	0	0	25
<b>Total 57-Admin Exp.</b>	<b>389</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>389</b>
<b>Total Expense</b>	<b>1,373</b>	<b>3,500</b>	<b>17</b>	<b>1,500</b>	<b>0</b>	<b>6,390</b>
<b>Net Income</b>	<b>299</b>	<b>30,920</b>	<b>6,244</b>	<b>2,560</b>	<b>75</b>	<b>40,098</b>

**American Canyon Arts Foundation**  
**Membership Report--Summary**  
 January through December 2022

Date	Name	Memo	Amount
<b>Income</b>			
<b>41-Contributions</b>			
<b>4180 Memberships</b>			
01/30/2022	Lee Bufalini	Individual Membership Renewal, actually paid on 1/15/22	35.00
01/31/2022	Toni Richey	Individual Membership Renewal	35.00
01/31/2022	Brent Beck	Individual Membership Renewal	35.00
01/31/2022	Elizabeth Goff	Family Membership Renewal	65.00
01/31/2022	Francois Bowlby	Individual Membership Renewal	35.00
01/31/2022	Patti Krueger	Individual Membersip Renewal	35.00
01/31/2022	Brenda Knight	Individual Membership Renewal (even though she's a Lifetime Member)	35.00
01/31/2022	Jonette McNaughton*	Family Membership Renewal	65.00
01/31/2022	Roberta & Steve LaBaw	Family Membership Renewal	65.00
01/31/2022	Mark & Cheryl Joseph	Family Membership Renewal	65.00
02/07/2022	Charlotte Chiolero	Individual Membership Renewal, ck dated 2/1/22	35.00
02/14/2022	Nathell Buford	Family Membership Renewal; ck dated 2/6/22	65.00
02/14/2022	Terry Birkholz	Family Membership Renewal (Thomas & Terry); ck dated 2-1-22	65.00
02/27/2022	Eric Sabee	Family Membership Returning Members (Eric & Elizabeth); rec'd 2-10-22	65.00
02/27/2022	Dakota Lim	NEW Student Membership; rec'd 2-16-22	10.00
02/27/2022	Shanda Neumeier	Family Membership Renewal (Shanda & Chris); rec'd 2-22-22	65.00
03/04/2022	Daniel Callnon	NEW Band Membership (Keep on Truckin')	80.00
03/04/2022	Orlando Ramos	NEW Band Membership (Don Gato)	80.00
03/04/2022	Teresa Abeyta	Individual Membership Renewal	35.00
03/07/2022	Gloria Fouts	Individual Membership Renewal	35.00
03/09/2022	Shake It Booty Band	Band Renewal (c/o Katrine Spang-Hanssen)	80.00
03/23/2022	Clarence Mamaril	Band Membership Renewal	80.00
05/18/2022	Dennis Ariza	Renewal Membership,	35.00
06/03/2022	Danny Morgan	NEW Family Membership: Morgan Family (Danny, Michelle, Eliza Smiddy...	65.00
	Total 4180 Memberships		1,265.00
	Total 41-Contributions		1,265.00
	Total Income		1,265.00
	Gross Profit		1,265.00
	Expense		_____
	<b>Net Income</b>		<b>1,265.00</b>

# Budget for Juneteenth - 2022

As of June 11, 2022

<u>Budget Item</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Notes</u>
<b><u>REVENUES</u></b>				
Sponsors	\$10,000	\$7,500	\$2,500	As of 6/11/22
Grants	\$6,600	\$4,600	\$2,000	\$4600-TBID; \$2000-Napa Co. Grant (from ACAF)
City "Guarantee"	\$7,000	\$25,000	(\$18,000)	Rec'd \$25k; target is to keep \$5k
<i>Subtotal, Donations &amp; contributions</i>	<i>\$23,600</i>	<i>\$37,100</i>	<i>(\$13,500)</i>	
VIP Seating	\$1,500	\$810	\$690	Max. of 100 seats at \$30/seat [estimate 50 sales]
Parking	\$2,000	\$0	\$2,000	Est. of 200 cars at \$10/car
Booths	\$600	\$0	\$600	Est. of 20 booths at \$30/booth--net income
Other			\$0	
<b>TOTAL REVENUES</b>	<b>\$27,700</b>	<b>\$37,910</b>	<b>(\$10,210)</b>	
<b><u>EXPENSES</u></b>				
Brenda Knight Events/Event Planner	\$3,500	\$3,500	\$0	\$1500 paid; bal. of \$2000 due on 6/19/22
Sound Productions	\$5,000	\$0	\$5,000	
Speakers & Entertainment	\$6,350	\$0	\$6,350	
Keynote Speaker	\$300	\$0	\$300	
Church Choir transportation	\$500	\$0	\$500	
Parking Lot Shuttle	\$3,000	\$2,899	\$102	
Security	\$3,200	\$0	\$3,200	
Staging	\$1,000	\$1,281	(\$281)	Elegant Events Enterprises; \$550 paid as a deposit
Balloon Arch	\$375	\$0	\$375	
Red/Black/Green Decorations	\$500	\$0	\$500	
Generator	\$100	\$0	\$100	
Portable Restrooms	\$1,800	\$0	\$1,800	
Flyer Design and printing	\$775	\$225	\$550	UPS in-kind sponsor for printing!
Photographer	\$300	\$0	\$300	
Other/Contingency:	\$1,000		\$1,000	
Vendor Insurance/Broker expense	\$0	\$200	(\$200)	Needed for one-day insurance permit
Expense item			\$0	
Expense item			\$0	
<b>TOTAL EXPENSES</b>	<b>\$27,700</b>	<b>\$8,104</b>	<b>\$19,596</b>	
<b><u>NET INCOME/(EXPENSE)</u></b>	<b><u>\$0</u></b>	<b><u>\$29,806</u></b>	<b><u>(\$29,806)</u></b>	