



Board of Directors AGENDA–August 9, 2022

Chamber Welcome Center, and via Zoom online

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 July 12, 2022 **[p.2-3]**
2. Approve Financial Reports for July 2022 **[p.4-8]**
3. Receive and File Membership Report for July 2022 **[p.9]**

COMMITTEE REPORTS/UPDATES

1. Mosaic Update
2. Latin Celebration Update
3. Friday Nights at the Plaza Update
4. ACHS Art & Music Update
5. Art Classes with the City Update

BUSINESS CALENDAR

OTHER BUSINESS/FUTURE AGENDA ITEMS

1. Final Meet Me in the Street – August 10 (ACAF Booth; Encanto Support)
2. Friday Nights at the Plaza – September 2 (mini-Healthy People/Healthy Planet?)
3. Pumpkin Path – October 2 (Confirm sponsors)
4. ACHS Art & Music Event – October 15
5. Fil Am Cultural Event (November or December)
6. Holiday Boutique/Art Extravaganza – Nov. 19-20
7. Annual Membership Meeting – January 2023
8. Board Retreat/Strategic Plan – January 2023

Announcements

ADJOURN

Join Zoom Meeting

<https://us02web.zoom.us/j/89030538701?pwd=cDc0UFVJUDImWDI3NkZyWHBhdkw1Zz09>

Meeting ID: 890 3053 8701

Passcode: 421283

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American Canyon Arts Foundation
Board of Directors Meeting Minutes – July 12, 2022

CALL TO ORDER: President Mamaril called the meeting to order at 7:08 pm, at the Chamber Welcome Center and via Zoom. 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, Jana Olano (via zoom), Mimi Espanol (via zoom), Ethan Sabee (via zoom), Eric Sabee (via zoom), Directors
Board Members Absent: None
Members/Guests Present: None
2. **Board Member Comments** – Patti expressed concerns that we needed a more formal process in establishing Board direction and action. There was discussion by the Board about this matter and the consensus was to ensure a more formal approach to documenting the Board’s decisions. Roberta reported that she enjoyed the Fourth of July Parade and festivities.
3. **Member Comments** – None.

CONSENT CALENDAR

1. Approve Meeting Minutes for June 14, 2022. **On motion by Eric, seconded by Joe, the Minutes were approved, with Patti abstaining.**
2. Approve Financial Reports for June. **On motion by Patti, seconded by Joe, the Financials were approved.**
3. Receive and File Year-to-date Membership Listing. **On motion by Patti, seconded by Joe, the report was received.**
4. Receive and File the Juneteenth Report. Mark discussed this item, and reported we only used \$8500 of the City’s \$25,000 allocation. He noted the City Manager suggested we may keep the balance as seed money for next year or return it to the City. After discussion, **Patti moved and Mark seconded, a motion to keep or return the balance to the City, based on the City’s request; further, if we keep the balance, to use it for the next Juneteenth, or some other project, if the City prefers. The motion passed.**

COMMITTEE REPORTS

1. Latin Celebration, July 13: The Board reviewed the program and related details. Mark handed out the flyer for the event. We also discussed the fact that we should have \$200 remaining in the Grant. Mark will see if the balance can be used to assist Latin artists for our upcoming Art Extravaganza, based on when the grant funds need to be expended and if ACNV has any concerns about the expenditures. He will report back in August. Also, as it relates to Meet Me in the Street, the Board thought we should have a booth at the final August event, to promote our events and be a part of the City’s 30th birthday party. **Patti motioned and Mark seconded, the Board approved getting a booth for August.**
2. Friday Nights at the Plaza: We discussed this program and Mark presented the budget and year-to-date receipts. Overall, sponsorships and sales should cover the ongoing costs. There were about \$350 in one-time costs (A-Frame signage; staff vests and safety tape, etc.). We discussed the need to better promote the event and encourage more vendors. We also talked about the idea of including dessert-related vendors (such as 4H Club or Key Club, who can do shaved ice and popcorn), along with Beer and Wine Sales.
3. ACHS Art and Music Event: The next planning session will be Thursday, July 28 at 6pm at this location (Welcome Center)
4. Mosaic Project update: Patti reviewed the challenges she has had trying to get a contractor to finish the framing and installation, all to no avail. Currently, the three panels are in her garage, and transporting the materials is creating a loss of tiles. The Board felt it was critical to get the

three panels finished and framed, even if we haven't decided on how to install them. A metal frame is preferred since it will last longer. Patti noted that how you *build* the frame is dependent on how you *install* them. Freestanding installation will be much more expensive than securing them to the Boys & Girls Club wall. Eric offered to search for some contractors he might know, and Mark offered to contact the Sheet Workers Union to see if they might be interested in fabricating sheet metal frames.

BUSINESS CALENDAR

1. Public Art Opportunity: Patti reported she met an artist with the Burning Man program, and that we might be able to secure some temporary public art installations in American Canyon. Mark pointed out the City has a Public Art Committee, that includes Council member David Oro and Mark. We should include the City in the process, since the City has already approved a number of sites for public art in the City. ***Mark motioned and Jonette seconded, a motion to support an effort to bring Burning Man art to American Canyon and to work with the City in doing so. The motion passed.***
2. Napa County Arts & Culture Grant: Clarence reported that we received the \$4000 grant, which was intended to support Juneteenth, Latin Celebration and/or a Filipino Cultural Event. Clarence suggested we allocate \$2000 towards the Juneteenth event and the balance towards the Filipino event (Latin Celebration didn't need any additional funding). Relative to the Filipino event, the Board discussed the idea that a smaller portion would be allocated towards the Parol Building event (to offset supplies and marketing, perhaps refreshments), and the balance going towards inviting speakers to discuss Filipino history and culture. We would work through the Napa Valley College for speakers. ***On motion by Patti and seconded by Mark, the Board approved allocating \$2000 towards Juneteenth and \$2000 towards a Filipino Heritage Event. The motion passed.***
3. Art Classes at the Adult Activity Center: Clarence reported that he met with Lisa Johnson, the new Rec Coordinator, about resurrecting a program that Patti had worked out prior to the pandemic. We would solicit art instructors to teach adults (and potentially children), generally evening classes during Winter and Spring. The instructors would receive a percentage for each enrollment, and a portion for supplies and materials. This would be a real value for ACAF members, and provide a service to the community. ***Patti motioned and Mark seconded, that we support this effort and direct Clarence to work with the City on the details. Motion passed.***

OTHER BUSINESS/FUTURE AGENDA ITEMS

- Holiday Boutique/Art Extravaganza—There was discussion about this combined event and that it might be held at the old Napa Junction site. Roberta suggested we consider a Benicia artist, Terry Hughes, as our Keynote Speaker during the Awards reception. She was asked to follow up and see if he is interested.
- We need to promote Art for the Welcome Center—it's starting to look pretty sad.

The meeting adjourned at 9:21pm.

Minutes submitted by

Mark Joseph, Secretary/Treasurer

July 28, 2022

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

	<u>Dec 31, 18</u>	<u>Dec 31, 19</u>	<u>Dec 31, 20</u>	<u>Dec 31, 21</u>	<u>Jul 31, 22</u>
ASSETS					
Current Assets					
Checking/Savings					
ACAF Checking					
General Operations	0	0	0	10,665	5,388
CalNonProfits Grant	0	0	0	3,634	2,291
Scholarships	0	0	0	165	0
Public Art	0	0	0	3,333	3,333
ACNV 2021 Grant	0	0	0	2,500	750
21 ACNV-ACHS Event	0	0	0	0	3,795
Juneteenth 2022	0	0	0	0	14,553
ACAF Checking - Other	17,228	16,916	14,583	0	0
Total ACAF Checking	17,228	16,916	14,583	20,297	30,110
PayPal Account	5,950	7,290	7,406	8,445	8,966
Total Checking/Savings	23,178	24,206	21,989	28,742	39,076
Accounts Receivable					
Accounts Receivable	0	0	0	0	6,061
Total Accounts Receivable	0	0	0	0	6,061
Total Current Assets	23,178	24,206	21,989	28,742	45,137
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	<u>26,214</u>	<u>27,242</u>	<u>25,025</u>	<u>31,778</u>	<u>48,173</u>
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
Accounts Payable	0	1,838	0	0	0
Total Accounts Payable	0	1,838	0	0	0
Other Current Liabilities					
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	0
Total Other Current Liabilities	11,094	6,302	6,658	3,041	3,036
Total Current Liabilities	11,094	8,140	6,658	3,041	3,036
Total Liabilities	11,094	8,140	6,658	3,041	3,036
Equity					
Retained Earnings	12,039	15,120	19,102	18,367	28,737

7:04 PM
08/07/22
Accrual Basis

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

	<u>Dec 31, 18</u>	<u>Dec 31, 19</u>	<u>Dec 31, 20</u>	<u>Dec 31, 21</u>	<u>Jul 31, 22</u>
Net Income	3,081	3,982	-735	10,371	16,400
Total Equity	15,120	19,102	18,367	28,737	45,137
TOTAL LIABILITIES & EQUITY	<u>26,214</u>	<u>27,242</u>	<u>25,025</u>	<u>31,778</u>	<u>48,173</u>

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

08/07/22

Accrual Basis

	Jan - Jul 22	Jan - Jul 21	\$ Change	% Change
Income				
41-Contributions				
4100 Grants	2,500	5,000	-2,500	-50%
4150 Donations and Sponsorships	40,550	4,123	36,427	884%
4151 Donations-ACAF Members	345	1,110	-765	-69%
4180 Memberships	1,380	1,530	-150	-10%
Total 41-Contributions	44,775	11,763	33,012	281%
42-Service Inc.				
4210 Event Fees				
4213-Parking Fees	730	0	730	100%
4212-VIP Seating	1,530	0	1,530	100%
Total 4210 Event Fees	2,260	0	2,260	100%
4225 Booth Rental Charge	1,050	0	1,050	100%
4240 Entry Fees	0	-40	40	100%
4250-Annual Dinner Tickets	225	0	225	100%
4290 Other Service Income	6,061	2,475	3,586	145%
Total 42-Service Inc.	9,596	2,435	7,161	294%
44-Sales				
4415 Fine Art Sales	0	50	-50	-100%
4420 Non-Taxable Sales	938	584	353	61%
Total 44-Sales	938	634	303	48%
45-Other Rev.				
4510 Miscellaneous Revenues	7	6	1	22%
Total 45-Other Rev.	7	6	1	22%
Total Income	55,316	14,838	40,478	273%
Gross Profit	55,316	14,838	40,478	273%
Expense				
51-Community Support				
5120 Student Scholarships	1,500	2,000	-500	-25%
Total 51-Community Support	1,500	2,000	-500	-25%
52-Member Benefits				
5250-Annual Dinner Expense	317	0	317	100%
Total 52-Member Benefits	317	0	317	100%
56-Program Costs				
5610 Advertising & Promotions	1,684	0	1,684	100%
5620 Facility & Equip. Rental	2,607	900	1,707	190%
5625 Hospitality	84	0	84	100%
5630 Performer's Fees & Charges	14,240	2,250	11,990	533%
5632 Professional Support	3,500	0	3,500	100%
5685 Program Supplies	750	338	411	122%
5688 Inventory - Program Suppli	115	409	-294	-72%
5690 Other Program & Event Cost	13,709	75	13,634	18,179%
Total 56-Program Costs	36,689	3,972	32,717	824%

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

08/07/22

Accrual Basis

	Jan - Jul 22	Jan - Jul 21	\$ Change	% Change
57-Admin Exp.				
5710 Bank Fees & Charges	35	21	14	67%
5720 Insurance	0	766	-766	-100%
5730 Member Dues-Other Agencies	350	350	0	0%
5750 Taxes, Permits & Filing Fe	25	0	25	100%
Total 57-Admin Exp.	410	1,137	-727	-64%
Total Expense	38,916	7,110	31,806	447%
Net Income	16,400	7,728	8,672	112%

American Canyon Arts Foundation

08/07/22

Profit & Loss by Class

Accrual Basis

January through July 2022

	10-General & ...	35-Arts and C...	41-Member Se...	44-Community...	45-Public Art	TOTAL
Income						
41-Contributions						
4100 Grants	0	0	0	2,500	0	2,500
4150 Donations and Sponsors...	0	37,850	1,200	1,500	0	40,550
4151 Donations-ACAF Members	210	0	0	60	75	345
4180 Memberships	1,380	0	0	0	0	1,380
Total 41-Contributions	1,590	37,850	1,200	4,060	75	44,775
42-Service Inc.						
4210 Event Fees						
4213-Parking Fees	0	730	0	0	0	730
4212-VIP Seating	0	1,530	0	0	0	1,530
Total 4210 Event Fees	0	2,260	0	0	0	2,260
4225 Booth Rental Charge	0	970	80	0	0	1,050
4250-Annual Dinner Tickets	225	0	0	0	0	225
4290 Other Service Income	0	0	6,061	0	0	6,061
Total 42-Service Inc.	225	3,230	6,141	0	0	9,596
44-Sales						
4420 Non-Taxable Sales	33	0	905	0	0	938
Total 44-Sales	33	0	905	0	0	938
45-Other Rev.						
4510 Miscellaneous Revenues	7	0	0	0	0	7
Total 45-Other Rev.	7	0	0	0	0	7
Total Income	1,855	41,080	8,246	4,060	75	55,316
Gross Profit	1,855	41,080	8,246	4,060	75	55,316
Expense						
51-Community Support						
5120 Student Scholarships	0	0	0	1,500	0	1,500
Total 51-Community Support	0	0	0	1,500	0	1,500
52-Member Benefits						
5250-Annual Dinner Expense	317	0	0	0	0	317
Total 52-Member Benefits	317	0	0	0	0	317
56-Program Costs						
5610 Advertising & Promotions	0	1,335	349	0	0	1,684
5620 Facility & Equip. Rental	900	1,707	0	0	0	2,607
5625 Hospitality	68	0	17	0	0	84
5630 Performer's Fees & Char...	0	7,650	6,590	0	0	14,240
5632 Professional Support	0	3,500	0	0	0	3,500
5685 Program Supplies	0	706	43	0	0	750
5688 Inventory - Program Suppli	0	0	115	0	0	115
5690 Other Program & Event C...	0	13,364	115	230	0	13,709
Total 56-Program Costs	968	28,262	7,230	230	0	36,689
57-Admin Exp.						
5710 Bank Fees & Charges	16	15	5	0	0	35
5730 Member Dues-Other Age...	350	0	0	0	0	350
5750 Taxes, Permits & Filing Fe	25	0	0	0	0	25
Total 57-Admin Exp.	391	15	5	0	0	410
Total Expense	1,675	28,277	7,234	1,730	0	38,916
Net Income	180	12,803	1,012	2,330	75	16,400

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

08/07/22

Accrual Basis

Date	Name	Memo	Amount
Income			
41-Contributions			
4180 Memberships			
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 Memberhsip 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	Individual Membership Renewal	35.00
06/03/2022	Danny Morgan	NEW Family Membership: Morgan Family (Danny, Michelle, Eliza Smiddy...	65.00
07/01/2022	Lowell Stephenson	NEW Adult Band Membership, Get With It Band	80.00
07/01/2022	Raquel Marie Clark	NEW Individual Membership	35.00
	Total 4180 Memberships		1,380.00
	Total 41-Contributions		1,380.00
	Total Income		1,380.00
	Gross Profit		1,380.00
	Expense		
	Net Income		1,380.00