

The Arts Guild of Old Forge, Inc.
Board of Director's Meeting
December 14, 2009
Minutes

PRESENT: Deb Carhart, Patty Foley, Rex Germer, Susan Hazard-Rimato, Kevin Jost, Gary Lee, Clark Lubbs, Helen McAleese, John Munyan, Katie Noonan, Debi Ritz, Kerry Rogers, Joan Spring, Bob Stanton, Bill Simpson (Search Committee) and Michele deCamp, Director Emeritus

EXCUSED: Ed Stafford, Phoebe Greene

CALL TO ORDER: The monthly meeting of the Board of Directors of the Arts Guild of Old Forge, Inc. was called to order by President John Munyan at 6:30 PM.

MINUTES: Debi Ritz moved and Rex Germer seconded a motion to accept the minutes of the November 9, 2009 meeting. The motion was carried. Joan will email the minutes to Jody for posting on the website.

John introduced Bill Simpson, who is serving on the Search Committee. Bill updated the Board on the progress and task of hiring a new director.

Good news! The Board just this minute received a donation from a source for \$10,000 and will receive the same amount for the next five years!!!

CAPITAL CAMPAIGN: Kevin extended appreciation to Bill Simpson for his assistance on the Search Committee. He reported that the Business Plan has been completed. An Executive Summary will be posted on the website. The Board and Advisory Council giving is complete. Thank you letters will be going out soon. The member appeal letter was sent out before Thanksgiving. Kevin reported the amount collected to date in cash promised against the \$1,100,000 goal and the status of the money from the anonymous donor. A thank you to all donors will be sent. Kevin introduced the idea of a sustained capital campaign that will endure in nature over many years. He would like us to hire a campaign consultant. Kevin has been talking with three consultants who will be submitting proposals. The Board empowered Kevin Jost and John Munyan to interview the three consultants and review their proposals. Joining them in this effort will be Deb Carhart, Bill Simpson and Gary Lee. A progress report will be presented at the January meeting.

Donor Name Publication: Kevin addressed the idea of thanking our donors in a manner which is somehow made public. It is time to place all donors in the newspaper thanking them for their contributions. We should then periodically engage in a public thank you. A discussion resulted. It is common practice for nonprofits to engage in a public thank you. Deb Carhart moved and Gary Lee seconded a motion to thank our donors in both newspapers and to move forward with quarterly thank you notices. The motion carried.

Kevin Jost reported on efforts to establish an Annual Operating Plan (AOP). We need to create a 2010 AOP and Budget that is very detailed and that will serve as a guide.

TREASURER'S REPORT: Debi Ritz presented the November 2009 Financial Report (General Operating & New Building) in writing. She then distributed a Cash Flow Projection for 2009. Discussion took place regarding different financial accounts, the cash flow alternatives and the money from the state of New York. Deb Carhart moved and Katie Noonan seconded a motion to accept the Treasurer's Report. The motion was carried.

Break time with Mirnie: Mirnie Kashiwa visited with the Board to share her idea of producing a CD of her poem "I Am the Adirondacks". She gave the Board some background on another project that involved her

poem, but wanted this one to be read by her and to include some history of Old Forge and the Purple Moose. This CD would be available for sale for a profit to the Art Center. She asked the Board for some financial support from the Endowment, but as it often is with the Christmas season, someone generously agreed to give her the money she needs to start the project.

EXECUTIVE SESSION: Debi Ritz moved and Gary Lee seconded a motion to move into Executive Session. The Board of Directors moved into Executive Session at 7:50 PM. At 8:25 PM Gary Lee moved and Patty Foley seconded a motion to end the executive Session. The motion was carried.

Rex Germer moved and Debi Ritz seconded a motion to accept the recommended actions of the Executive Session.

COMMITTEE REPORTS:

Committee Reports in writing included: Nominating, Concert/Festival

Personnel: The Personnel Committee clarified the PTO (Personal Time Off) policy for all full time employees. Discussion centered on two weeks vacation and 10 sick days which would translate into 20 PTO days for the employees. The annual "end of year" bonus and salary issues were discussed.

USDA Report: Deb Carhart reported that the Rural Development PRE Grant Application was submitted on November 15th. There were some difficulties with one form in the architect's packet. All financials have gone out to underwriting. The forms will eventually arrive for the actual application. Kim Peden has been fabulous to help rework Form E for us. Deb clarified the idea of rolling the Adirondack loan into the application and that it needs to be 3 million or less. A meeting with the attorney will take place on Wednesday to move on the closing.

Building Committee: Kerry Rogers provided the Board with a written document that detailed the proposed change orders for the construction of the new building. He reviewed those orders with the Board. Katie provided a packet of information on benches, chairs and tables that could possibly be purchased for the new building.

Deb Carhart made a motion to appoint Bill Simpson to one of the open seats on the Board of Directors. Rex Germer seconded the motion. It was passed. Bill will join us at the January 11, 2010 meeting.

Katie updated the board on the possibility of adding a "shopping cart" to the website. It will cost approximately \$298 a year. Debi Ritz moved and Kerry Rogers seconded a motion to add the shopping cart feature to the website. The motion carried.

DIRECTOR'S REPORT: The Director's Report was presented in writing. Topics highlighted by Phoebe include the following: Conferences/Meetings that Phoebe attended, NYSERDA extension for the incentive award, upcoming meetings, publishing Mirnie's poem, upcoming dates to note and a brief report on Home for the Holidays.

Debi Ritz needs help with the Business Membership.

Debi Ritz moved to adjourn the meeting. Helene McAleese seconded the motion. The meeting was adjourned at 9:40 PM.

The next regular Board of Director's meeting will be held on Monday, January 11, 2009 at 6:30 PM.

Respectfully submitted,
Joan Spring