

The Arts Guild of Old Forge, Inc.

Board of Director's Meeting

January 11, 2010

Minutes

**PRESENT:** Deb Carhart, Patty Foley, Rex Germer, Susan Hazard-Rimato, Gary Lee, Clark Lubbs, Helen McAleese, John Munyan, Katie Noonan, Debi Ritz, Kerry Rogers, Bob Stanton & via phone conference Bill Simpson, Ed Stafford, Kevin Jost

**EXCUSED:** Joan Spring

**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:** Helene McAleese moved and Gary Lee seconded a motion to accept the minutes of the December 14, 2009 meeting. The motion was carried. Katie will email the minutes to Jody for posting on the website.

**TREASURER'S REPORT:** Debi Ritz lead a discussion on withdrawing the money from the Community Foundation GOP Fund in the amount of approximately \$42,000 to close out the account. A 2/3 vote of the board is required to do so. A brief discussion ensued. Gary Lee made a motion to withdraw the approximately \$42,000 from the Community Foundation GOP Fund. Bob Stanton seconded the motion. The motion was carried.

**DIRECTOR'S REPORT:** As interim director until Jennifer Potter Hayes begins employment on February 8, 2010, John Munyan presented the director's report. John made reference to the board working document, especially former Town Supervisor George Hildebrandt's thoughtful letter that appeared in both local papers. He informed the board that he will be meeting with the staff on Tuesday mornings.

Raffle tickets for the Hornbeck Canoe are being sold now. John asked the board to each sell 10 tickets or more. The canoe will be on display at McCauley Mountain with volunteers selling tickets. The drawing will be July 15 or sooner with only 500 tickets being sold. Deb Carhart commented that there should be an affirmative end date made in advance so that we can create a following for the raffle. The comment was noted.

John addressed the board about the Port Charlotte, Florida property that we own. A discussion was made on the financial implications of the property. John requested that the business development committee come back with a recommendation on our obligations for the property.

John informed the board that someone is needed to chair the individual membership committee and work on a campaign for new members. Katie Noonan does not have enough time to actively pursue this as chair. He asked if interested or know someone who would be to contact him.

John spoke to the board about a potential monthly board meeting day change. It was suggested to move the monthly meeting to the 3rd Thursday of the month versus the 2nd Monday of each month. More time is needed to get accurate financials from the previous month for the upcoming board meeting. A discussion was held and it was decided that the suggestion be tabled until the next board meeting to check on several factors. The next board meeting was moved to February 10 at 6:30pm.

**CAPITAL CAMPAIGN:** Kevin Jost lead a discussion on the status of the \$1.1 million goal for raising funds for the new building and his thoughts on completing this. He is confident that with the current list of potential donors that we will reach our goal, but more pledges and donation are needed to meet the \$1.1 million cash goal.

USDA REPORT: Deb Carhart talked briefly on the status of the USDA loan and the roadmap for approval and closing. She said that there is currently no closing date. Mark Levitt followed up with them last week. Deb said that she knows that they are working on the application. Ed Stafford asked that if we are accepted, how long it would take to close. Deb estimated 30-60 days and that some pre-closing work could be done to make this process go as efficiently as possible. It was said that Gaetano would go back to work with a commitment of the loan approval from the USDA.

Building Committee: Kerry Rogers discussed working with Kim Peden from the USDA to align our submittals for review of the loan application. He said he is in active dialogue often with Kim Peden. Kim works with Gail Giannotta also from the USDA who will ultimately be the one who approves our loan. Mark Levitt is also involved in conversations with them as well. They have asked Kim to inform them of anything that is outstanding with the application.

Kerry also discussed that he met with Gaetano to review any changes orders that have previously been discussed so that when Gaetano does go back to work, they will be prepared with the changes.

Kevin Jost congratulated the board members on the committee who worked on hiring our new executive director including Bill Simpson, Deb Carhart and John Munyan.

EXECUTIVE SESSION: Gary Lee moved and Deb Carhart seconded a motion to move into Executive Session. The motion carried. The Board of Directors moved into Executive Session at 7:15pm. At 7:40pm Helene McAleese moved and Gary Lee seconded a motion to end the Executive Session. The motion carried.

2010 BUDGET: Kevin Jost estimated to the board that the 2010 budget is approximately 50-60% complete and that we want to be around at least 80% complete by the time the new Executive Director comes on board in early February. Kevin discussed the spreadsheet he has created on the specific areas of the business and budget including exhibitions, benefits, performances, membership and marketing. He will email it to everyone so that the board can review it and see who has ownership for each line item.

NEW BUSINESS DEVELOPMENT REPORT: Patty Foley informed the board of the recent activity of the new business development committee. She mentioned the launch of the canoe raffle and the Valentine's Dance and dance lessons that start Jan 12 and continue until February 2. A discussion was held on having a 50/50 raffle at each event. Deb Carhart suggested that we leave the 50/50 raffle to be recommended by each committee wishing to do one. The Taste of Home event was mentioned and it was said that it needs to actively be marketed outside the area.

Helene commented on the topic of performances and the need to increase the number, round out our mission and rebuild.

Ed Stafford asked the board about two potential dates in early August for a charity golf tournament this summer. It was suggested to research the two dates more and to see if there were any major local event conflicts.

It was brought up that the December financial reports were not discussed and voted on earlier in the meeting. When a resolution began to be made, Kevin Jost interjected and suggested to the board to not pass because of the inability of the finance committee to properly meet and have time to gather accurate reports. It was agreed and a discussion continued on part of this being the reason to change the monthly board meeting to a later date each month.

Gary thanked the fellow board members for stepping up to the plate the past several months on behalf of the

Arts Guild.

Deb Carhart advised that board that a signed resolution needed to be made for the USDA loan amount of \$3 million as part of the loan application process.

Debi Ritz moved and Patty Foley seconded a motion to accept the “Resolution of Members or Stockholders of the Arts Guild of Old Forge, Inc.” for the USDA form application RD 1942-8 (Rev. 2-98) for the specific loan amount of \$3 million. The motion passed.

Ed Stafford made a motion to adjourn the meeting. Helene McAleese seconded the motion. The meeting was adjourned at 8:15pm.

The next regular Board of Director’s meeting will be held on February 17, 2010 at 6:30pm.

Respectfully Submitted,  
Katie Noonan  
Acting Secretary