

AGENDA
BOARD OF TRUSTEES MEETING
November 10, 2022

Call to Order Akia Uwanda McDaniel

Approval of the Minutes Akia Uwanda McDaniel

Reports Overview

*The following reports were sent electronically to all board members for review prior to the meeting.
This overview portion of the meeting is intended to address board member concerns and/or questions.*

- Treasurer Report (written) Elaine Hall
- Financial Review (written) Martha Gerding
- Executive Director Report (written) Kathy Wallis
- Educational Programming Report Tracy Morris

- Corporate Support & Grants
Topic: Patron Party Kathy Wallis

- Fundraisers
Topic: Art Auction MJ Hinson, Michele Lee, Kathy Wallis,
Martha Gerding

- Donor Cultivation & Engagement
Topic: Personal Concert Invitations Kathy Wallis, Martha Gerding

New Business – Soweto Reception Kathy Wallis

Adjournment Akia Uwanda McDaniel

Beaches Fine Arts Series Board of Trustees

Annual Meeting

September 24, 2022

Members Present: Elaine Hall, Deborah Baker, Dorreen Daly, Tongilia Davis, Nick Curry, Marjorie Pardue, Aida Mechetti, Megan Herrman, Grace Raper
Attendance via Zoom: Lynne Radcliffe, Akia Uwanda McDaniel

Members Absent: Ramesh Shah, Bob Wall, MJ Hinson, Michele D. Lee, Katie Davidson

Staff Present: Kathy Wallis, Executive Director, Martha Gerding, Associate Director, Tracy Morris, Director Educational Programming (via Zoom)

Call to Order

The Board of Trustees meeting was called to order by Elaine Hall, Treasurer at 9:10AM.

Approval of July 2022 Meeting Minutes

The minutes from the July 2022 Board of Trustees meeting were approved, following a motion by Elaine Hall with second by Tonglia Davis.

Board Membership

Kathy welcomed the two new Trustees to the BFAS Board, representing UNF: Megan Herrman and Grace Raper. The Board received the 2022/2023 Calendar as part of the Annual Meeting packet. An overview was also provided on using the Board link on the website to access the calendar, directory, and other information.

Financials

- **Treasurer Report (written)** – Elaine Hall presented the Treasurer’s Report, noting that the Series is in a strong financial position to end the fiscal year. The Finance Committee made a recommendation to award a one-time bonus to Kathy Wallis and Martha Gerding in view of their outstanding service. After a second by Marjorie Pardue, discussion was held, and the motion carried. The 2022/2023 Proposed Budget, which had been approved at the May 2022 Board of Trustees meeting was reviewed by the Financial Committee and a revision submitted to the Board, addressing inflation and the need to increase salaries for the COLA adjustment. This recommendation from the Finance Committee was included in the written Treasurer’s report. Following a second to the recommendation by Deborah Baker, the discussion by the Board included education regarding the cost-of-living adjustment (COLA), the general economic forecast, social security, etc. The adjustments to the original proposed budget also included an increase in the Fundraiser revenue line item to cover the salary and payroll tax increases, and advertising/design expenses. It was noted that the budget revision recommendation did not include an increase for the Education Outreach Director for 2022/2023, which will be evaluated next budget season. The recommendation to revise the 2022/2023 Budget was again submitted by the Treasurer, on behalf of the Finance Committee and, with a second by Tongilia Davis, was approved. Appreciation was expressed to Ramesh Shah for his support on the Finance Committee.

- **Solicitation and Donations** – Martha explained the process and timeframes for the donor solicitation, noting the Private Donations line item in the P&L statement. It was also stressed the importance of Board participation and how this form of involvement is reflected in many grant proposal responses.
- **Grants and Sponsorships** – Kathy shared the outcomes of the 2022 First Coast Dancing with the Stars fundraising event (included in her written report the in-kind restaurants, volunteers, production assistance by WJCT and fabulous dancing by the Stars and their professional dancers.) The event raised \$114K for the Series. Kathy and Martha provided clarification to the Board's questions and input on the DWTS follow-up, feedback, and logistics. Kathy also reviewed the grant income and funding horizon, noting the State of Florida, City of Atlantic Beach, Publix, PGA Tour, American Guild of Organists, with others in progress. Kathy also noted that all the Signature Sponsors for the 50th Anniversary Season were confirmed, with Oceanside Rotary filling the Signature Concert Sponsor slot for the final concert of the 2022/2023 season featuring the Jacksonville Symphony.

Programming

- **Concerts:** Arbus Magazine, the arts and business magazine in NEFlorida, featured two stories about Beaches Fine Arts series in the September/October 2022 edition. One article highlighted the 50th Anniversary of the Series, with the second featuring a conversation with our Executive Director, Kathy Wallis. A lovely full-page ad was placed, with 2022 fall concerts included in the magazine's calendar events listing.
- **Educational Programming Report:** Tracy Morris shared updates on the planned educational programming. Tracy is making personal contacts with teachers, focusing on Title 1 schools, and coordinating with other music organizations in NEFlorida. The Board discussed options of connecting with local beaches private schools and other entities to participate in the educational outreach programs, cognizant of ways that would not impact administrative cost but would increase awareness by school administration, teachers, students, and parents. Board connections can be leveraged with these entities and coordination/follow-up with Tracy was encouraged to gauge interest and involvement.
- **Visual Arts:** No report was presented due to the absence of the Visual Arts Coordinators. Updates will be presented at the November Board of Trustee's meeting.
- **Receptions and Community Hosts:** The Community Hosts are confirmed for the entire season. Martha provided an overview of the role of Community Hosts and logistics/timing, reminding everyone that the Board of Trustees, along with the Vestry and Choir of St. Paul's by the Sea, are hosts for the first concert on October 9th. Ramesh has offered to host the 2023 Patron Party, targeted for February/March 2023.

New Business

- Kathy announced that Carrabba's Jacksonville Beach will be the post-concert dinner hosts for the upcoming concert season. Nick indicated that he would like to sponsor a post-concert dinner and will coordinate with Kathy.
- Kathy reminded the Board that the City Council of Jacksonville Beach will be issuing a proclamation for the 50th Anniversary of BFAS on October 3rd at 6:00PM (date subsequently rescheduled to November 7th). Kathy requested that each Trustee plan to attend this event, given the importance of this Anniversary year for the Series.

- The next Board of Trustees meeting will be held on Thursday, November 10th at 6:30PM in the BFAS offices.

Adjournment – Being there was no further business, the meeting was adjourned by Akia at 12:05pm.

Respectfully submitted by Deborah Baker, Secretary

Beaches Fine Arts Series, Inc.

Treasurer's Report

Preliminary 9/30/2022 Year End

Period Ending October 31, 2022

The yearend Financial Statements have been completed and the Independent Accountant's Review Report is in the process of being completed. Total Income came in at \$366,042, \$5,071 higher than the amount reported at the annual meeting, with year end expenses \$354,481 (versus \$280,421 as of 9/21) for a projected net income of \$11,560. The figure will be adjusted for depreciation but should be close to the final number. We ended the year with \$351,668 in our bank accounts, \$14,273 ahead of 2021. As we discussed at the September meeting, the fiscal year ending 9/30/2022 has been an outstanding year for BFAS.

Now to the first month in our new fiscal year. Cash in Bank accounts total \$343,903 as of October 31, 2022, a decrease of \$8,151 under the balance last year while our Accounts Receivable have an increase of \$3,400 over last year. Our Cash in Bank accounts will grow as outstanding pledges are paid between now and year end, so if you haven't sent your check in yet, please do. Total assets are \$352,089, \$4,751 less than last year but not a concern at this point.

We started the fiscal year with Total Income Shortall of \$8,045; however, taking account the \$14,081 Employee Retention credit from last October, we would actually be ahead by \$6,036. Our expenses for October were \$23,250, \$8,265 higher than last year primarily due to costs associated with our 50th anniversary (Advertising & Design and Printing costs), resulting in a loss for the month \$2,089. We expect our expenses to normalize in the next few months.

Respectfully submitted,

M. Elaine Hall

Beaches Fine Arts Series Inc.

Profit and Loss

October 2021 - September 2022

	TOTAL	
	OCT 2021 - SEP 2022	OCT 2020 - SEP 2021 (PY)
Income		
1 GENERAL SUPPORT		
4105.00 Corporate Support	44,790.00	3,000.00
4106.00 Foundation Support	38,619.00	3,596.00
4125.00 Concert Offerings	6,155.11	2,080.00
4135.00 Private Donations	83,663.60	77,792.54
Total 1 GENERAL SUPPORT	173,227.71	86,468.54
2 GRANTS		
4107.00 City of Atlantic Beach Grant	1,500.00	1,740.00
4108.00 State of Florida Grants	27,015.00	10,542.00
4109 Bank of America Grant		5,000.00
4115.00 Cultural Council CSGP Grant	37,257.00	32,482.00
4116.00 COJ COVID-19 Business Grant		54,319.84
4116.10 SBA Loan Forgiveness Income		25,220.00
4116.20 Other General Grants	1,200.00	
Total 2 GRANTS	66,972.00	129,303.84
3 FUNDRAISER INCOME		
4500.00 First Coast Dancing with the Stars	93,911.57	86,913.02
4501 Art for the Love of Music Art Auction	2,745.67	1,828.23
Total 3 FUNDRAISER INCOME	96,657.24	88,741.25
4 MISCELLANEOUS INCOME		
4116.11 Employee Retention Credit Refund	28,184.73	14,041.48
4310.00 General Accounts Interest	687.68	1,446.10
4310.10 Endowment Account Interest	312.53	
Total 4 MISCELLANEOUS INCOME	29,184.94	15,487.58
Total Income	\$366,041.89	\$320,001.21
GROSS PROFIT	\$366,041.89	\$320,001.21
Expenses		
1 PROGRAMMING EXPENSES		
1 Contracted Artist Fees		
6012.70 Concert Artist Fees	90,965.50	75,772.00
6037.70 EDU Artist Fees		10,000.00
Total 1 Contracted Artist Fees	90,965.50	85,772.00

Beaches Fine Arts Series Inc.

Profit and Loss

October 2021 - September 2022

	TOTAL	
	OCT 2021 - SEP 2022	OCT 2020 - SEP 2021 (PY)
2 General Programming Costs		
6010.70 Advertising and Design	14,946.30	7,669.92
6013.70 Artist Lodging	26,886.88	9,236.00
6013.71 Artist Transportation		110.00
6013.72 Artist Meals	4,055.02	470.60
6031.70 Other Concert Expenses	5,808.42	5,076.56
6032.70 Buses	915.40	
6040.70 Printing	11,642.82	3,510.35
6050.70 Receptions	1,402.31	
Total 2 General Programming Costs	65,657.15	26,073.43
3 Executive Director		
6020.70 FICA Taxes - Employer	4,131.26	3,847.92
6021.70 Medicare Taxes - Employer	966.15	899.88
6022.70 Salary	66,632.48	62,062.65
Total 3 Executive Director	71,729.89	66,810.45
4 Educational Programming Director		
6380.90 Salary	9,166.63	
6381.90 FICA - Employer	568.37	
6382.90 Medicare - Employer	132.88	
Total 4 Educational Programming Director	9,867.88	
Total 1 PROGRAMMING EXPENSES	238,220.42	178,655.88
2 ADMINISTRATIVE EXPENSES		
1 PAYROLL		
6280.90 Administrative Payroll	54,070.56	50,392.73
6281.90 FICA - Employer	3,352.45	3,124.32
6282.90 Medicare - Employer	784.05	730.80
Total 1 PAYROLL	58,207.06	54,247.85
2 OTHER ADMINISTRATIVE EXPENSES		
6400.10 Board Related Expenses	128.11	234.82
6400.2 Charitable Contributions	2,500.00	
6410.10 Computer Related		752.56
6415.10 Depreciation Expense		913.00
6416.10 Development Expenses	208.74	105.20
6425.10 Donor Related	4,917.67	
6500.10 Dues and Subscriptions	5,926.71	3,896.23
6515.10 General Utilities		184.20
6540.10 Corporate Filing Fee	61.25	78.75
6550.10 Financial Statement Review	2,500.00	6,500.00
6600.10 Form 990 Preparation Fee	1,274.02	1,004.75
6610.10 Solicitation Permit	205.00	200.00

Beaches Fine Arts Series Inc.

Profit and Loss

October 2021 - September 2022

	TOTAL	
	OCT 2021 - SEP 2022	OCT 2020 - SEP 2021 (PY)
6620.10 Liability Insurance	2,479.00	2,557.00
6632.10 Facilities	3,000.00	3,050.00
6632.11 Office Moving Expense		11,939.34
6635.10 Printer/Copier Lease	3,908.01	3,844.74
6640.10 Stationery & Supplies	2,377.60	5,760.77
6645.10 Postage	1,045.01	302.54
6665.10 Telephone	2,133.29	2,180.46
6670.10 Travel	13.00	5.00
6675.10 Volunteer Expenses		197.54
6810.4 Loss on Disposals		547.00
Bad Debt Expense		58.29
Total 2 OTHER ADMINISTRATIVE EXPENSES	32,677.41	44,312.19
6300.10 Bank Charges	0.00	
Total 2 ADMINISTRATIVE EXPENSES	90,884.47	98,560.04
3 FUNDRAISER EXPENSES		
6505.10 DWTS Fundraiser Expenses	24,854.21	24,980.26
6506.10 Art Auction Fundraiser Expenses	522.47	154.00
Total 3 FUNDRAISER EXPENSES	25,376.68	25,134.26
Total Expenses	\$354,481.57	\$302,350.18
NET OPERATING INCOME	\$11,560.32	\$17,651.03
NET INCOME	\$11,560.32	\$17,651.03

Beaches Fine Arts Series Inc.

Balance Sheet Summary

As of September 30, 2022

	TOTAL	
	AS OF SEP 30, 2022	AS OF SEP 30, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts	351,667.65	337,395.09
Accounts Receivable	124.09	899.09
Other Current Assets	100.00	2,037.24
Total Current Assets	\$351,891.74	\$340,331.42
Fixed Assets	2,286.98	2,286.98
TOTAL ASSETS	\$354,178.72	\$342,618.40
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	0.00	0.00
Credit Cards	0.00	0.00
Other Current Liabilities	0.00	0.00
Total Current Liabilities	\$0.00	\$0.00
Long-Term Liabilities	0.00	0.00
Total Liabilities	\$0.00	\$0.00
Equity	354,178.72	342,618.40
TOTAL LIABILITIES AND EQUITY	\$354,178.72	\$342,618.40

Beaches Fine Arts Series Inc.

Profit and Loss

October 2022

	TOTAL	
	OCT 2022	OCT 2021 (PY)
Income		
1 GENERAL SUPPORT		
4105.00 Corporate Support		10,540.00
4125.00 Concert Offerings	498.00	631.00
4135.00 Private Donations	10,508.52	2,386.03
Total 1 GENERAL SUPPORT	11,006.52	13,557.03
2 GRANTS		
4107.00 City of Atlantic Beach Grant	5,000.00	1,500.00
4109 Bank of America Grant	5,000.00	
Total 2 GRANTS	10,000.00	1,500.00
4 MISCELLANEOUS INCOME		
4116.11 Employee Retention Credit Refund		14,080.78
4310.00 General Accounts Interest	124.14	42.18
4310.10 Endowment Account Interest	30.58	26.47
Total 4 MISCELLANEOUS INCOME	154.72	14,149.43
Total Income	\$21,161.24	\$29,206.46
GROSS PROFIT	\$21,161.24	\$29,206.46
Expenses		
1 PROGRAMMING EXPENSES		
2 General Programming Costs		
6010.70 Advertising and Design	1,685.00	416.66
6031.70 Other Concert Expenses	2,300.00	2,020.00
6040.70 Printing	6,396.78	1,375.01
Total 2 General Programming Costs	10,381.78	3,811.67
3 Executive Director		
6020.70 FICA Taxes - Employer	356.70	330.28
6021.70 Medicare Taxes - Employer	83.42	77.24
6022.70 Salary	5,753.21	5,327.04
Total 3 Executive Director	6,193.33	5,734.56
4 Educational Programming Director		
6380.90 Salary	833.33	
6381.90 FICA - Employer	51.67	
6382.90 Medicare - Employer	12.08	
Total 4 Educational Programming Director	897.08	
Total 1 PROGRAMMING EXPENSES	17,472.19	9,546.23

Beaches Fine Arts Series Inc.

Profit and Loss

October 2022

	TOTAL	
	OCT 2022	OCT 2021 (PY)
2 ADMINISTRATIVE EXPENSES		
1 PAYROLL		
6280.90 Administrative Payroll	4,671.40	4,325.38
6281.90 FICA - Employer	289.62	268.18
6282.90 Medicare - Employer	67.74	62.72
Total 1 PAYROLL	5,028.76	4,656.28
2 OTHER ADMINISTRATIVE EXPENSES		
6632.10 Facilities	250.00	250.00
6635.10 Printer/Copier Lease	320.25	306.44
6640.10 Stationery & Supplies		50.00
6665.10 Telephone	179.28	176.07
Total 2 OTHER ADMINISTRATIVE EXPENSES	749.53	782.51
Total 2 ADMINISTRATIVE EXPENSES	5,778.29	5,438.79
Total Expenses	\$23,250.48	\$14,985.02
NET OPERATING INCOME	\$ -2,089.24	\$14,221.44
NET INCOME	\$ -2,089.24	\$14,221.44

Beaches Fine Arts Series Inc.

Balance Sheet Summary

As of October 31, 2022

	TOTAL	
	AS OF OCT 31, 2022	AS OF OCT 31, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts	343,903.41	352,053.77
Accounts Receivable	5,799.09	2,399.09
Other Current Assets	100.00	100.00
Total Current Assets	\$349,802.50	\$354,552.86
Fixed Assets	2,286.98	2,286.98
TOTAL ASSETS	\$352,089.48	\$356,839.84
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	0.00	0.00
Credit Cards	0.00	0.00
Other Current Liabilities	0.00	0.00
Total Current Liabilities	\$0.00	\$0.00
Long-Term Liabilities	0.00	0.00
Total Liabilities	\$0.00	\$0.00
Equity	352,089.48	356,839.84
TOTAL LIABILITIES AND EQUITY	\$352,089.48	\$356,839.84

Revenue Report November 10, 2022

Revenue Specifics –9/25/22 – 11/10/22

Corporate

- Game On - \$600 (just received – not included in financial report)

Foundation

- Allstate Matching - \$500

Concert Offering & Donations

- Pablo Ziegler (\$1,314) Does not include two Patron Level \$600 donations made. Included in Private Donations

Total Private Donations

- Total Private Donations - \$9,782
- Donations just received this week - \$800 (not included in financial report)

Grants

- State of Florida Grant – 1st Installment - \$10,000 (just received – not included in financial report)
- City of Atlantic Beach - \$5,000
- Bank of America - \$5,000

Fundraisers

- N/A

Miscellaneous:

- Interest - \$286

Revenue Forecast – 11/11/22 – 1/10/23

Corporate

- N/A

Foundation

- N/A

Grants

- Cultural Council - 1st Installment
- State of Florida – 2nd Installment

Private Donations

- End of Year Solicitation

Fundraisers

- N/A

Director's Report
November 10, 2022

City of Atlantic Beach Grant

BFAS received the full funding of \$5000 from COAB for this year's programs. These funds are allocated towards our educational outreach programs. This award is the first full award that BFAS has received in a number of years. There is a possibility that in the future we will be able to apply for greater funding directly from the city instead of through this committee. More information will follow.

Jax Bch City Proclamation: A big thank you to all of the Board who attended the ceremony at the City of Jacksonville Beach's Council meeting on Monday, November 7. It was fabulous for Beaches Fine Arts to have so many of you there! Mayor Chris Hoffman read the Proclamation in tribute to the accomplishments of BFAS over 50 years of free programs serving the community. Chris was impressed by the numbers of our organization there to support.

Exhibit at Beaches Museum was shown during October and is still available for viewing for a few days, so please take a chance to go see it!

Cultural Council Grant Hearing: BFAS moved to Level 2 this year, and we are the smallest org at that level. While we received the smallest number of funds as a result, we did in fact score well at 94 (Highest score of 11 orgs was a 95). All organizations received large increases in funding due to the city budget, which increased CSGP funds by over \$1,000,000. Our approved amount for this year is \$49,942 compared to \$37,257 in 2021-22.

Cultural Council "Holiday" Grant: The Cultural Council has a new small grant of \$2500 which had a very short due date and was specific to serving the elderly or military families with holiday programs. I submitted a grant to serve the elderly during our Soweto Gospel Choir program, which although it is not holiday themed, is culturally significant. No results have been announced yet, but I would expect them soon.

State of Florida Grant: BFAS receives \$40,000 during the current fiscal year. The next year's hearings were held on August 31. We will not know the 2023-24 funding until Spring of 2023, but we did score a 96.

Bank of America awarded a \$5000 grant to BFAS. They will be the Signature Concert Sponsor for the "Beloved Piano Quartets" concert in memory of Joseph Kalichstein in February.

The **Embraer Foundation** grant was declined, according to records on line. (We did not receive a notice yet).

Pablo Ziegler Trio opens 50th anniversary season

The Pablo Ziegler Trio was terrific as the opener of the 50th season. The trio performed compositions by the Father of Argentine Tango, Astor Piazzolla, and by Ziegler himself. The

concert logistics were a bit more complicated than usual, but with the help of Tim Ornato, our sound technician who records for our Performance Today airings, all went well.

David Briggs Concert and Outreaches

I hope you will attend the David Briggs concert at the Cathedral on November 13. He has performed on the series 3 times in the past. He is renowned as an improvisationalist. You may remember that one of his performances was improv to a screening of the 1923 silent film *Phantom of the Opera*. He is currently the Artist in Residence at St. John the Divine in NYC. He will conduct 2 programs for students—and the signups are larger than usual, thanks to Tracy's work.

We have a newly designed "Introduction to the King of Instruments" booklet for students attending the outreach, including a page about the artist, which will be revised each year.

Soweto Gospel Choir

We have received many calls from around the Southeast and farther afield regarding this concert and it will be an overflow crowd for sure. Community Foundation will be the Signature Concert Sponsor for this concert. I hope that they will have a presence for the event. Their needs regarding food are not settled yet, and I may ask for help with transporting it to the church. Details will follow.

Oceanside Rotary

Tracy and I presented a talk to Oceanside Rotary on Tuesday, November 1 which was well-received by over 40 people. We distributed schedules to all who attended, and we were pleased that there were no schedules left over. Thanks to Martha for designing the great Power Point for this presentation!

Signature Concert Sponsorships for 2023-2024!

It is not too early to reach out to people regarding next year's sponsorships. We already have one commitment for next year—Nick Curry's family will sponsor the Galvin Cello Quartet, scheduled for March 2024! Thanks to the Curry family!