



(860) 434-7802 90 Lyme Street, Old Lyme CT 06371 www.LymeArtAssociation.org

Agenda
BOARD OF DIRECTORS MEETING
January 16, 2019 4:00 pm

Call to Order	Katherine Simmons
Minutes Review & Approval	Katherine Simmons
Executive Director's Comments	Laurie Pavlos
Treasurer's Report 2019 Budget	John Beatty John Beatty
Gallery Report	Jocelyn Zallinger
Development: Grants Annual Fund Swing for Art Golf	Laurie Pavlos Laurie Pavlos Dave Moore
Building and Grounds Report	Paul Sellier
Education and Activities Committee Report	Lisa DeFilippo
Other Business New Hire	

Adjournment of Meeting

Next meeting: February 20, 2019, 4:00 pm



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BOARD OF DIRECTORS MEETING
Jan 16, 2019 4:00 pm

Board members present: Donna Gilberto, Sarah Lucas, David Moore, Kim Sapia, John Beatty, Kathy Simmons, Carrie Walters, Gayle Asher, Paul Sellier, Joan Wallace, & Serena Bates.

Board members absent: Del Bach, Emily Reynolds, Jay Berryman, Lee Ruck, Debbi Goodman and Steven Ross

Staff: Laurie Pavlos & Jocelyn Zallinger

Call to Order: Kathy convened the meeting at 4:04 pm.

Minutes Review and Approval: December minutes were reviewed. Sarah moved to accept minutes. Serena seconded the motion. The Dec. 2018 meeting minutes were approved unanimously.

Executive Director's Report: Laurie reported that during maintenance week, Paul and Dave replaced all of the track fixtures in the Cole Gallery with new ones and used the ones that were removed to add seven additional lights to each of the front three galleries' light track. Ted from the Florence Griswold Museum lent us the hydraulic lift which made this task easier and safer. Laurie informed the Board of the new hire for Development Manager, Elsbeth Dowd. Elsbeth was most recently the Executive Director at Oysterponds Historical Society in Orient, NY. Elsbeth will work Monday thru Friday, 10am - 2:30pm.

Treasurer's Report: John reported on the year-end budget numbers for 2018. John asked if the Palette to Palate committee earmarked a portion of its proceeds for anything. Kim stated that they have not yet decided on it. John made a motion to take a portion of the 2018 surplus and earmark it for endowment. Donna seconded, all are in favor. There was further discussion about the budget for 2019. Laurie reported that our insurance broker provided us with a quote for flood insurance, with a maximum payout of \$250,000 (rather than the full value of the building). The premium, \$4,000, is now manageable in our budget, and since we are likely to be flooded again at some point in the future, Laurie recommended that we purchase this insurance. Discussion on the pros and cons ensued. John made a motion to add to the operating budget premium numbers for flood insurance. Carrie seconded, and all voted in favor.

Gallery Report: Jocelyn stated that sales for the Deck the Walls & Caddell exhibition were very strong.

APEC Report: Joan reported that the next APEC meeting will be Feb. 13 at 10am.

Development Report: Laurie stated that though Elsbeth has just started, she already has experience in development and grant writing as well as promotion through social media. We have a grant application submitted for a summer intern to specifically help with the multiple summer workshops scheduled this year, as well as another grant application to the Connecticut Humanities Council for unspecified operating support. Laurie stated that the renewals for the two upcoming



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Exhibition sponsorship are secured and that most of the exhibitions have had sponsors in previous years who will likely renew. She also stated that the annual Fund is at \$23,000 so far and that there are many new donors as well as individuals who have increased their giving over previous years. Laurie asked the Board to remember to donate to the annual fund. Kathy stated that it's important to have 100% Board participation.

Swing for Art Golf Party: David reported that the Swing for Art Golf and Cocktail Party are scheduled for Monday, May 20th.

Building and Grounds: Paul Sellier stated that he is focused on the inside and outside of the building. He said that the gravel trench around the exterior perimeter has been dug deeper and wider and is secured with steel edging. This trench will help keep the building clean. He stated that all the brush around the pond and street (along Halls Road) was cut back recently and all agreed that it improves our look. Paul stated that two of the three attic fans had their motors replaced and that the phone line has been rerouted to the interior of the building. Paul said that all these repairs were completed under budget. He said that there is an energy audit coming up and is hopeful the results come up with ideas for insulating the attic space.

Education and Activities: The Committee has not yet met this year so there is no formal report. However, Laurie stated that a generous member has volunteered to sponsor a High School Arts program for talented LOL students at LAA and she is working out the details. The program would end with an exhibition in the Goodman gallery perhaps during the Deck the Walls show.

Adjournment of Meeting: At 4:55 Sarah motioned to adjourn, Joan seconded, and all were in favor.

The next meeting is Wednesday, Feb.20, 2019.

Lyme Art Association
Profit & Loss Prev Year Comparison
January through December 2018

	<u>Jan - Dec 18</u>	<u>Jan - Dec 17</u>	<u>Budget</u>
Ordinary Income/Expense			
Income			
4002 · Membership - Dues	39,233.37	38,099.00	38,000.00
4003 · Entry Fees	34,605.00	30,088.00	35,000.00
4004 · Donations	45,069.14	55,155.82	34,000.00
4004.10 · Fundraising Events	47,018.01	46,388.64	48,400.00
4005 · Exhibition Rental	5,550.00	360.00	5,400.00
4005.5 · Facility Rental	4,675.00	6,725.00	7,000.00
4006 · Misc Sales	4,003.55	6,420.00	
4007 · Education	43,290.00	52,539.55	55,000.00
4009 · Commissions - Sales of Artwork	58,938.27	48,591.26	50,000.00
4011 · In Kind Donations	44,805.00	44,639.00	45,000.00
4100 · Grants	7,000.00	6,000.00	8,000.00
4200 · Interest & Dividends	19,658.71	23,546.97	25,000.00
Total Income	<u>353,846.05</u>	<u>358,553.24</u>	<u>350,800.00</u>
Expense			
4000 · Reconciliation Discrepancies	0.00	0.00	
4500 · Depreciation	0.00	2,678.00	
5000 · Education -Class Expense	16,245.19	19,330.99	20,000.00
5300 · Utilities	15,660.42	12,793.41	14,500.00
5401 · Maintenance-Cleaning	6,635.82	5,466.00	5,500.00
5402 · Maintenance	6,931.67	3,658.36	6,000.00
5404 · Grounds	8,533.19	12,052.80	10,000.00
5451 · Office	5,062.75	7,135.23	6,100.00
5453 · Miscellaneous	524.25	0.00	500.00
5461 · Fund Raising	325.00	2,907.63	1,200.00
5650 · Insurance	9,682.75	9,764.25	10,000.00
5701 · Exhibits	16,825.03	11,561.82	16,600.00
5725 · Postage & Shipping	1,686.00	1,210.66	1,500.00
5751 · Printing	1,415.44	498.05	1,000.00
5801 · Publicity/Advertising	6,600.74	5,517.85	8,000.00
5802 · In Kind Expenses	44,805.00	44,639.00	45,000.00
5850 · Capital Expenses	13,963.45	0.00	16,000.00
5901 · Bank & Credit Card Fees	9,025.42	7,614.83	7,000.00
5902 · Interest	0.00	42.87	
6500 · Payroll	154,763.95	137,158.09	150,040.00
6561 · Gallery use expense	341.09	461.44	400.00
6750 · Taxes - Other	0.00	64.24	
8300 · Promotion and Travel	812.13	1,375.09	2,500.00
8401 · Training	365.00	0.00	750.00
Total Expense	<u>320,204.29</u>	<u>285,930.61</u>	<u>322,590.00</u>
Net Ordinary Income	33,641.76	72,622.63	28,210.00
Other Income/Expense			
Other Income			

Lyme Art Association
Profit & Loss Prev Year Comparison
January through December 2018

	<u>Jan - Dec 18</u>	<u>Jan - Dec 17</u>	<u>Budget</u>
4004.6 · Grants - Capital Campaign	11,000.00	10,500.00	10,000.00
4010.3 · Capital Campaign Donations	69,558.97	54,625.55	50,000.00
4010.5 · In Kind Income Capital	25,530.00	0.00	
6811 · Unrealized gain(loss) - Investm	0.00	67,362.22	
Total Other Income	<u>106,088.97</u>	<u>132,487.77</u>	<u>60,000.00</u>
Other Expense			
6702 · Capital Campaign Exp	289,718.48	0.00	270,500.00
Total Other Expense	<u>289,718.48</u>	<u>0.00</u>	<u>270,500.00</u>
Net Other Income	<u>-183,629.51</u>	<u>132,487.77</u>	<u>-210,500.00</u>
Net Income	<u><u>-149,987.75</u></u>	<u><u>205,110.40</u></u>	<u><u>-182,290.00</u></u>

Lyme Art Association Proposed 2019 Budget

	<u>Jan - Dec 18</u>	<u>2018 Budget</u>	<u>2019 Budget</u>
Ordinary Income/Expense			
Income			
4002 · Membership - Dues	39,233.37	38,000.00	40,000.00
4003 · Entry Fees	34,605.00	35,000.00	35,000.00
4004 · Donations	45,069.14	34,000.00	52,000.00
4004.10 · Fundraising Events	47,018.01	48,400.00	46,000.00
4005 · Exhibition Rental	5,550.00	5,400.00	7,000.00
4005.5 · Facility Rental	4,675.00	7,000.00	5,000.00
4006 · Misc Sales	4,003.55		
4007 · Education	43,290.00	55,000.00	55,000.00
4009 · Commissions - Sales of Artwork	58,938.27	50,000.00	59,000.00
4011 · In Kind Donations	44,805.00	45,000.00	10,000.00
4100 · Grants	7,000.00	8,000.00	9,000.00
4200 · Interest & Dividends	19,658.71	25,000.00	21,000.00
Total Income	<u>353,846.05</u>	<u>350,800.00</u>	<u>339,000.00</u>
Expense			
5000 · Education -Class Expense	16,141.19	20,000.00	25,000.00
5300 · Utilities	15,660.42	14,500.00	18,600.00
5401 · Maintenance-Cleaning	6,635.82	5,500.00	6,500.00
5402 · Maintenance	6,931.67	6,000.00	6,000.00
5404 · Grounds	8,533.19	10,000.00	18,600.00
5451 · Office	5,062.75	6,100.00	6,000.00
5453 · Miscellaneous	524.25	500.00	500.00
5461 · Fund Raising	325.00	1,200.00	1,200.00
5650 · Insurance	9,682.75	10,000.00	10,000.00
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5751 · Printing	1,415.44	1,000.00	1,500.00
5801 · Publicity/Advertising	5,900.74	8,000.00	12,000.00
5802 · In Kind Expenses	44,805.00	45,000.00	10,000.00
5850 · Capital Expenses	13,963.45	16,000.00	20,000.00
5901 · Bank & Credit Card Fees	9,025.42	7,000.00	9,000.00
6500 · Payroll	154,763.95	150,040.00	165,000.00
6561 · Gallery use expense	341.09	400.00	400.00
8300 · Promotion and Travel	812.13	2,500.00	2,500.00
8401 · Training	365.00	750.00	750.00
Total Expense	<u>319,400.29</u>	<u>322,590.00</u>	<u>332,250.00</u>
Net Ordinary Income	<u>34,445.76</u>	<u>28,210.00</u>	<u>6,750.00</u>

Lyme Art Association Proposed 2019 Budget

	<u>Jan - Dec 18</u>	<u>2018 Budget</u>	<u>2019 Budget</u>
Other Income/Expense			
Other Income			
4004.6 · Grants - Capital Campaign	11,000.00	10,000.00	10,000.00
4010.3 · Capital Campaign Donations	69,558.97	50,000.00	5,000.00
4010.5 · In Kind Income Capital	25,530.00		
Total Other Income	<u>106,088.97</u>	<u>60,000.00</u>	<u>15,000.00</u>
Other Expense			
6702 · Capital Campaign Exp	289,718.48	270,500.00	5,000.00
Total Other Expense	<u>289,718.48</u>	<u>270,500.00</u>	<u>5,000.00</u>
Net Other Income	<u>-183,629.51</u>	<u>-210,500.00</u>	<u>10,000.00</u>
Net Income	<u><u>-149,183.75</u></u>	<u><u>-182,290.00</u></u>	<u><u>16,750.00</u></u>

**Gross Sales
Month**

Year	January	February	March	April	May	June	July	August	September	October	November	December	Gross Sales
2012	\$1,900	\$3,055	\$6,320	\$6,290	\$7,308	\$13,775	\$14,241	\$12,750	\$5,750	\$13,398	\$17,114	\$10,321	\$112,220
2013	\$3,975	\$250	\$4,076	\$15,585	\$9,635	\$5,050	\$8,578	\$9,215	\$13,635	\$4,640	\$17,538	\$11,311	\$103,487
2014	\$8,545	\$2,985	\$5,425	\$14,298	\$5,785	\$14,515	\$15,565	\$7,235	\$5,945	\$18,933	\$18,125	\$10,925	\$128,281
2015	\$7,115	\$3,225	\$3,285	\$3,075	\$3,610	\$18,999	\$27,379	\$12,098	\$2,770	\$12,155	\$5,525	\$23,698	\$122,933
2016	\$2,520	\$2,787	\$10,255	\$22,425	\$8,065	\$26,915	\$6,367	\$5,525	\$13,580	\$6,700	\$20,570	\$9,580	\$135,288
2017	\$10,290	\$2,545	\$10,037	\$6,520	\$9,195	\$17,127	\$13,150	\$8,054	\$21,955	\$11,775	\$18,685	\$10,040	\$139,372
2018	\$12,840	\$1,250	\$6,900	\$2,893	\$15,920	\$7,344	\$18,021	\$31,481	\$22,030	\$12,340	\$14,777	\$11,793	\$157,588

**Total Pieces Sold
Month**

Year	January	February	March	April	May	June	July	August	September	October	November	December	Total Pieces
2012	5	8	12	11	13	16	33	17	12	14	22	21	184
2013	9	1	9	32	16	7	21	24	16	6	26	22	189
2014	17	7	20	14	11	16	36	16	7	27	19	20	210
2015	17	4	8	5	7	30	62	23	6	18	7	47	234
2016	7	8	17	17	6	29	17	12	13	7	28	16	177
2017	17	6	18	10	9	30	36	17	21	13	40	19	236
2018	15	2	18	5	24	12	37	38	7	14	26	25	223

Year-to-date Comparison

Year	January	Jan. - Feb.	Jan. - March	Jan. - April	Jan. - May	Jan. - June	Jan. - July	Jan. - August	Jan. - Sept.	Jan. - Oct.	Jan. - Nov.	Jan. - Dec.	Yearly Sales
2012	\$1,900	\$4,955	\$11,275	\$17,565	\$24,873	\$38,648	\$52,888	\$65,638	\$71,388	\$84,786	\$101,900	\$112,220	\$112,220
2013	\$3,975	\$4,225	\$8,301	\$23,886	\$33,521	\$38,571	\$47,149	\$56,364	\$69,999	\$74,639	\$92,176	\$103,487	\$103,487
2014	\$8,545	\$11,530	\$16,955	\$31,253	\$37,038	\$51,553	\$67,118	\$74,353	\$80,298	\$99,231	\$117,356	\$128,281	\$128,281
2015	\$7,115	\$10,340	\$13,625	\$16,700	\$20,310	\$39,309	\$66,687	\$78,785	\$81,555	\$93,710	\$99,235	\$122,933	\$122,933
2016	\$2,520	\$5,307	\$15,562	\$37,987	\$46,052	\$72,967	\$79,333	\$84,858	\$98,438	\$105,138	\$125,708	\$135,288	\$135,288
2017	\$10,290	\$12,835	\$22,872	\$29,392	\$38,587	\$55,714	\$68,864	\$76,917	\$98,872	\$110,647	\$129,332	\$139,372	\$139,372
2018	\$12,840	\$14,090	\$20,990	\$23,883	\$39,803	\$47,147	\$65,168	\$96,649	\$118,679	\$131,019	\$145,796	\$157,588	\$157,588

Major Exhibitions - Gross Sales By Exhibition													
Year	Contemporary			LOL Jr.			Summer			Deck the Walls			
	Associate Artist	Wonders of Winter	Contemporary Look	Four Acts	EA Show	LOL Jr. Women	Marine Art	Anything Goes	Paint & Sculpt	Pastel Society	NE Landscape	EA Room	Art Market
2010	\$5,370		\$500		\$12,145		\$10,965	\$2,015	\$2,840	\$2,450	\$36,390	\$9,685	\$8,932
2011	\$5,895		\$0		\$3,550			\$2,505	\$2,995		\$7,880	\$17,902	\$7,843
2012	\$3,230		\$825		\$12,595		\$8,250	\$950	\$8,942	\$1,145	\$20,302	\$15,788	\$7,009
2013	\$3,775		\$0		\$5,195	\$12,910		\$2,100	\$7,155		\$10,108	\$17,133	\$10,629
2014	\$3,810	\$5,850	\$135		\$9,575	\$5,485	\$21,685	\$3,810	\$6,295	\$1,300	\$7,370	\$12,250	\$9,588
2015	\$4,925	\$650	\$350	\$2,535	\$3,810		\$21,719	\$4,192	\$6,838	\$1,550	\$14,165	\$15,932	\$6,175
2016	\$7,285	\$650		\$7,620	\$25,960		\$22,612	\$3,170		\$3,700	\$23,370	\$21,750	\$10,507
2017	\$12,650		\$2,045	\$8,619	\$10,370		\$17,432	\$2,615			\$27,545	\$23,350	\$15,013
2018	\$12,540			\$4,700	\$15,968		\$25,620	\$2,100	\$16,735		\$19,849	\$15,752	\$20,667

Major Exhibitions - Total Pieces Sold By Exhibition													
Year	Contemporary			LOL Jr.			Summer			Deck the Walls			
	Associate Artist	Wonders of Winter	Contemporary Look	Four Acts	EA Show	LOL Jr. Women	Marine Art	Anything Goes	Paint & Sculpt	Pastel Society	NE Landscape	EA Room	Art Market
2011	12		0		5			9	8		8	22	
2012	10		1		11		10	8	15	2	21	18	
2013	10		0		8	27		10	11		10	27	
2014	9	10	1		4	10	28	15	10	2	15	19	14
2015	7	5	1	8	7		23	16	9	2	14	14	25
2016	12	1		19	11		22	14		5	17	27	12
2017	19		3	14	7		33	12			27	37	11
2018	13			12	22		29	13	18		17	49	6

Foster Caddell Sales	Gross Sales	Pieces Sold	LAA com.
	\$12,499.75	16	\$3,124.94

Building and Grounds Report – January, 2019

We continue to make good progress with all Building & Grounds initiatives.

Stone with steel edging around the building perimeter has been installed.

The permit to clear invasive growth and brush in area surrounding brook has been approved by inland wetlands commission. This work and clearing of brush and other materials on property adjacent to Halls Road will commence once the ground freezes. Projects are expected to be completed before the end of January.

Additional track lighting was installed in North, South and Cole galleries, increasing lighting by about 30%. We will add track lighting to the Goodman Gallery in the near future. Special thanks to Florence Griswold Museum for the use of their scissor lift, which allowed us to safely and efficiently complete this work.

All gallery walls were patched and painted as necessary. This, along with the enhanced lighting, more than makes us ready for our next exhibition.

We had the first of several vendors visit to provide thoughts regarding energy efficiency. The good news is the physical plant – boilers and a/c units appear to be in good working order and operating at reasonably efficient levels. We will continue with annual maintenance programs.

It's well known there is a major energy problem and cost due to lack of insulation in our attic. We are exploring all options to reduce heat loss in the winter and heat gain in the summer in a measurable and meaningful way. We recently looked at insulated laylights (about 80% of ceiling area). Our initial findings indicate the cost is too great for the expected savings. We believe there are far better and more economical solutions.

We will be talking to several insulation specialists in the near future. We want to make sure the sky lights (about 50% of roof area) are properly sealed and provide the maximum insulation value possible. Additionally, we want to determine the impact of insulating the roof and attic walls. This seems like the best solution given the expansive attic floor area taken by the laylights.

These are significant initiatives and we're just starting the fact-finding phase. There is lots of work to be done, including exploring grant and incentive opportunities. We expect to provide a detailed analysis and recommendation to the Executive Committee by early April.

This is an exciting time and we are hopeful to be able to keep moving forward with our efforts to improve the functionality and appearance of our much deserving building and grounds.

Respectfully submitted, Building & Grounds Committee