



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

Agenda
BOARD OF DIRECTORS MEETING
March 20, 2019 4:00 pm

| | |
|--|-------------------------------|
| Call to Order | Katherine Simmons |
| Minutes Review & Approval | Katherine Simmons |
| Executive Director's Comments | Laurie Pavlos |
| Treasurer's Report | Laurie Pavlos for John Beatty |
| Governance Committee Report | Lee Ruck |
| Board Nominations | Kathy Simmons |
| Gallery Report | Jocelyn Zallinger |
| APEC Report | Joan Wallace |
| Development: | |
| Grants | Elsbeth Dowd |
| Spring Challenge | Elsbeth Dowd |
| Swing for Art Golf | Dave Moore |
| Building and Grounds Report | Paul Sellier |
| Education and Activities Committee Report | Lisa DeFilippo |
| Other Business | |

Adjournment of Meeting

Next meeting: April 17, 2019, 4:00 pm



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BOARD OF DIRECTORS MEETING

MARCH 20, 2019

Board Members Present: Donna Gilberto, Sarah Lucas, Kim Sapia, Kathy Simmons, Paul Sellier, Joan Wallace, Serena Bates, Del-Bourree Bach, Emily Reynolds, Jay Berryman, Lee Ruck and Debbie Goodman. **Board Members Absent:** David Moore, John Beatty, Gayle Asher and Steven Ross.

Staff Present: Laurie Pavlos, Jocelyn Zallinger, Elsbeth Dowd and Ann Chan

Call to Order: Kathy convened the meeting at 4:00 pm.

Minutes Review and Approval: February minutes were reviewed. Lee moved to accept minutes. Lisa seconded the motion. The February minutes were approved unanimously.

Executive Director's Report: Laurie reported that she presented our request to continue the \$8,000 operating support grant at the Town of Old Lyme Board of Finance meeting earlier this month, and said that the next day, Janet Sturges called and said it appears we will continue to get the grant from the Town. The Lyme Art Academy was also present at the Town meeting and asked for \$102,000. There is a lot of uncertainty about the future of the Academy and how it may affect our education programs. Also, Laurie believes that there is need for several more committees, if there is interest, such as: Finance, Hospitality and Advertising and Public Relations.

Treasurer's Report: Laurie reported for John in his absence. Our numbers are on target. The instructor's studio rental payments continue to come in. Thankfully, this winter has not seen a lot of expenditure for snow plowing. Steve sent a report that our investment assets are back up to \$788,000 and our dividends are consistent. Kathy suggested a future presentation to the Board by Bob Bingham from Sky Investments; his previous presentations have been very helpful.

Governance Committee Report: Lee did a recap of the included Recommended Operational Policies and Procedures Report. He stressed this was the committee's conclusion for continuity and consistency in Board leadership. The committee also concluded that an intentional succession including assistant chairpersons would also be helpful for succession of committee chairs. Lee also talked about the second part of the report concerning simplified Robert's Rules. None of the recommendations require amending the bylaws. Lee felt that there was no need to take any action on this today. Kathy stated that when looking at term limits you need an active nominating committee. Kathy also reminded all that there are other important committees you can be on once your term on the board concludes. After some questions it was decided to move on for anyone who has comments or questions to get in touch with Lee and he will bring it to the committee.



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Board Nominations: Kathy presented Beverly Schirmeier's bio. She proposed that Beverly be an assistant secretary and step into the full role in October. Kathy asked for a motion to approve Beverly's nomination as assistant secretary. Lee moved to accept and Debbi seconded the motion. All approved.

Gallery Report: Jocelyn reported that over 200 artists came over a snowy weekend for the 4 Acts receiving weekend. There are still 5 weeks left for this exhibition. Sales are ahead of last year and ahead of April of last year.

APEC Report: Joan reported that the committee discussed possible changes to Four Acts for 2020, perhaps having just two contrasting shows with one more abstract and one specifically hyperrealist. The discussion will continue. The 2020 calendar is otherwise set with 7 shows. Midsummer Festival is trying artist tents this year. There is a \$100 fee for artists to participate (with their own tent) but no commission paid to LAA.

Development: Elsbeth stated that exhibit sponsorships are on track. We did not get the Connecticut Department of Arts grant as it is highly competitive. This year's Swing for Art Golf on May 20 is now being planned and promotional materials created. We are looking for a third Spring Challenge project to add to easels & lights for the studio and repair of the parking lot. There is also a committee meeting coming up for Palate to Palette.

Building and Grounds: Paul and Carrie are looking for the next major undertaking. Possibilities they are looking at include lay lights, skylights, the attic roof and insulation. Most minor projects are wrapped up. The quote for the parking lot repair on the north side was in the \$10,000 range.

Education and Activities: Lisa reminded all present of the Art Expo on April 6th. The offerings this year will be expanded to include more watercolors and pastels. The spring lecture series starts off on March 28th with Hollis Dunlop. We have asked summer workshop instructors to publicize their workshops to supplement the promotion that we are doing. Hollis thinks the workshop market is getting saturated leading to lower sign ups all around.

Other Business: Please see Kathy if you would like to be on the nominating committee.

Adjournment of Meeting: At 4:50 Kathy asks for motion to adjourn. Del motioned to adjourn, Sarah seconded, and all were in favor.

The next meeting is Wednesday April 17, 2019 at 4 pm.

Lyme Art Association
Profit & Loss Prev Year Comparison
January through February 2019

| | <u>Jan - Feb 19</u> | <u>Jan - Feb 18</u> | <u>Budget</u> |
|---------------------------------------|--------------------------|---------------------------|--------------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4002 · Membership - Dues | 3,285.00 | 2,828.37 | 3,900.00 |
| 4003 · Entry Fees | 3,435.00 | 3,295.00 | 3,500.00 |
| 4004 · Donations | 7,604.00 | 7,710.43 | 5,655.00 |
| 4004.10 · Fundraising Events | 500.00 | | |
| 4005 · Exhibition Rental | 3,525.00 | | 200.00 |
| 4005.5 · Facility Rental | 875.00 | 650.00 | 1,000.00 |
| 4006 · Misc Sales | 158.81 | 150.00 | |
| 4007 · Education | 13,285.00 | 4,517.50 | 7,000.00 |
| 4009 · Commissions - Sales of Artwork | 6,083.86 | 4,575.75 | 8,000.00 |
| 4011 · In Kind Donations | | 3,610.00 | |
| 4100 · Grants | 4,000.00 | 3,000.00 | 2,000.00 |
| 4200 · Interest & Dividends | 3,500.00 | 7.34 | 3,500.00 |
| Total Income | <u>46,251.67</u> | <u>30,344.39</u> | <u>34,755.00</u> |
| Gross Profit | 46,251.67 | 30,344.39 | 34,755.00 |
| Expense | | | |
| 4000 · Reconciliation Discrepancies | | | |
| 5000 · Education -Class Expense | | 14.85 | 170.00 |
| 5300 · Utilities | 2,856.88 | 1,756.01 | 3,100.00 |
| 5401 · Maintenance-Cleaning | 445.00 | 970.78 | 1,090.00 |
| 5402 · Maintenance | 1,444.63 | 1,004.00 | 1,000.00 |
| 5404 · Grounds | 5,827.53 | 830.00 | 9,000.00 |
| 5451 · Office | 2,053.44 | 665.33 | 1,050.00 |
| 5453 · Miscellaneous | 61.07 | -30.00 | 80.00 |
| 5650 · Insurance | 6,119.32 | 1,922.00 | 7,000.00 |
| 5701 · Exhibits | 3,403.22 | 2,489.91 | 3,500.00 |
| 5725 · Postage & Shipping | 450.00 | 147.00 | 280.00 |
| 5751 · Printing | | 234.42 | 250.00 |
| 5801 · Publicity/Advertising | 1,012.35 | 715.20 | 2,000.00 |
| 5802 · In Kind Expenses | | 3,610.00 | |
| 5850 · Capital Expenses | 5,371.90 | | |
| 5901 · Bank & Credit Card Fees | 1,996.59 | 892.18 | 1,500.00 |
| 5902 · Interest | -0.38 | | |
| 6500 · Payroll | 27,512.30 | 26,072.08 | 27,500.00 |
| 7500 · Other personnel expenses | 100.00 | | 100.00 |
| 8300 · Promotion and Travel | 430.00 | 185.00 | 420.00 |
| 8401 · Training | 90.00 | | |
| Total Expense | <u>59,173.85</u> | <u>41,478.76</u> | <u>58,040.00</u> |
| Net Ordinary Income | -12,922.18 | -11,134.37 | -58,040.00 |
| Other Income/Expense | | | |
| Other Income | | | |
| 4004.6 · Grants - Capital Campaign | | 1,000.00 | |
| 4010.3 · Capital Campaign Donations | | 10,824.97 | 830.00 |
| Total Other Income | | 11,824.97 | 830.00 |
| Other Expense | | | |
| 6701 · Capital | | | |
| 6702 · Capital Campaign Exp | | 137,788.43 | |
| Total Other Expense | | <u>137,788.43</u> | |
| Net Other Income | | -125,963.46 | 830.00 |
| Net Income | <u><u>-12,922.18</u></u> | <u><u>-137,097.83</u></u> | <u><u>-57,210.00</u></u> |

REPORT OF THE GOVERNANCE COMMITTEE

LYME ART ASSOCIATION RECOMMENDED OPERATIONAL POLICIES AND PROCEDURES

SUCCESSION POLICIES

Succession planning is the process whereby an organization like the Lyme Art Association ensures that persons are recruited and developed to fill each key role within the Association. In this process, we ensure that the Association will never have a key role open for which another person is not prepared. This is also a way to develop the talent bench strength within the Association.

Officers

To further knowledge and experience of the executive requirements of the Lyme Art Association the Board of Directors will designate a member as Assistant Vice President who shall perform such duties as directed by the President. It is the purpose of this office to prepare a member who may be considered for President or Vice President at some future time. The Assistant Vice President shall be a non-voting member of the Executive Committee.

To further continuity of the projects, policies, and activities of the Lyme Art Association, at the termination of a Presidential term, the outgoing President will be designated Immediate Past President for the length of the term of the new President. The Immediate Past President will remain a member of the Board regardless of term limits, and will also be a non-voting member of the Executive Committee.

Committee Chairs

In the first year of service by a Committee Chair, the Chair and the President will review and consider the interest, ability, and effort of members of the Committee, and will designate one member as Vice Chair of the Committee, who will participate with the Chair in the management, projects, and directions of the Committee, and the maintenance of notes or minutes reflecting committee actions. Soliciting new members for appointment to the Committee shall be the responsibility of the Chair and Vice Chair.

MEETINGS PROCEDURES

The Lyme Art Association Bylaws provide that "*Robert's Rules of Order* shall be used as a guideline for meetings of the Association."

Like *Robert's*, *Cushing's Manual*, *Jefferson's Manual*, and other procedural structures, the procedures followed by the LAA have been utilized for three primary purposes: (1) to allow a convenient and orderly transaction of business, (2) to insure that minority positions are given fair opportunity to be heard, and (3) to inject regularity and predictability into the process. As stated by Henry M. Robert himself, "Under no circumstances should parliamentary correctness be permitted to impose undue artificiality in a business meeting." (*Robert's, Revised Edition*, 1915, and subsequent editions.)

Since many of the procedures applicable to the LAA are covered in the Bylaws, procedures governing notice, voting, and criteria of membership are not here repeated.

These procedures all have their bases in *Robert's*, but are simplified for use by an organization the size and structure of the Association. They should govern nearly every parliamentary issue presented by an LAA Membership or Board Meeting.

Actions at Membership and Board of Director Meetings

- An agenda is proposed by the Chair; if no objection, the proposed agenda (including limits on debate, if any) becomes Orders of the Day. If objection, after reasons stated therefore, the proposed agenda is voted. If affirmative, becomes Orders of the Day; if negative, alternative agenda is proposed and voted.
- Actions are taken by majority vote (except as provided herein, in the Bylaws, Articles, or the Connecticut Non-profit Corporation Law) on motions made and seconded.
- Potential action is introduced by a motion by a member, seconded, and restated (in whole or in part) by the Chair (the LAA President, or other member so designated) or the Secretary.

Undebatable Motions: These motions are voted upon immediately upon the motion, second, and restatement by the Chair. The maker may indicate the reason for the motion, either in the motion itself or in a very brief comment prior to restatement.

- Adjournment
- Recess to Executive Session; *with the purpose thereof to be announced: Legal, Personnel, Contractual, or Entrepreneurial. To be effective, any decision made in Executive Session must be approved (or re-approved) in public session.*
- Call for Orders of the Day; *compliance with agenda or previous Board action.*
- Call the Previous Question, i.e., to cease debate and immediately vote on the question pending (*A 2/3 majority is required*)
- Limiting or extending debate as announced by the Chair (*A 2/3 majority is required*).

Debatable Motions

- Motion to overrule a procedural ruling or decision by the Chair. *Limited debate – Chair first; movant second; other members only 1 comment each.*
- Tabling all or part of a motion; commitment to a future meeting; referral to a committee or other entity. *Will be placed on appropriate agenda without further action.*
- Amendment; *an amendment must be germane to the main motion; action on an amendment must be resolved before action is taken on the main motion. The amendment may be voted on, or withdrawn by its Maker and Seconder, or accepted by the Maker and Seconder of the main motion. Amendments may themselves only be amended once. If further amendment is desired defeat the amendment and move a new amendment.*
- Postpone Indefinitely; *takes a future affirmative motion to re-raise consideration.*
- Main Motion; ***must be voted on, or withdrawn by the Maker and Seconder, or committed or postponed, before any other subject can be considered by the body.***

Other Meeting Procedures

- Members must be acknowledged by the Chair, prior to making, seconding, or debating a motion.

- The Chair shall not make any motion, nor may be a primary proponent or opponent of a motion. The Chair may give his or her opinion on a matter pending, but is governed by any time limits set in the Orders of the Day. The Chair may, however respond to any factual question posed by a Point of Order or Point of Information.
- Before the vote on the main motion, the Chair or Secretary will restate the key elements of the motion, together with any approved amendments.
- The Chair may set limits on debate, either total time, or time for each speaker. If the latter, the Maker of the motion shall have double the time afforded others. To the extent possible, the Chair will permit alternating positive and negative comments.
- At his or her discretion, the Chair may ask for unanimous consent, if a matter is administrative and minor or without expressed concern. If any Member objects, the matter must follow the motion process, above. If no objection is presented, the Chair may order the matter approved and entered into the minutes.
- In case of parliamentary inquiry (raised by the Chair or Point of Order by any Member), the Parliamentarian may be consulted by the Chair or any Member for an advisory, non-binding opinion, prior to a ruling by the Chair. The Chair's ruling may be overturned by a majority vote.
- If no quorum exists at a Board meeting, and timely action is required on a matter not specifically reserved to the Board itself, the Chair may convene the present Board Members into a Committee of the Whole. The Committee of the Whole shall then debate and consider the matter and arrive at a consensus of the Committee. This consensus will then be referred to the Executive Committee. The Executive Committee may, if it chooses, act upon the matter on behalf of LAA, reporting later to the full Board for ratification or other action.

MISCELLANEOUS

- The Membership, by affirmative vote, may delegate to the Board any matter within its authority, unless precluded by the Articles, Bylaws, or Connecticut non-profit corporations law. Conversely, the Membership, by affirmative vote may, deny authority to the Board, unless specifically granted by the Articles, Bylaws, or Connecticut non-profit corporations law.
- The Board, by affirmative vote, delegate to the Executive Committee any matter within its authority, unless precluded by the Articles, Bylaws, or Connecticut non-profit corporations Law.
- The Executive Committee has authority to transact such other corporate business, where timely necessary to further LAA's purposes, if that authority has not been reserved to the Board itself. The Executive Committee shall take minutes of any such formal action and present it to the Board of Directors at its next meeting for Board ratification or other action as appropriate.

BOARD NOMINATION

BEVERLY SCHIRMEIER

Westbrook CT

Beverly Schirmeier holds elected artist memberships in the Lyme Art Association, Guilford Art League, Essex Art Association, Academic Artist Association, Connecticut Pastel Society, Madison Art Society, and Clinton Art Society. She has a BFA from Wayne State University and, after retiring from Southern New England Telephone (SNET), she became an alumnus of The Lyme Academy College of Fine Art. She earned a Masters degree in Counseling Psychology from Southern Connecticut State University and is certified to teach K–12 art education. She has been involved in the arts for over 40 years.

Career highlights include:

- Second-level manager at SNET for twenty years concentrating on the areas of marketing, human relations, compensation, information systems planning and organization development training.
- Art Teacher and Professional Development Coordinator, Lyme School System, for two years.
- High School Counselor in in Westbrook and Rocky Hill CT for a total of eight years.
- YMCA Board of Directors at Westbrook where she rewrote the human relations procedures and compensation packages and wrote a grant for cardiac program and fund-raising.
- Member, Westbrook Library Fund-Raising Committee to build new addition.
- Westbrook Foundation Board, ten years on the Board and Chair of Scholarships.
- President, Madison Art Society for twelve years during which time the Bylaws were rewritten, the Society gained 501(c)(3) accreditation, and a long-range plan was developed.

Beverly is being nominated to the Board to fill one of the four open positions on the Board. If confirmed, her appointment to the Board will continue until she stands for election to the Board at the October 2019 Annual Membership Meeting. In the interim as a Board member, Beverly has agreed to serve as Assistant Secretary with the understanding that she would be in line to succeed to the position of Secretary. This would be consistent with her goals to make a contribution of her skills and experience to LAA and our goals to manage the succession planning process to ensure Board continuity and growth.

| Major Exhibitions - Gross Sales By Exhibition | | | | | | | | | | | | | | |
|--|-------------------|-------------------|-----------|----------|---------------|------------|---------------|----------------|----------------|--------------|----------------|----------|---------|------------|
| Year | Contemporary Look | | | | LOL Jr. Women | | | | Summer | | | | EA Room | Art Market |
| | Associate Artist | Wonders of Winter | Four Acts | EA Show | LOL Jr. Women | Marine Art | Anything Goes | Paint & Sculpt | Pastel Society | NE Landscape | Deck the Walls | | | |
| 2010 | \$5,370 | | | \$12,145 | | \$10,968 | \$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 | \$5,700 | |
| 2015 | \$4,925 | \$850 | \$350 | \$3,810 | | \$21,719 | \$4,192 | \$6,838 | \$1,550 | \$14,165 | \$15,932 | \$6,175 | \$8,021 | |
| 2016 | \$7,285 | \$650 | | \$25,960 | | \$22,612 | \$3,170 | | \$3,700 | \$23,370 | \$21,750 | \$10,507 | \$7,285 | |
| 2017 | \$12,650 | | \$2,045 | \$10,370 | | \$17,432 | \$2,615 | | | \$27,545 | \$23,350 | \$15,013 | \$3,463 | |
| 2018 | \$12,540 | | | \$15,968 | | \$25,620 | \$2,100 | \$16,735 | | \$19,849 | \$15,752 | \$20,667 | \$1,900 | |
| 2019 | \$12,962 | | | \$6,228 | | | | | | | | \$5,350 | | |

| Major Exhibitions - Total Pieces Sold By Exhibition | | | | | | | | | | | | | | |
|--|-------------------|-------------------|-----------|---------|---------------|------------|---------------|----------------|----------------|--------------|----------------|----|---------|------------|
| Year | Contemporary Look | | | | LOL Jr. Women | | | | Summer | | | | EA Room | Art Market |
| | Associate Artist | Wonders of Winter | Four Acts | EA Show | LOL Jr. Women | Marine Art | Anything Goes | Paint & Sculpt | Pastel Society | NE Landscape | Deck the Walls | | | |
| 2011 | 12 | | | 5 | | | 9 | 8 | | 8 | 34 | 22 | | |
| 2012 | 10 | | | 11 | | 10 | 8 | 15 | 2 | 21 | 28 | 18 | | |
| 2013 | 10 | | | 8 | 27 | | 10 | 11 | | 10 | 29 | 27 | | |
| 2014 | 9 | 10 | | 4 | 10 | 28 | 15 | 10 | 2 | 15 | 30 | 19 | 14 | |
| 2015 | 7 | 5 | 8 | 7 | | 23 | 16 | 9 | 2 | 14 | 33 | 14 | 25 | |
| 2016 | 12 | 1 | 19 | 11 | | 22 | 14 | | 5 | 17 | 33 | 27 | 12 | |
| 2017 | 19 | | 14 | 7 | | 33 | 12 | | | 27 | 46 | 37 | 11 | |
| 2018 | 13 | | 12 | 22 | | 29 | 13 | 18 | | 17 | 39 | 49 | 6 | |
| 2019 | 18 | | 8 | | | | | | | | | 16 | | |

**Gross Sales
Month**

| Year | January | February | March | April | May | June | July | August | September | October | November | December | Gross Sales |
|------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|-------------|
| 2012 | \$1,900 | \$3,955 | \$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 | \$2,500 | \$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 |
| 2019 | \$8,080 | \$10,468 | | | | | | | | | | | |

**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 |
| 2019 | 14 | 18 | 12 | | | | | | | | | | |

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 |
| 2019 | \$8,080 | \$18,548 | \$25,664 | | | | | | | | | | |

Building and Grounds Report – March 2019

We have started preliminary discussions with two contractors and two vendors regarding skylights, roofing and attic insulation. The near-term objective is to get a general idea of options and costs in order to develop a comprehensive renovation plan to present to the Executive Committee and Board later this year. The Building and Grounds Committee is assisting Carrie in this regard, who will continue to serve as project manager for the overall renovation project.

We are in the process of updating bids for parking lot improvements, which are included in this year's budget. We hope to start this project within the next 60 days.

Finally, we're up to date with all other projects.

Respectfully submitted, Building & Grounds Committee