



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

Agenda
BOARD OF DIRECTORS MEETING
January 15, 4:00 pm

Call to Order	Harley Bartlett
December Meeting Minutes Review and Approval	Harley Bartlett
Treasurer's Report 2020 Budget	John Beatty
Gallery Report	Jocelyn Zallinger
Development: Annual Fund Grants	Elsbeth Dowd
Building and Grounds Report	Harley Bartlett
Second Century Committee Report	Carrie Walters
Education and Activities Committee Report	Laurie Pavlos
Report of Nominating Committee	Katherine Simmons
Other Business	
Adjournment of Meeting	

Next meeting, February 19, 2020, 4:00 pm.



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BOARD OF DIRECTORS MEETING

January 15, 2020

Board Member Present: Gayle Asher, Harley Bartlett, Jay Berryman, Sarah Lucas, David Moore, Beverly Schirmeier, Kathy Simmons (ex officio), Carrie Walters, Joan Wallace.

Members Absent: Del-Bourree Bach, John Beatty, Lisa DeFilippo, Emily Reynolds, Lee Ruck, Kim Sapia, Paul Sellier, Serena Bates.

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

Call to Order: Harley Bartlett called the meeting to order at 4:00 pm

Minutes Review and Approval: It was brought up by Sarah that she was not at the December meeting but the minutes have her included. Joan Wallace stated the same. The motion was made by David to accept the minutes with those changes and was seconded by Gayle, all in favor.

Executive Director's Report: Laurie reported that Gallery maintenance week went well. Kathy assisted with organizing files and David helped patch and paint. Staff cleaned, sorted, and cleared out kitchen and office spaces. Carrie did a thorough cleaning of the wood on the front desk.

Treasurer's Report: Laurie reported for John who is feeling better but was not able to come. The year end report and the treasurers report were handed out. Income in 2019 was above budget and expenses were below. We took care of some much needed maintenance items this year. Water treatment upgrade and computers, to mention a few, much needed capital expenses.

The executive committee met last week to prepare the 2020 budget, which was presented. Expenses are very similar to 2019, small decrease in maintenance. The Capital Projects budget was also printed out for the meeting. It was noted that the \$30,200 for Capital Campaign Grants should be \$23,000 instead. \$13,000 as a matching Grant and \$10,000 from the Town of Old Lyme. Kathy questioned Miscellaneous Sales. That is sale of LAA bags, note cards, easels and such.

Carrie made a motion to accept the 2020 budget, with Capital Campaign Grants amended as noted. David seconded. All were in favor and 2020 budget was accepted.

Gallery Report: Jocelyn said that a lot was accomplished during maintenance week and thanked David and Carrie for their work. A carpenter, Randy Bell, came in to assess the chest in the gallery for repair. He thinks it is from the 1700's. Sales in the Elected Artist room have been doing very well. The Associate Artist show is hung. There were about 250 pieces submitted and 153 hung and works from the 6 new Elected Artists are hanging in the back gallery. The next opening reception is Sunday January 26, from 2-4pm.



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Development: The Annual Fund is doing well. It is only down about \$1,000 from this time last year and we have not yet received some significant donations that we expect. She reminded those who have not yet given that we are hoping for 100% participation from the board. She thanked all who have already contributed. She asked for ideas for getting sponsors for the Marine show. Liberty Bank is our sponsor for the First Impressions show.

Building and Grounds: Harley said after the last meeting he went up to take a look in the attic and didn't really see much up there that was in the way. But he and Laurie did discover a leak and Laurie is working to get a roofer to come investigate.

Second Century Committee Report: Carrie said the committee had a good meeting this morning with Point One Architects about the Energy Efficiency Feasibility Study. This study is to assess options for heating and cooling and our mechanicals to make them more energy efficient.

Education and Activities: Laurie reported that there was no meeting in December, but there is one next week. The art expo is in April. Jerry's Artarama is helping to coordinate with participating vendors. We have placed some ads in magazines for our workshops. The photographer for The Day was in yesterday and there is a picture of the gallery on the newspaper today. The Mergy's donated \$5,000 to the High School Fall student classes and would like to continue doing that every year. They also want to donate \$1,000 to our scholarship fund yearly.

Board Nominations: Kathy proposed that Maura Cochran be appointed to the board and be put on the slate for election in October. Her resume went out before the meeting. Maura will not be present for the February meeting. The motion was made by David to appoint Maura to the board beginning in March with her name to be added to nominations in October. Sarah seconded. All were in favor and the motion passed.

Other Business: Laurie relayed that John asked for a board member to make a motion to move \$10,000 surplus from our operating account into our unrestricted endowment account. Jay made the motion to move the \$10,000 from operating to the endowment account. Carrie seconded and all were in favor. The motion passed.

Harley stated that he got a copy of the classroom policy from the Providence Art Club and Laurie said that the classroom policy is going to be included in the policies that the board will be looking at all together.

Beverly asked if there is a list of any demos that we are going to have this year. Laurie said there are none on the calendar at this point.

Laurie handed out policy for conflict of interest and asked members to read and sign.

Adjournment of Meeting: Sarah made a motion for adjournment, seconded by Beverly. All in favor. Meeting adjourned at 4:35pm.

The next meeting is Wednesday February 19 2020 at 4 pm.

Lyme Art Association
Treasurer's Report
 January through December 2019

	<u>Jan - Dec 19</u>	<u>Jan - Dec 18</u>	<u>2019 Budget</u>
Ordinary Income/Expense			
Income			
4002 · Membership - Dues	41,115.00	39,233.37	40,000.00
4003 · Entry Fees	33,370.00	34,605.00	35,000.00
4004 · Donations	58,160.44	45,169.14	52,000.00
4004.10 · Fundraising Events	48,618.88	47,018.01	46,000.00
4005 · Exhibition Rental	7,100.00	5,550.00	7,000.00
4005.5 · Facility Rental	8,943.00	4,675.00	5,000.00
4006 · Misc Sales	1,196.47	4,003.55	0.00
4007 · Education	69,947.50	43,290.00	55,000.00
4009 · Commissions - Sales of Artwork	49,770.70	60,357.82	59,000.00
4011 · In Kind Donations	7,819.74	44,805.00	10,000.00
4100 · Grants	15,555.00	7,000.00	9,000.00
4200 · Interest & Dividends	21,003.74	21,741.01	21,000.00
Total Income	<u>362,600.47</u>	<u>357,447.90</u>	<u>339,000.00</u>
Gross Profit	362,600.47	357,447.90	339,000.00
Expense			
5000 · Education -Class Expense	31,826.04	16,141.19	25,000.00
5300 · Utilities	17,591.99	15,660.42	18,600.00
5401 · Maintenance-Cleaning	5,482.25	6,635.82	6,500.00
5402 · Maintenance	9,460.26	6,931.67	6,000.00
5404 · Grounds	15,619.42	8,533.19	18,600.00
5451 · Office	8,881.34	5,062.75	5,700.00
5453 · Miscellaneous	1,564.28	524.25	500.00
5461 · Fund Raising	769.66	325.00	1,200.00
5650 · Insurance	13,672.54	9,682.75	14,000.00
5701-3 · Gallery Rental Costs	56.71	0.00	
5701 · Exhibits	17,147.53	16,825.03	17,000.00
5725 · Postage & Shipping	2,797.09	1,686.00	1,700.00
5751 · Printing	330.75	1,415.44	1,500.00
5801 · Publicity/Advertising	7,948.02	5,900.74	12,000.00
5802 · In Kind Expenses	7,819.74	44,805.00	10,000.00
5850 · Capital Expenses	28,109.23	13,963.45	20,000.00
5901 · Bank & Credit Card Fees	10,665.35	9,065.43	9,000.00
5902 · Interest	-0.56	0.00	0.00
6500 · Payroll	163,093.69	154,763.95	165,000.00
6561 · Gallery use expense	229.41	341.09	400.00
7500 · Other personnel expenses	100.00	0.00	0.00
8300 · Promotion and Travel	704.27	812.13	2,500.00
8401 · Training	400.90	365.00	750.00
Total Expense	<u>344,269.91</u>	<u>319,440.30</u>	<u>335,950.00</u>
Net Ordinary Income	18,330.56	38,007.60	3,050.00
Other Income/Expense			
Other Income			

Lyme Art Association
Proposed 2020 Budget
With 2019 Actual and Budget

	<u>2019 Actual</u>	<u>2019 Budget</u>	<u>2020 Budget</u>
Ordinary Income/Expense			
Income			
4002 · Membership - Dues	41,115.00	40,000.00	42,000.00
4003 · Entry Fees	33,370.00	35,000.00	34,000.00
4004 · Donations	58,160.44	52,000.00	60,300.00
4004.10 · Fundraising Events	48,618.88	46,000.00	52,550.00
4005 · Exhibition Rental	7,100.00	7,000.00	5,400.00
4005.5 · Facility Rental	8,943.00	5,000.00	7,000.00
4006 · Misc Sales	1,196.47	0.00	1,000.00
4007 · Education	69,947.50	55,000.00	52,580.00
4009 · Commissions - Sales of Artwork	49,770.70	59,000.00	49,000.00
4011 · In Kind Donations	7,819.74	10,000.00	9,000.00
4100 · Grants	15,555.00	9,000.00	15,000.00
4200 · Interest & Dividends	21,003.74	21,000.00	21,000.00
Total Income	<u>362,600.47</u>	<u>339,000.00</u>	<u>348,830.00</u>
Gross Profit	362,600.47	339,000.00	348,830.00
Expense			
5000 · Education -Class Expense	31,826.04	25,000.00	23,500.00
5200 · Professional Services			7,000.00
5300 · Utilities	17,591.99	18,600.00	18,450.00
5401 · Maintenance-Cleaning	5,482.25	6,500.00	5,540.00
5402 · Maintenance	9,460.26	6,000.00	7,500.00
5404 · Grounds	15,619.42	18,600.00	14,600.00
5451 · Office	8,881.34	5,700.00	6,110.00
5453 · Miscellaneous	1,564.28	500.00	1,200.00
5461 · Fund Raising	769.66	1,200.00	1,500.00
5650 · Insurance	13,672.54	14,000.00	14,000.00
5701-3 · Gallery Rental Costs	56.71		0.00
5701 · Exhibits	17,147.53	17,000.00	17,485.00
5725 · Postage & Shipping	2,797.09	1,700.00	2,750.00
5751 · Printing	330.75	1,500.00	350.00
5801 · Publicity/Advertising	7,948.02	12,000.00	7,250.00
5802 · In Kind Expenses	7,819.74	10,000.00	9,000.00
5850 · Capital Expenses	28,109.23	20,000.00	29,000.00
5901 · Bank & Credit Card Fees	10,665.35	9,000.00	10,480.00
5902 · Interest	-0.56	0.00	0.00
6500 · Payroll	163,093.69	165,000.00	166,970.00
6561 · Gallery use expense	229.41	400.00	230.00
6800a · Scholarships	0.00	0.00	1,500.00
7500 · Other personnel expenses	100.00		0.00
8300 · Promotion and Travel	704.27	2,500.00	2,400.00
8401 · Training	400.90	750.00	750.00
Total Expense	<u>344,269.91</u>	<u>335,950.00</u>	<u>347,565.00</u>
Net Ordinary Income	18,330.56	3,050.00	1,265.00

Proposed 2020 Budget
With 2019 Actual and Budget

	<u>2019 Actual</u>	<u>2019 Budget</u>	<u>2020 Budget</u>
Other Income/Expense			
Other Income			
4004.6 · Grants - Capital Campaign	10,000.00	10,000.00	20,200.00 23,000
4010.3 · Capital Campaign Donations	18,472.24	5,000.00	11,250.00
Total Other Income	<u>28,472.24</u>	<u>15,000.00</u>	<u>41,450.00 34,250</u>
Other Expense			
6701 · Capital	0.00		
6702 · Capital Campaign Exp	0.00	0.00	26,000.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>26,000.00</u>
Net Other Income	<u>28,472.24</u>	<u>15,000.00</u>	<u>15,450.00 8,250</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	\$4,840	\$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	\$9,017	\$10,175	\$13,801	\$11,547	\$24,352	\$5,961	\$6,193	\$18,082	\$5,065	\$29,498	\$152,237

**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	16	13	22	19	18	12	11	26	8	55	212

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	\$80,298	\$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	\$27,564	\$37,739	\$51,540	\$63,086	\$87,438	\$93,399	\$105,785	\$119,543.89	\$122,738.89	\$152,237	\$152,237

Major Exhibitions - Gross Sales By Exhibition														
Year	Associate Artist	Contemp				LOL Jr. Women	Marine Art	Anything Goes	Summer				EA Room	Art Market
		Wonders of Winter	Contemp orary Look	Four Acts	EA Show				Paint & Sculpt	Pastel Society	NE Landscape	Deck the Walls		
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	\$850	\$350		\$3,810		\$21,719	\$4,192	\$6,838	\$1,550	\$14,165	\$15,932	\$6,175	
2016	\$7,285	\$650	\$2,045		\$25,960		\$22,612	\$3,170		\$3,700	\$23,370	\$21,760	\$10,507	
2017	\$12,650				\$10,370		\$17,432	\$2,615			\$27,545	\$23,350	\$15,013	
2018	\$12,540				\$15,968		\$25,620	\$2,100	\$16,735		\$19,849	\$15,752	\$20,667	
2019	\$12,962				\$7,350		\$22,289		\$9,125		\$20,877	\$16,375	\$30,280	
													\$5,637	

Major Exhibitions - Total Pieces Sold By Exhibition														
Year	Associate Artist	Contemp				LOL Jr. Women	Marine Art	Anything Goes	Summer				EA Room	Art Market
		Wonders of Winter	Contemp orary Look	Four Acts	EA Show				Paint & Sculpt	Pastel Society	NE Landscape	Deck the Walls		
2011	12		0		5			9	8		8	34	22	
2012	10		1		11		10	8	15	2	21	28	18	
2013	10		0		8	27		10	11		10	29	27	
2014	9	10	1		4	10	28	15	10	2	15	30	19	
2015	7	5	1	8	7		23	16	9	2	14	33	14	
2016	12	1		19	11		22	14	17	5	17	33	27	
2017	19		3	14	7		33	12			27	46	37	
2018	13			12	22		29	13	18		17	39	49	
2019	18			21	5		12	11	11		21	38	73	

Lyme Art Association Fundraising Report for Board of Directors
January 15, 2020
Submitted by Elsbeth Dowd, Development Manager

Grant Proposals

- **Pending: Connecticut Humanities Capacity Building Grant.** Requested \$8,194 for strategic planning. Award notification first week of February.
- **Pending: Bodenwein Public Benevolent Foundation.** Requested \$1,000 for our lecture series. Award notification February-March.
- **Pending:** Town of Old Lyme. Submitted yearly request for operating support and capital support in November.
- **Pending: Connecticut Office of the Arts, Arts Endowment Fund.** Requested general operating support (award amount determined by a formula). Award notification mid-late February.

Sponsorships

- A big thank you to **Liberty Bank**, presenting sponsor for Fresh Expressions

Annual Fund 2019-2020

- To date we have received **\$22,226** from the annual appeal. This compares relatively well to this time last year, when we had received \$23,212. Two major donors from last year, who gave gifts of \$5,000 and ~\$2,000, haven't yet sent contributions. On the other hand, we have had some new donors, and donors who have increased their contributions this year. Overall this is a great trend, although we are certainly working to continue cultivating last year's major donors.

What I need most from the board:

- 100% response to Annual Appeal! Thank you so much to everyone who has already contributed.
- Sponsor suggestions (and connections) for the Marine Show

*Thank you to all our donors and volunteers!
A big thanks to everyone who has responded to the annual appeal!*