

OVAC Board Meeting

December 12, 2020, 11am-12:15pm

Location: Zoom

Board Members in Attendance: Krystle Brewer, Kyle Larson, Bob Curtis, Farooq Karim, Jon Fisher, Doug Sorocco, Heather Lunsford, John Marshall, Diane Salamon, Susan Agee, Barbara Gabel, Kirsten Olds, Chris Winland, Kathryn Kenney, Anna Inhofe

Absent: Marjorie Atwood

1. Welcome

Doug: Wanted to take moment to thank everyone for the flowers and food during time in hospital.

2. Instant Gallery

Susan: Husband and wife team, artists Jasmin and Derrick Tadlock exhibiting their barn quilts at The Vault. Can find on them on Instagram. There's a national network of barn quilt squares- barns with quilt squares painted or installed on panels. Very prevalent around the country.

Kirsten: TU Alexander Hope Gallery -- students curated exhibition titled "Garden of Earthly Delights." Two of Farooq's works are in the exhibition. Not open to public, but up through Feb. 4th. It is open for private viewing via appointment.

Diane – have work in the Flintco Gallery (next to Living Arts) in Tulsa along with other local artists. Champagne and Chocolate fundraising at Living Arts.

Heather: Oklahoma City University's Nona Jean Hulsey gallery exhibition "One Year," centered around gun violence. Also featured in Art Focus.

Doug: Two resignations from the board: Laura Massenat and Chris Rogers. Lauren was a long time board member. Circumstances with Factory Obscura and COVID -- Needed to direct her attention to Factory Obscura.

Krystle: Chris Rogers had been on the board during a transition period. With COVID layoffs, he was affected, yet had lots of art opportunities. He wasn't able to give OVAC his full attention while managing his various positions. He may come back in the future.

Doug: We have a couple of board spots to fill in the interim basis, after 1st of the year. Think about if there's anyone who has shown interest or someone to reach out to.

3. Consent Agenda

Doug: Motion to approve Consent Agenda

Heather moved

John second

Doug: Haley no longer with us after 1st of year.

Krystle: Talked it through with Exec Committee. A big decision – got input from others. Ultimately, Haley’s position changed with the addition of Thrive Grants. Restructured goals of employees. She didn’t have skills to fulfill goals. With the limited positions and resources we have, there wasn’t a spot for her to move into – too much at stake with new grants, and didn’t want to take the chance. Had conversation with her, and she’s going to be ok. She’s working on the transition, wrapping up projects and transitioning projects to other staff. Other staff agrees it’s growing pains. Best for OVAC – other staff felt it was best decision.

Doug: The organization and position changed.

Krystle: Excited for the Thrive grants. Grid in new packet of position responsibilities. Alexa has new opportunities in Development Director position, and Audrey as well in her new role

We’ve discussed in programs Committee how we will evaluate the Thrive Grants applications. Kyle and the committee developing the rubric for jurors, and is writing the descriptions. Clarity and transparency on scoring the applications to put on website. Lauren working on new Thrive Grants website. New draft of logo – colorful and exciting – opportunity for fun – will send logo when finalized. Goal in Feb. to have it all together on the website. On track for program presentations in January.

Want to collect stories and feedback from grant recipients.

Doug: Collect stories from across the state – statewide – really tried to focus on every region, making sure they were all accounted for.

Kathryn: On staff positions grid, noticed for Lauren and Chanté – Lauren will be switching to contract position, Chanté part time

Krystle: Chanté blew us away with her work as an intern. She’s staying on during spring semester and will take on marketing after graduating. Lauren stayed part time, graduates in May. She focuses on video production – I’d like her to continue to do videos for OVAC – not consistent work, so better to be a part time contact.

Grant writing is a strength I have, the writing part not Alexa’s strength, I’m hoping she will do more of grant research, but could change in future.

Doug: Continuing education important – online conferences and training to help staff further their skills.

John: Directors report for 24 Works on Paper – my favorite thing – when will it be in OKC?

Krystle: Dec. 2021 – last stop.

John: Do we do outreach for 24 Works to reach out to companies to let them know -- publicity – send them tickets – to foster corporate sponsorships?

Krystle: Alexa can start this in her new role.

Doug: Motion - all in favor to approve consent
All in favor, passes unanimously.

4. Treasurer's Report

Diane: In good order. Statement of cash flow – \$257, 543.71 in cash on hand, good shape there – financial position statement – net assets \$386,427.52, also in good shape – accounts receivable – \$56,930 – we have 12x12 payments for paintings on CC – included in accounts receivable – 14k – that is the discrepancy -- under liabilities—small business loans payable – will be reduced on next report – we got \$35,700 forgiven from PPP loans – doesn't show up yet.

Kathryn: Accounts receivable for 12x12 payments – have been collected.

Diane: Yes, nothing outstanding – in by now.

Krystle: – Handbid deposited funds as one deposit – recorded as came in – by next statement it will go down. We did ship, buyers payed for shipping.

Diane: Statement of activities – we did get the \$100,000 Warhol grant – investment income handled annually – net assets 386,427.52

Budgets vs actuals – gross profit \$336,321.64 gross - good for this time of year – net \$184,184.01 operating revenue -- total expenditures \$152,177.63 -- 8.79% of budget

Net revenue including “Under Her Wing” donations – not our money.

Momentum next upcoming program – not charging admissions – short 9k – 14 percent toward goal to bring in for sponsorships – pleased with that.

Kathryn: Approaching Zarrow Foundation to underwrite funding for Tulsa portion of exhibition. We would not charge admission – access for broader range of people – they might go for it – could do it jointly with living arts or include portion to help defray Tulsa expenses – Jan 15 next due date for their cycle.

Krystle: Great idea – tried looking – we can reach out.

Kathryn: Point of contact very helpful – quick answer.

Diane: Approved for the forgiveness of the \$35,700 COVID relief.

Doug: Great financial position – still 170k more assets – bravo through a pandemic --- grants and federal money helped. Expanding programs is a big kudo to Krystle and staff.

Diane: Please pay membership dues.

Krystle: List of COVID relief – OK Arts and Culture relief grant – up to 25k – catch is it has to be sent before end of January – OK Arts Council – We did qualify, and can use money for anything digital – laptops, camera, etc. We have a dream list – would buy laptops for everyone – monitors for office, video camera, iPads for interaction for 24 Works on Paper.

Doug: Cares funds from state that will expire. They are trying to give to organizations to use rather than go back into federal budget. Put in budget – no report needed – keep receipts for audits. Technology/capital budget – getting it met.

Motion to approve Treasurer's Report
Heather moves
Farooq seconds
Passes unanimously

5. Transfer BOK accounts to NBC

Diane: Transfer funds – will be done in January – two accounts, checking/monies for programs --- both accounts get small interest – possible money market funds. Also changing checks to void after 90 days to get people to cash sooner. We will send letters to people with outstanding checks.

Heather: How much is outstanding?

Krystle: Not much – end of last year I emailed everyone to ask to cash or donate. In Dec. will send another 40 COVID relief checks. Look at number of outstanding checks. will leave in BOK account. Once checks cleared, close account. Maybe a dozen checks left.

Doug: Transfer is recommended to board by Finance Committee. NBC with Ken Fergeson, long time OVAC supporter – great service with PPE loans – better service and support from NBC, better customer service.

Krystle: Much better experience with NBC. Previous treasurer worked at BOK – wasn't any other reason we were there – haven't told BOK yet.

Heather: NBC super friendly, think it's a great choice.

Krystle: Local art in the lobby.

Heather: Hung 60 pieces there and went through archives – an incredible collection.

Doug: Motion to approve Transfer BOK accounts to NBC
Heather moves
Susan seconds
Passes unanimously

6. Fiscal Sponsorship Request

Krystle: Fiscal Sponsorship program allows artists to apply for grants with tax ID. We aren't giving them funds, just an opportunity for them to solicit funds. We get a 4% off each donation for admin costs. We do promotion for projects by sharing news stories. OVAC logo has to be included on their materials.

This request by artist Sarah Ahmad is recommended by the Executive Committee to approve. The Greenwood Art Project, funded by the Bloomberg Public Art Challenge, gave one million to fund public arts projects. Sarah Ahmad is a current TAF fellow, was part of Concept – her project is to create a tent structure with flowers – anticipating 5-7k through OVAC – 10k from TAF and 5-7k from Bloomberg. The main things we look at: is it a high quality project that we want OVAC associated with? We don't have rubric yet.

Doug: Sarah is an OVAC member, and this is a member benefit. This is legal for a non-profit. Some nonprofits make tremendous funds through this – some fund movies – Exec talked about this – only received a handful of applications – a freebie for OVAC, low risk to work with this artist. Her project is supported by significant organizations.

Kirsten: Put in link form OVAC FAQ for criteria for program – what kinds of projects qualify – to support project, it must benefit public, artists have to have a Social Security number or be incorporated by an LLC, be an OK resident.

Heather: What are the risks?

Doug: Not many – we aren't at risk. Charitable donations aren't necessary for this project to function – funding in place can make it work. Legally no risk to OVAC.

Krystle: If artist doesn't use the funds, OVAC can absorb funds.

Chris: Does it complicate auditing for us?

Krystle: Hasn't yet – hasn't been any questions so far. Footnoted that we are holding funds, not ours – shows as separate from our money on report.

Diane: Separate accounting pages.

Kathryn: We'll be ok – auditors would move funds not used to liabilities – QuickBooks accounts for each project – how would we put on the 990 – drill down to separate set of accounts.

Krystle: ledger in excel – in QuickBooks all in same account, but we have class reports.

Diane: Need to be clear what program money came from – if it becomes more complicated, could be an issue in future.

Kathryn: Class system in QuickBooks can do this.

Doug: Motion to approve that OVAC will accept app and fiscal sponsorship for Sarah Ahmad.

Heather moves

Farooq seconds

Passes unanimously

7. Executive Director Review Process

Doug: Went through in Governance Committee for Exec. Director review process. In past, Krystle filled out a self-evaluation. Board gets it, and discussion between Board Director and Krystle occurs. This is slipping into the Fall rather than a year end basis.

As we grow as an org, being able to provide Exec. Director meaningful feedback from entire board is important. Want everyone, and maybe staff too, to give feedback. Evoke feedback on core competencies on Krystle's performance on strategic plan, COVID response, digital presence updated – use this rubric to work through feedback for Krystle. Hope it's a document that can be dynamic – get into process of it – feedback based on this round, will do again in June – based on fiscal years, will come

out as a Survey Monkey or similar. We all are very big proponents of Krystle and her performance, but we still need to find meaningful, constructive feedback.

Farooq: Evaluation process for staff – people need positive reinforcement. Retention is a challenge for non-profits. Retention is important to be a goal for Krystle. Keeping good people keeps momentum. How does OVAC do bonuses? Important to tell people thank you, but also a gift.

Krystle: OVAC did annual review with staff – did training with HR consultant in OKC – great to do monthly feedback – needs to be fast, timely feedback. 3 years ago set up monthly individual meetings – set goals for month, things learned along the way – section to give me feedback, and feedback to them. Opens up communication and feedback to help me manage them. Helps them to learn new things. Monthly one-on-one sessions – one hour dedicated time to talk to me uninterrupted.

Doug: Thoughtful feedback important - motion to enter Exec Meeting.

Heather motions

Diane seconds –

Passes Unanimously

12:16pm (off record) – Board discusses personnel issues.

Heather: Moved to end Exec meeting

Kirsten seconds

Passes Unanimously

Exec over 12:39pm

Diane: Pay dues

Doug: Motion to approve 2% Holiday Cheer bonus for staff.

Heather moves

John seconds

Passes Unanimously

Heather: Motion to adjust Executive Director Compensation per Board recommendation.

Kirsten seconds

Passes unanimously

Meeting adjourns at 12:40

End of minutes, please notify me of any errors or omissions.

Respectfully submitted,

Kyle Larson

OVAC Secretary