



Burlington City Arts Board of Directors

Tuesday, January 20, 2026, 3:00 PM

405 Pine Street Community Room

<https://zoom.us/j/91939694226?pwd=k8A6SPyHetE6ufxSF5sYqPan45baaq.1>

1. Approve Agenda & Minutes

- 1.1. Motion to amend/adopt agenda
- 1.2. Motion to adopt previous meeting's minutes

2. Public Forum

3. Director's Report

4. Financial Update

- 4.1. FY26 Actuals to Budget report
- 4.2. FY27 Budget update
- 4.3. 405 Construction and Capital Campaign update

5. Committee Reports

- 5.1. Executive Committee Update
 - 5.1. Board Manual and On boarding
 - 5.1. Roles and Responsibilities
 - 5.1. Bios and Matrix updates
- 5.2. Update, Assessment and Clarification of Ad Hoc Committees

6. Spring Exhibitions Update

- 6.1. Overview - Heather Ferrell
- 6.2. Call to Action -- supporting attendance and friendraising

7. Fundraising Event Ideas

- 7.1. Call to Action -- BCA Education Wish List
- 7.2. Spring Fundraising Event

8. Adjournment

- 8.1. Motion to Adjourn



BCA Budget Report

07/01/25 -12/31/25

Account	Account Description	YTD Transactions	YTD Budget	Prior Year YTD	FY26 Budget
Fund 101 - General Fund					
REVENUE					
Department 27 - Burlington City Arts					
4385	Ticket Sales	13,894	2,500	5,000	75,000
4275	Rent & Lease	118,564	111,560	114,594	207,560
4395	Art and Merchandise Sales	27,553	47,263	15,907	81,525
4397	Class Registration	247,535	178,000	215,109	302,000
4600_120	Fees For Services Culture & Recreation	10,570	12,902	12,305	84,000
4380_109	Third Party Gateway CC surcharge	7,377	4,250	3,538	8,500
4600 - Fees For Services Totals		425,494	352,225	366,453	758,585
4875 Grant					
4330	Foundations	116,000	100,000	85,000	250,000
4875_100	Grant Federal Operating	0	0	45,000	0
4875_140	Grant State Operating	13,000	9,000	10,000	9,000
4875 - Grant Totals		129,000	109,000	140,000	259,000
4950 Donations					
4950_115	Donations Corporate	88,242	156,000	162,802	250,000
4950_120	Donations Board	28,150	88,800	100,495	125,000
4950_123	Donations General	22,043	26,000	18,625	50,000
4950_125	Donations Major Gifts	160,873	125,000	118,381	255,000
4950_130	Donations Special Events	0	0	1,000	65,000
4950 - Donations Totals		299,307	395,800	401,303	745,000
Department 27 - Burlington City Arts Totals		853,801	857,025	907,756	1,762,585
REVENUE TOTALS		853,801	857,025	907,756	1,762,585
EXPENSE					
Department 27 - Burlington City Arts					
5000 Salaries and Wages					
5000_100	Salaries and Wages Regular, Full Time	601,138	614,391	608,473	1,242,488
5000_110	Salaries and Wages Regular Part Time	76,925	67,324	0	140,034
5000_115	Salaries and Wages Seasonal/Temporary	175,939	167,825	173,877	298,385
5000 - Salaries and Wages Totals		854,001	849,540	782,350	1,680,907
5100	Overtime	6,088	8,500	6,594	13,905
5200 Other Personal Service					
5200_106	Other Personnel Services Staffing	0	1,545	3,974	3,090
5200_110	Other Personnel Services On-Call	0	464	360	927
5200_115	Other Personnel Services Other Compensation	2,288	4,223	3,199	8,446
5200_116	Other Personnel Services Longevity Pay	0	307	0	614
5200_120	Other Personnel Services Shift Differential	236.12	0	0	0
5200_130	Other Personnel Services Allowance Taxable	4,091	6,420	5,361	12,839
5200 - Other Personal Service Totals		6,614	12,958	12,893	25,916
5400 Employee Benefits					
5400_100	Employee Benefits FICA	64,006	65,818	58,968	131,635
5400_115	Employee Benefits Retirement B	0	0	69,564	129,318
5400_120	Employee Benefits Workers Compensation	0	0	23,730	50,229
5400_125	Employee Benefits Health Insurance	0	0	137,136	303,277
5400_130	Employee Benefits Dental Insurance	0	0	8,382	13,364
5400_135	Employee Benefits Life Insurance	0	0	1,608	2,753
5400_145	Employee Benefits Employee Parking	2,480	1,540	1,680	3,080
5400_150	Employee Benefits Recognition	1,303.02	0	25	2,546
5400 - Employee Benefits Totals		67,789	67,358	301,093	636,202

Account	Account Description	YTD Transactions	YTD Budget	Prior Year YTD	FY25 Budget
6000	Office Supplies	2,426	2,600	1,093	5,000
6005	Postage	3,400	2,100	2,418	4,000
6007	Shipping and Moving	1,066	4,300	3,046	12,000
6010	Computer Equipment	126.88	0	114.99	800
6015	Computer Software		0	0	0
6025	Furnishings	415	0	0	0
6200	Medical Fees And Supplies	209.65	220	630	500
6202	Printing/Copying/Paper Mgt	10,535	8,050	11,085	23,000
6203	Dues/Subscriptions	4,209	1,738	3,687.44	6,100
6208	Special Supplies	27,967	42,765	42,324	87,965
6211	Specialized Equipment	3,128	6,000	5,501	11,200
6212	Fuel	305	0	173	850
6300	Repair & Maintenance	608	0	0	5,000
6327	Customer Credits & Refunds	0	200	355	500
6350	Legal Notice & Advertising	34,983	42,235	63,873.90	92,000
6400	Utilities				
6400_100	Utilities Electricity	7,000	6,000	5,000	12,000
6400_125	Utilities Telecommunications	2,857	3,400	3,287	6,000
6400_127	Utilities Cellular Communications	2,231	1,650	895.59	3,300
	6400 - Utilities Totals	12,088	11,050	9,183	21,300
6500	Professional and Consultant Services				
6500_103	Professional and Consultant Svs Security Contracts	13,776	7,000	25,965	24,000
6500_118	Professional and Consultant Services Contractual Services	78,780	66,900	155,209	147,625
	6500 - Professional and Consultant Services Totals	92,557	66,900	181,174	171,625
6510	Artist Services				
6510_100	Artist Services non-salaried compensation	158,675	178,550	217,788	190,400
6510_110	Artist Services commissions	4,000	0	9,250	18,000
6510_120	Artist Services consignments	15,193	81,000	77,283	36,000
6510_130	Artist Services reimbursements	487	3,700	3,579	5,500
	6510 - Artist Services Totals	178,355	194,050	307,900	249,900
6700	Travel & Training				
6530_125	Rentals Vehicle	66	1,000	1,088.16	2,500
6700_100	Travel & Training Education	100	0	0	1,000
6700_110	Travel & Training Travel Expense	1,197	4,400	1,738	7,500
	6700 - Travel & Training Totals	1,363	4,400	2,826	11,000
6800	Fees for Services				
6800_140	Fees for Services Hospitality Expense	3,940	4,375	16,856	15,200
	6800 - Fees for Services Totals	3,940	4,375	16,856	15,200
7000	Bad Debt Expense	2,475.50	0	287.04	0
7200	Capital Leases				
7200_115	Capital Leases Equipment	571	489	489	978
	7200 - Capital Leases Totals	571	489	489	978
7303	Regulatory and Bank Fees	3,247	3,000	4,101	8,500
7303_100	Regulatory and Bank Fees Gateway/Third Party Processing	0		58	500
7730	Scholarships	42,596	26,200	51,970	85,500
8400	Special Events/Projects				72,900
9999	Expenditure control general	0	0	0	-59,040
	Department 27 - Burlington City Arts Totals	1,361,062	1,327,451	1,811,790	3,184,208
	EXPENSE TOTALS	1,361,062	1,327,451	1,811,790	3,184,208
	Fund 101 - General Fund Totals				
	REVENUE TOTALS	853,801	857,025	907,756	1,762,585
	EXPENSE TOTALS	1,361,062	1,327,451	1,811,790	3,184,208
	Fund 101 - General Fund Totals	(507,260)	(470,427)	(904,034)	(1,421,623)

BCA EDUCATION WISH LIST

ART FROM THE HEART ITEMS

Crayola Model Magic

<https://www.amazon.com/Crayola-Alternative-Classpack-Assorted-Colors/dp/B00027C7K2>

Quantity desired= any amount, used frequently

Handepo 360 Pcs 6 in 1 Multicolor Pens

<https://www.amazon.com/Handepo-Multicolor-Ballpoint-Retractable-Colorful/dp/B0DJQDRCPR>

Quantity desired= any amount, used frequently

CraftCraze 12 Pack Animals Diamond Art Painting Kits for Adults

<https://www.amazon.com/CraftCraze-Animals-Diamond-Painting-Adults/dp/B0F5B4QGTM>

Quantity desired= any amount, used frequently

FUNNYB&G Rainbow Scratch Paper

https://www.amazon.com/dp/B0DK4ZM7J6?m=A33N5UF4CS2BFW&ref=psp_pc_a_ASIS581EP0KCQ&th=1

Quantity desired= any amount, used frequently

Wooden Animal Puzzles for Ages 8+, 6 Pack 3D Wooden Puzzles

<https://www.amazon.com/Wooden-Animal-Puzzles-Projects-Educational/dp/B0DT1JHM5N>

Quantity desired= any amount, used frequently

Wooden Puzzle Simulation Animal Dinosaur Assembly DIY Model Toy for Kids and Adults

<https://www.amazon.com/calary-Wooden-Simulation-Dinosaur-Assembly/dp/B09ZGWZNVB>

Quantity desired= any amount, used frequently

Wooden Puzzle Simulation Animal Dinosaur Assembly DIY Model Toy for Kids and Adults

<https://www.amazon.com/calary-Wooden-Simulation-Dinosaur-Assembly/dp/B07CP2FSNT>

Quantity desired= any amount, used frequently

10-Color Water Color Paint Sets for Kids

<https://www.amazon.com/Kiggos-Bulk-Watercolor-Set-Acuarelas/dp/B0CY3LNQ4W>

Quantity desired= any amount, used frequently

Colored Pencils Bulk, Pre-sharpened Colored Pencils for Kids

<https://www.amazon.com/Rarlan-Colored-Pre-sharpened-Assorted-Coloring/dp/B08ZRYJMBX>

Quantity desired= any amount, used frequently

BCA STUDIOS GENERAL ITEMS

[Sponges](#)

Quantity desired= any amount, used frequently

[Magic Erasers](#)

Quantity desired= any amount, used frequently

Unscented Hand Soap

Quantity desired= any amount, used frequently

[Blue Dawn Dish Soap](#)

Quantity desired= any amount, used frequently

[Unscented All-purpose Cleaning Spray](#)

Quantity desired= any amount, used frequently

Antibacterial All-Purpose Spray (Such as [Method Citron](#))

Quantity desired= any amount, used frequently

[Unscented Laundry Detergent](#)

Quantity desired= any amount, used frequently

Unscented Baby wipes

Quantity desired= any amount, used frequently

[Disinfecting Wipes](#)

Quantity desired= any amount, used frequently

Paper towels

Quantity desired= any amount, used frequently

Ziploc Slider Bags ([Gallon](#) and [Quart](#))

Quantity desired= any amount, used frequently

Saran Wrap

Quantity desired= any amount, used frequently

Parchment Paper

Quantity desired= any amount, used frequently

Tin Foil

Quantity desired= any amount, used frequently

[Nitrile gloves](#)

Quantity desired= any amount, used frequently

Baking Soda – Large Box

Quantity desired= any amount, used frequently

White Vinegar

Quantity desired= any amount, used frequently

Black Expo Markers

Quantity desired= any amount, used frequently

Sturdy Cotton Aprons

Quantity desired= 10-20

CAMP ITEMS

[16x6x2 inch Large Kraft Paper Bags, 100 pack](#)

Quantity desired= 250/year

[8x4x10 inch Small Kraft Paper Bags, 100 pack](#)

Quantity desired= 600/year

[2-Pocket Folders, 100 pack](#)

Quantity desired= 1-2 packs

Kid Games/Toys for Camp Lunch/Aftercare

Velcro Toss and Catch mitts, Uno, Phase 10, Taco Cat Goat Cheese Pizza, Board Games

Quantity desired= any amount, used frequently

PHOTOGRAPHY ITEMS

Film Cameras with manual controls

Quantity desired= 3-6

Note: Canon AE-1, Nikon FM2, Nikon FM3, Pentax K-1000 preferred

Tripods with quick release heads (any tripod in good shape and has the quick release plate)

Quantity desired= 3-6

JEWELRY ITEMS

Trash bags (8 gallon-medium size)

Quantity desired= any amount, used frequently

Note: this specific size isn't stocked by our cleaners

Hannaford Unscented Baby wipes

Quantity desired= any amount, used frequently

Note: Hannaford brand preferred

Cat's Pride Kitty Litter (Unscented, Baking Soda Clumping) in plastic containers only

Quantity desired= 2-4

Note: can be found at Hannaford and used to neutralize citric acid in the pickle