

# BCA

## Burlington City Arts 405 Pine St Community Room

Tuesday, March 17, 2026, 3:00 PM

<https://zoom.us/j/93537536705?pwd=RlpEeU1hL3l5TjJiYWdvOTZMRWdsQT09>

### **1. Approve Agenda & Minutes**

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

### **2. Public Forum**

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### **3. Financial Update**

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- 3.1. Financial Update as of January 31, 2026

### **4. Fundraising Update**

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### **5. Community Room at 405 - presentation led by Zach & Elena**

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### **6. Sustainability Discussion**

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### **7. Adjournment**

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- 7.1. Motion to Adjourn

## BCA Board of Directors Meeting Minutes

BCA Studios, 405 Pine Street

Tuesday, January 20, 2026

Board Members Present: Michelle Buswell, Robin Pierce, David Zacharis, Billi Gosh, Dana vanderHeyden, Rachel Kahn-Fogel, Deb Wilkinson, Lisa Lillibridge, Parker Silver, Barbara Perry, Laura McDonough.

ONLINE: Kristina Pentek, Ryan Moritz, Hannah Lebel, Lori Rowe, Livia DeMarchis, Kelly Butts-Spirito

Staff present: Doreen Kraft, Sara Katz, Heather Ferrell, Joyce Cameron, Melissa Steady, Rachel Zellem, Meara McGinniss

Sarah Rogers called the meeting to order at 3:10.

1. Parker Silver moved to accept the minutes from the November meeting, Michelle Buswell seconded. All were in favor.
2. Michelle Buswell moved to accept the agenda, Lisa Lillibridge seconded. All were in favor.
3. Directors Report: Doreen Kraft asked Barbara Perry to highlight her director's report. Barbara discussed successes in fundraising and encouraged the board to spread the word about available rentals in the Community Room. Sara Katz updated on the HVAC repairs at the BCA Center, which will result in staff largely relocating to 405 Pine Street for the duration of the work, which will be about 8 weeks. The spring exhibition opening has been pushed to March 20 because of the work. Because the city owns the building, all repairs are managed and paid for by the city capital improvements program. Sara reiterated the details of the BCA Center's 50-year lease agreement that ensures the building's use as a community art center, signed in 2001, wherein the BCAF leases the building for \$1 a year. Lori Rowe asked about the marketing strategy for rentals in the Community Room. Elena described the advertising strategy on a local and more targeted level. Kelly Butts-Spirito suggested partnerships with younger presenting groups might increase visibility on social media. Barbara Perry suggested offering the community room to the NPAs for a reduced rate, in order to welcome more of the community in. Laura McDonough suggested reaching out to the Chamber of Commerce.
4. Michelle Buswell, Treasurer, gave the financial report. She reminded the board that the city only funds 40% of our budget, with the remaining 60% in needing to be raised through fundraising and revenue streams. Class registration and studio revenue is on target for the goals for the year. To reach the budget goal \$220,000 needs to be raised, compared with this time last year when the gulf was \$100,000.  
Michele named three areas for board members to focus on: come to BCA programs, bring people with you, and brainstorm new corporate partners. There is nothing not to love about BCA! Joyce Cameron addressed corporate fundraising and passed out a list of current corporate funders for board members to review. If board members have ideas for new corporate partnerships, they should reach out to the fundraising team.

5. Joyce gave the fundraising update. The year-end appeal did really well, picked up 40 new donors because of a mailing list gleaned from the grand list. The retention rate of donors was good. BCA received several unexpected major gifts in December, increasing the average end of year gift amount to double what it was last year. She announced that a committee has formed to work on organizing the annual fundraiser this spring, the budgeted goal is \$65,000 but Joyce is hoping to raise \$100,000.
6. FY27 Budget Update-Doreen Kraft explained the current challenges faced by the city in terms of budgeting. BCA is trying to be part of the solution while retaining the core values of the organization. Doreen and Sara welcome any feedback, especially feedback from the community. Deb Wilkinson brought up the supply wish list created with the Ed team, as way to alleviate budget anxiety. Sarah Rogers encouraged the board to bring those donations to the next board meeting.
7. 405 Update-Doreen updated the board on the progress of the capital campaign and some upcoming deadlines. The BCAF board is drawing up a draft condo agreement and looking for possible buyers for the north side of the building. State approval for final environmental site-work has come through.
8. Committee Reports
  - a. Executive Committee Reports-The executive committee is reviewing the board manual and creating a shorter bulleted list of important info for board members.
  - b. Communications and development ad-hoc committee. The committee is working with the communications department to make buttons that "Ask me about BCA!". Board bios need to be updated and put on the website. Elena Rosen discussed the difficulty of measuring the success of an awareness campaign.
  - c. Lori Rowe reported from the Education group. The group met with the staff who discussed budget anxieties. Deb Wilkinson spoke on behalf of Art from the Heart and the usefulness of the "Ask me about BCA" buttons at the hospital and making sure that BCA is part of people's awareness of AFTH. Barbara Perry spoke about the hospital board and the lack of awareness of Art from the Heart. Dana vanderHeyden spoke about a recent experience at the hospital with staff loving the new artwork.
  - d. Hannah Lebel reported from the events committee-they are working on the same projects as before the pause for the holidays.
  - e. Sarah discussed the exhibition committee, which is the same as the regular exhibition committee, and not an ad-hoc committee.

Sarah Rogers thanked the committees and announced that the ad-hoc committee structure will continue for now.

6. Update from the Curator. Heather Ferrell encouraged board members to come to the BCA Center to enjoy the last few days of the current exhibition. She outlined the coming exhibitions (see attached), including Human Impact (focusing on the climate), a sculpture show curated by Jacquie O'Brien, Veronica Pham (summer), Dark Botanica (fall), and Laurent Gresso (spring 2027)

Sarah Rogers challenged board members to coordinate a small private gallery tour with Heather. Lisa Lillibridge volunteered.

7. Parker Silver moved to adjourn, Laura McDonough seconded. Meeting adjourned at 4:44.



# BCA Budget Report

07/01/25 -1/31/25

Account	Account Description	YTD Transactions	YTD Budget	Prior Year YTD	FY26 Budget
<b>Fund 101 - General Fund</b>					
<b>REVENUE</b>					
Department 27 - Burlington City Arts					
4385	Ticket Sales	75,691	75,000	71,418	75,000
4275	Rent & Lease	137,655	124,060	133,839	207,560
4395	Art and Merchandise Sales	32,904	51,556	17,493	81,525
4397	Class Registration	269,812	198,000	220,959	302,000
4600_120	Fees For Services Culture & Recreation	34,155	36,487	33,780	84,000
4380_109	Third Party Gateway CC surcharge	8,539	4,958	3,977	8,500
<b>4600 - Fees For Services Totals</b>		<b>558,755</b>	<b>485,103</b>	<b>481,466</b>	<b>758,585</b>
<b>4875 Grant</b>					
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
<b>4875 - Grant Totals</b>		<b>129,000</b>	<b>109,000</b>	<b>140,000</b>	<b>259,000</b>
<b>4950 Donations</b>					
4950_115	Donations Corporate	96,992	156,000	162,802	250,000
4950_120	Donations Board	32,111	91,500	103,282	125,000
4950_123	Donations General	28,653	30,000	25,811	50,000
4950_125	Donations Major Gifts	179,822	125,000	129,064	255,000
4950_130	Donations Special Events	0	0	1,000	65,000
<b>4950 - Donations Totals</b>		<b>337,578</b>	<b>402,500</b>	<b>421,959</b>	<b>745,000</b>
Department 27 - Burlington City Arts Totals		1,025,333	996,603	1,043,425	1,762,585
<b>REVENUE TOTALS</b>		<b>1,025,333</b>	<b>996,603</b>	<b>1,043,425</b>	<b>1,762,585</b>
<b>EXPENSE</b>					
Department 27 - Burlington City Arts					
<b>5000 Salaries and Wages</b>					
5000_100	Salaries and Wages Regular, Full Time	704,189	750,204	716,775	1,242,488
5000_110	Salaries and Wages Regular Part Time	91,273	80,789	0	140,034
5000_115	Salaries and Wages Seasonal/Temporary	191,072	180,982	184,691	298,385
<b>5000 - Salaries and Wages Totals</b>		<b>986,534</b>	<b>1,011,975</b>	<b>901,466</b>	<b>1,680,907</b>
5100	Overtime	7,722	9,600	7,446	13,905
<b>5200 Other Personal Service</b>					
5200_106	Other Personnel Services Staffing	0	1,803	4,246	3,090
5200_110	Other Personnel Services On-Call	0	541	360	927
5200_115	Other Personnel Services Other Compensation	2,388	4,927	3,249	8,446
5200_116	Other Personnel Services Longevity Pay	0	358	0	614
5200_120	Other Personnel Services Shift Differential	271.39	0	0	0
5200_130	Other Personnel Services Allowance Taxable	4,341	7,489	5,431	12,839
<b>5200 - Other Personal Service Totals</b>		<b>7,000</b>	<b>15,118</b>	<b>13,285</b>	<b>25,916</b>
<b>5400 Employee Benefits</b>					
5400_100	Employee Benefits FICA	73,783	76,787	67,941	131,635
5400_115	Employee Benefits Retirement B	75,439	75,436	81,158	129,318
5400_120	Employee Benefits Workers Compensation	0	29,300	27,685	50,229
5400_125	Employee Benefits Health Insurance	0	176,912	159,992	303,277
5400_130	Employee Benefits Dental Insurance	0	7,796	9,779	13,364
5400_135	Employee Benefits Life Insurance	0	1,606	1,876	2,753
5400_145	Employee Benefits Employee Parking	3,520	1,797	2,080	3,080
5400_150	Employee Benefits Recognition	1,415.41	1,485	25	2,546
<b>5400 - Employee Benefits Totals</b>		<b>154,158</b>	<b>371,118</b>	<b>350,536</b>	<b>636,202</b>

Account	Account Description	YTD Transactions	YTD Budget	Prior Year YTD	FY25 Budget
6000	Office Supplies	2,696	3,000	1,302	5,000
6005	Postage	3,597	2,400	3,122	4,000
6007	Shipping and Moving	1,286	8,300	3,221	12,000
6010	Computer Equipment	126.88	0	114.99	800
6015	Computer Software	0	0	0	0
6025	Furnishings	415	0	0	0
6200	Medical Fees And Supplies	238.17	720	630	500
6202	Printing/Copying/Paper Mgt	12,889	11,450	15,531	23,000
6203	Dues/Subscriptions	4,517	1,898	3,759.55	6,100
6208	Special Supplies	38,526	50,282	43,720	87,965
6211	Specialized Equipment	4,626	6,000	5,501	11,200
6212	Fuel	450	0	173	850
6300	Repair & Maintenance	608	0	0	5,000
6327	Customer Credits & Refunds	0	200	355	500
6350	Legal Notice & Advertising	47,028	52,735	75,149.15	92,000
<b>6400</b>	<b>Utilities</b>				
6400_100	Utilities Electricity	8,000	7,000	5,000	12,000
6400_125	Utilities Telecommunications	3,295	3,967	3,834	6,000
6400_127	Utilities Cellular Communications	2,633	1,925	1,071.27	3,300
	<b>6400 - Utilities Totals</b>	<b>13,928</b>	<b>12,892</b>	<b>9,906</b>	<b>21,300</b>
<b>6500</b>	<b>Professional and Consultant Services</b>				
6500_103	Professional and Consultant Svs Security Contracts	15,601	13,000	27,817	24,000
6500_118	Professional and Consultant Services Contractual Services	100,681	96,950	195,008	147,625
	<b>6500 - Professional and Consultant Services Totals</b>	<b>116,282</b>	<b>109,950</b>	<b>222,825</b>	<b>171,625</b>
<b>6510</b>	<b>Artist Services</b>				
6510_100	Artist Services non-salaried compensation	161,175	188,900	230,023	190,400
6510_110	Artist Services commissions	11,300	0	12,750	18,000
6510_120	Artist Services consignments	19,333	18,000	77,508	36,000
6510_130	Artist Services reimbursements	487	4,200	3,579	5,500
	<b>6510 - Artist Services Totals</b>	<b>192,295</b>	<b>211,100</b>	<b>323,859</b>	<b>249,900</b>
<b>6700</b>	<b>Travel &amp; Training</b>				
6530_125	Rentals Vehicle	238	1,500	1,208.50	2,500
6700_100	Travel & Training Education	100	0	0	1,000
6700_110	Travel & Training Travel Expense	1,480	6,100	1,801	7,500
	<b>6700 - Travel &amp; Training Totals</b>	<b>1,818</b>	<b>7,600</b>	<b>3,010</b>	<b>11,000</b>
<b>6800</b>	<b>Fees for Services</b>				
6800_140	Fees for Services Hospitality Expense	8,583	12,225	22,670	15,200
	<b>6800 - Fees for Services Totals</b>	<b>8,583</b>	<b>12,225</b>	<b>22,670</b>	<b>15,200</b>
7000	Bad Debt Expense	2,475.50	0	290.7	0
<b>7200</b>	<b>Capital Leases</b>				
7200_115	Capital Leases Equipment	571	652	571	978
	<b>7200 - Capital Leases Totals</b>	<b>571</b>	<b>652</b>	<b>571</b>	<b>978</b>
7303	Regulatory and Bank Fees	3,728	5,000	5,675	8,500
7303_100	Regulatory and Bank Fees Gateway/Third Party Processing	0		58	500
7730	Scholarships	47,411	26,200	51,970	85,500
8400	Special Events/Projects				72,900
9999	Expenditure control general	0	0	0	-59,040
	Department <b>27 - Burlington City Arts Totals</b>	<b>1,659,507</b>	<b>1,930,414</b>	<b>2,065,856</b>	<b>3,184,208</b>
	<b>EXPENSE TOTALS</b>	<b>1,659,507</b>	<b>1,930,414</b>	<b>2,065,856</b>	<b>3,184,208</b>
	Fund <b>101 - General Fund Totals</b>				
	<b>REVENUE TOTALS</b>	<b>1,025,333</b>	<b>996,603</b>	<b>1,043,425</b>	<b>1,762,585</b>
	<b>EXPENSE TOTALS</b>	<b>1,659,507</b>	<b>1,930,414</b>	<b>2,065,856</b>	<b>3,184,208</b>
	Fund <b>101 - General Fund Totals</b>	<b>(634,174)</b>	<b>(933,810)</b>	<b>(1,022,431)</b>	<b>(1,421,623)</b>