



Burlington City Arts Board of Directors Meeting

Tuesday, May 19, 2026, 3:00 PM

In Person: 405 Pine Street

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

1. Approve Agenda & Minutes

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

2. Public Forum

3. FY26 Budget Update

- 3.1. Financial Report

4. FY27 Budget Overview

5. Director's Report

6. 405 Update

7. Committee Updates & Discussion

8. Fundraising Appeal Update

9. Executive Session: Annual Evaluation of Executive Director

10. Adjournment

- 10.1. Motion to Adjourn

BCA Board of Directors Meeting Minutes

BCA Studios, 405 Pine Street

Tuesday, March 17, 2026

Board Members Present: Michelle Buswell, David Zacharis, Billi Gosh, Dana vanderHeyden, Rachel Kahn-Fogel, Hannah Lebel, Kristina Pentek, Parker Silver, Sarah Rogers, ONLINE: Greg Danford(BCAF Board), Lori Rowe, Kelly Butts-Spirito, Livia Demarchis

Absent: Robin Pierce, Deb Wilkinson, Lisa Lillibridge, Barbara Perry, Laura McDonough, Bryan Parmelee

Staff present: Sara Katz, Rachel Zellem, Meara McGinniss, Elena Rosen, Zach Williamson

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

1. Approve Agneda & Minutes

- Parker Silver moved to accept the agenda meeting, Michelle Buswell seconded. All were in favor.
- Parker Silver moved to accept the agenda with changes (add Elena Rosen to staff in attendance), David Zacharis seconded. All were in favor.

2. Public Forum

No one from the public was in attendance. It was noted that Greg Danford, Foundation Board member was present

3. Financial Update

Michelle Buswell, Treasurer, gave an update on finances: The City is looking at 10-12% budget cuts across all departments. BCA is doing well in many of our revenue categories, but down in corporate sponsorships. Due to several factors, many of BCA's larger corporate sponsors (\$25K-\$35K) have not returned. The development team is trying to fill that hole with smaller (\$1k-\$5K) sponsors. Michelle asked the board to review the list of corporate sponsors that Rachel Zellem sent around and be in touch with Rachel if they are able to make an introduction.

Community room rentals is another area where board members can help by spreading the word. Lori Rowe asked if having fewer winter markets created fewer expenses. Sara Katz explained that no, downsizing the BTV markets did not reduce the bottom line significantly. Lori then asked what the budget category "Professional and Consultant Services" means. Sara Katz explained that is where contracted non-artist expenses live, such as port-o-potties for festivals. Kristina Pentek asked to what extent has the fundraising team been focused on real estate agents and brokers. Kristina offered to reach out to her broker. Kristina suggested a "call to action" email to board members, listing specific ways that board members can help. Lori agreed and emphasized that a specific ask of board help exist within a specific time-frame. Sarah Rogers asked how often would that be helpful. Hannah Lebel suggested a monthly email with specific campaign areas. Rachel Zellem pointed out the time sensitive nature of event sponsorships. Sara Katz commented that these could be two parallel initiatives.

Sara Katz reviewed the financial statement and asked for further questions.

4. Fundraising Update

Billi Gosh gave the fundraising update. This Friday, March 20th BCA is hosting the opening reception for the spring gallery exhibitions, *Human Impact: Contemporary Art and Our Environment* and *What's the Difference? Sculptural Ideas*, including a special preview of exhibitions at 4pm for major donors. Sarah Rogers is hosting a fundraiser at her house later in the spring, which will include an auction and live music. Stephen Kiernan is having a book launch, which will include an interactive community made art piece and a fundraiser for BCA. Sara Katz discussed the vacant Director of Philanthropy position and the fundraising team structure. Meara McGinniss mentioned that the Spring Appeal would get underway in April, focusing on a digital approach to donors who have given \$500 and under. David Zacharis asked if board members could receive an email script for peer-to-peer fundraising. Dana vanderHeyden asked about a beautiful note card that board members could send to prospective donors. Meara explained that volunteers in the print studio are currently working on a lovely card that will be distributed to board members. The fundraising team will be in touch about all of these opportunities.

5. Community Room at 405 – Presentation

Zach Williamson and Elena Rosen presented on event rentals in the community room. The presentation can be found [here](#). Lori asked about the rate sheet and whether the wedding rates should be separated into another sheet. David Zacharis asked about the sound system and Zach explained that there was a more complex sound system for music and bands. Kristina Pentek asked about licensing and IP for music and Zach explained that the city holds an ASCAP license. Kristina asked what distinguished this space from other community spaces in Burlington. Zach explained that the parking, accessibility, and high quality technology really set it apart. Kristina suggested connecting with the Vermont Womenpreneurs. Dana vanderHeyden suggested a brochure that could be easily distributed. David Zacharis suggested hosting a wedding fair. Livia DeMarchis suggested reaching out professional groups such as the VT Bar Association.

6. Sustainability Discussion

Sarah Rogers discussed setting the stage for a conversation that would span the next two years about what sustainability looks like for BCA. Sara Katz prepared a packet to outline the three different entities that make up BCA and how they interact, to help the board better understand the financial structure. Sarah Rogers asked the board to review this ahead of the next meeting and encouraged the board to begin to think creatively about the future of BCA. At the next board meeting someone from the BCAF board will be here to talk about collaboration between the two boards. Dana vanderHeyden asked about plans for the north side of 405. The current plan is to condo-ize the building and find a buyer for the \$2.2 million, 16,000 sq foot northern half. These proceeds will pay back the \$2 million new market tax credit loan that was used to buy the building in 2019. Sara Katz explained that BCAF board members have begun taking prospective buyers on tours, starting with area non-profits partners. Michelle Buswell suggested contacting CVOEO and the United Way.

7. Adjournment

Parker Silver moved to adjourn, Michelle Buswell seconded. Meeting adjourned at 4:49.



BCA Budget Report

07/01/25 -3/31/26

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	76,375	75,000	71,418	75,000
4275	Rent & Lease	167,395	154,060	127,996	207,560
4395	Art and Merchandise Sales	42,208	64,144	139,554	81,525
4397	Class Registration	335,466	258,000	246,224	302,000
4600_120	Fees For Services Culture & Recreation	34,155	36,487	44,487	84,000
4380_109	Third Party Gateway CC surcharge	13,498	4,958	7,845	8,500
4600 - Fees For Services Totals		669,097	587,691	637,524	758,585
4875 Grant					
4330	Foundations	155,041	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		168,041	109,000	140,000	259,000
4950 Donations					
4950_115	Donations Corporate	121,980	195,000	188,802	250,000
4950_120	Donations Board	83,778	121,500	133,287	125,000
4950_123	Donations General	31,481	35,500	28,545	50,000
4950_125	Donations Major Gifts	206,935	175,000	141,821	255,000
4950_130	Donations Special Events	0	0	2,654	65,000
4950 - Donations Totals		444,173	527,000	495,109	745,000
Department 27 - Burlington City Arts Totals		1,281,312	1,223,691	1,272,633	1,762,585
REVENUE TOTALS		1,281,312	1,223,691	1,272,633	1,762,585
EXPENSE					
Department 27 - Burlington City Arts					
5000 Salaries and Wages					
5000_100	Salaries and Wages Regular, Full Time	865,604	941,635	902,343	1,242,488
5000_110	Salaries and Wages Regular Part Time	112,268	102,333	0	140,034
5000_115	Salaries and Wages Seasonal/Temporary	213,444	221,970	211,155	308,385
5000 - Salaries and Wages Totals		1,191,316	1,265,938	1,113,498	1,690,907
5100	Overtime	8,273	10,820	8,297	13,905
5200 Other Personal Service					
5200_106	Other Personnel Services Staffing	0	2,318	5,262	3,090
5200_110	Other Personnel Services On-Call	96	695	360	927
5200_115	Other Personnel Services Other Compensation	2,451	6,335	3,469	8,446
5200_116	Other Personnel Services Longevity Pay	0	461	0	614
5200_120	Other Personnel Services Shift Differential	298.28	0	0	0
5200_130	Other Personnel Services Allowance Taxable	4,737	9,629	5,706	12,839
5200 - Other Personal Service Totals		7,582	19,437	14,797	25,916
5400 Employee Benefits					
5400_100	Employee Benefits FICA	91,675	98,726	83,799	131,635
5400_115	Employee Benefits Retirement B	96,993	96,989	104,346	129,318
5400_120	Employee Benefits Workers Compensation	0	37,672	35,595	50,229
5400_125	Employee Benefits Health Insurance	0	227,458	205,704	303,277
5400_130	Employee Benefits Dental Insurance	0	10,023	12,573	13,364
5400_135	Employee Benefits Life Insurance	0	2,065	2,412	2,753
5400_145	Employee Benefits Employee Parking	0	2,310	2,880	3,080
5400_150	Employee Benefits Recognition	1,550.54	1,910	25	2,546
5400 - Employee Benefits Totals		190,219	477,152	447,334	636,202

Account	Account Description	YTD	YTD	Prior Year YTD	FY25
		Transactions	Budget		Budget
6000	Office Supplies	2,757	3,800	2,219	5,000
6005	Postage	4,041	2,900	3,203	4,000
6007	Shipping and Moving	3,536	8,400	8,475	12,000
6010	Computer Equipment	127	0	115	800
6015	Computer Software	834	0	0	0
6025	Furnishings	415	0	0	0
6200	Medical Fees And Supplies	271.41	720	712	500
6202	Printing/Copying/Paper Mgt	16,481	16,900	19,148	25,248
6203	Dues/Subscriptions	4,751	2,218	5,388	6,550
6208	Special Supplies	50,363	68,365	53,218	86,249
6211	Specialized Equipment	5,527	6,000	5,501	11,200
6212	Fuel	640	0	264	850
6300	Repair & Maintenance	608	4,000	0	3,000
6327	Customer Credits & Refunds	0	300	439	500
6350	Legal Notice & Advertising	56,637	73,150	80,965	103,949
6400	Utilities				
6400_100	Utilities Electricity	9,000	9,000	5,000	12,000
6400_125	Utilities Telecommunications	3,975	5,100	4,910	6,000
6400_127	Utilities Cellular Communications	3,426	2,475	1,502	3,300
	6400 - Utilities Totals	16,400	16,575	11,412	21,300
6500	Professional and Consultant Services				
6500_103	Professional and Consultant Svs Security Contracts	22,686	13,000	33,985	26,000
6500_118	Professional and Consultant Services Contractual Services	115,873	106,940	206,234	157,297
	6500 - Professional and Consultant Services Totals	138,559	119,940	240,219	183,297
6510	Artist Services				
6510_100	Artist Services non-salaried compensation	163,925	197,000	230,223	192,700
6510_110	Artist Services commissions	13,300	10,000	13,000	18,000
6510_120	Artist Services consignments	31,749	25,000	81,586	36,000
6510_130	Artist Services reimbursements	1,234	4,700	4,024	2,500
	6510 - Artist Services Totals	210,208	226,700	328,833	249,200
6700	Travel & Training				
6530_125	Rentals Vehicle	238	1,500	1,208.50	2,500
6700_100	Travel & Training Education	113	1000	0	1,000
6700_110	Travel & Training Travel Expense	1,670	6,600	1,829	7,500
	6700 - Travel & Training Totals	2,020	9,100	3,038	11,000
6800	Fees for Services				
6800_140	Fees for Services Hospitality Expense	8,667	13,075	24,081	15,200
	6800 - Fees for Services Totals	8,667	13,075	24,081	15,200
7000	Bad Debt Expense	2,475.50	0	361	0
7200	Capital Leases				
7200_115	Capital Leases Equipment	734	734	784	978
	7200 - Capital Leases Totals	734	734	784	978
7303	Regulatory and Bank Fees	5,516	6,500	6,936	8,500
7303_100	Regulatory and Bank Fees Gateway/Third Party Processing	0		58	500
7730	Scholarships	70,873	36,200	51,970	85,500
8400	Special Events/Projects				40,997
9999	Expenditure control general	0	0	0	(59,040)
	Department 27 - Burlington City Arts Totals	1,999,831	2,388,923	2,431,265	3,184,208
	EXPENSE TOTALS	1,999,831	2,388,923	2,431,265	3,184,208
	Fund 101 - General Fund Totals				
	REVENUE TOTALS	1,281,312	1,223,691	1,272,633	1,762,585
	EXPENSE TOTALS	1,999,831	2,388,923	2,431,265	3,184,208
	Fund 101 - General Fund Totals	(718,520)	(1,165,232)	(1,158,632)	(1,421,623)

Financial Notes for period ending March 31, 2026

Revenues

Earned Revenues have performed very well, particularly in class registrations and studio use. This is offsetting the revenues projected below budget in space rentals.

Fundraising lines will come in under target; this is largely due to the changes in corporate fundraising we've experienced this year at the higher levels. We have continued to have success with support for summer events from small businesses.

We are also currently projecting a gap in Board giving due to the loss of one gift this year, but overall our board giving has been very strong. Thank you!

Major gifts and foundations are also performing very well, with major gifts projected over target this year.

Expenses

Salary savings are over \$100,000 this year with changes in our staffing.