Burlington City Arts

Tuesday, June 23, 2026, 3:00 PM

Virtual Meeting - Join on Zoom:
https://zoom.us/j/2215957795?pwd=EzEURd2AmfRQifaTnqzEvbcz1C48gs.1&omn=96082609637

1. Approve Agenda & Minutes

1.1. Motion to amend/adopt agenda

1.2. Motion to adopt previous meeting's minutes

2. Public Forum

3. Recent Wins

4. Vote on FY27 Budget

Subject	**4.1. FY27 Proposed Budget**
Meeting	June 23, 2026 - Burlington City Arts Board Meeting 6/23/26 Agenda - Tuesday, June 23, 2026, 3:00 PM, Burlington City Arts
Category	4. Vote on FY27 Budget
Department	City Arts
Type	

5. Development Plan

6. Committee Structure

7. Adjournment

7.1. Motion to Adjourn

BCA Board of Directors Meeting Minutes 5/19/26

Board members present: Sarah Rogers, Michelle Buswell, Michael Metz, Parker Silver, Lisa Lillibridge, Kelly Butts-Spirito, Laura McDonough, Barbara Perry, Billi Gosh, Dana vanderHeyden, Livia DeMarchis, Lori Rowe(Zoom) ,Kristina Pentek(Zoom)

Staff: Elena Rosen, Doreen Kraft, Sara Katz, Melissa Steady, Zach Williamson, Meara McGinniss

1. Sarah Rogers asked for approval of the agenda as written. All were in favor, with no changes.
2. No members of the public were present.
3. Budget update-Michelle Buswell. Despite of all of the challenges in FY26, we are keeping on budget. Earned revenue is up, mostly stemming from changes in education pricing and programming. Fundraising is still a little under target overall, with the major gift category being the exception.
   Doreen discussed the harsh reality of other non-profits challenges meeting budget this year and comparatively, BCA is doing ok. Board members discussed the challenges
4. FY27 Budget Overview-Sara Katz and Doreen Kraft gave an overview of the proposed FY27 budget. They went through changes in programming, including limiting Festival of Fools to two days, and changes in winter programs and gallery staffing. Overall focus will remain on youth engagement, especially in the form of the artist apprenticeship program, camp enrollment, and internships. Sara discussed a new partnership with the Andy Warhol Foundation that will result in a re-granting process. Elena Rosen explained an audience survey project with the CDAE department at UVM. Sara discussed the cost savings of eliminating the Director of Philanthropy position, emphasizing that pieces of that work will eventually be managed by the BCA foundation but for the time being, the development team at BCA is covering it. The curator position will be held open for the year while programmatic alternatives are piloted. Events will see the greatest cuts, as the one time funding and corporate fundraising have changed. There is a total savings of $68K over FY26.
5. Michael Metz gave a brief summary of the history of the purchase of 405 Pine Street and some updates on the BCA Foundation board. The BCAF board has four new board members: Dan Harvey (head of the Office of Research, president of the BCA board for 10 years), Jane Knodell, (former city councilor), Ryan Black-Deegan (CPA), and Michael Monte (former CEDO director, director of CHT). A finance committee has been organized and the board is establishing a succession plan. The board will participate in an AI training. Michael discussed several possibilities for the sale of the northern half of the building.
6. Fundraising Update. Meara McGinniss gave a brief update on annual fund individual giving.
7. The board went into executive session, moved by Parker Silver and seconded by Billi Gosh, to discuss recommending Doreen Kraft's reappointment at 4:39.
8. Meeting adjourned 4:49.

BCA FY27
Proposed Budget

Account	Account Description	FY26 Budget	FY 26 Projected Final	FY27 Proposed	$ change FY27 Proposed to FY26 budget	% change FY27 Proposed to FY26 budget
Fund **101 - General Fund**						
REVENUE						
Department **27 - Burlington City Arts**						
4385	Ticket Sales	75,000	76,375	$21,000	($54,000)	-72%
4275	Rent & Lease	207,560	182,498	$197,410	($10,150)	-5%
4395	Art and Merchandise Sales	81,525	76,408	$81,525	$0	0%
4397	Class Registration	302,000	347,608	$329,000	$27,000	9%
4600_120	Fees For Services Culture & Recreation	84,000	100,515	$106,000	$22,000	26%
4380_109	Third Party Gateway CC surcharge	8,500	13,984	$9,500	$1,000	12%
	4600 - Fees For Services Totals	758,585	797,388	744,435	($14,150)	-2%
4875	**Grant**					
4330	Foundations	250,000	247,541	$350,000	$100,000	40%
4875_100	Grant Federal Operating	0	0	$0	$0	
4875_140	Grant State Operating	9,000	13,000	$9,000	$0	0%
	4875 - Grant Totals	259,000	260,541	359,000	$100,000	39%
4950	**Donations**					
4950_115	Donations Corporate	250,000	168,480	$165,000	($85,000)	-34%
4950_120	Donations Board	125,000	111,229	$115,000	($10,000)	-8%
4950_123	Donations General	50,000	33,901	$50,000	$0	0%
4950_125	Donations Major Gifts	255,000	303,768	$250,000	($5,000)	-2%
4950_130	Donations Special Events	65,000	21,900	$65,000	$0	0%
	4950 - Donations Totals	745,000	639,277	645,000	($100,000)	-13%
	Department **27 - Burlington City Arts** Totals	1,762,585	1,697,205	1,748,435	($14,150)	-1%
	REVENUE TOTALS	1,762,585	1,697,205	1,748,435	($14,150)	-1%
EXPENSE						
Department **27 - Burlington City Arts**						
5000	**Salaries and Wages**					
5000_100	Salaries and Wages Regular, Full Time	1,242,488	1,176,866	$1,112,716	($129,772)	-10%
5000_110	Salaries and Wages Regular Part Time	140,034	152,932	$150,865	$10,831	8%
5000_115	Salaries and Wages Seasonal/Temporary	308,385	276,560	$295,885	($12,500)	-4%
	5000 - Salaries and Wages Totals	1,690,907	1,606,357	1,559,466	($131,441)	-8%
5100	Overtime	13,905	10,120	$9,750	($4,155)	-30%
5200	**Other Personal Service**					
5200_106	Other Personnel Services Staffing	3,090	773	$0	($3,090)	-100%
5200_110	Other Personnel Services On-Call	927	328	$927	$0	0%
5200_115	Other Personnel Services Other Compensation	8,446	4,563	$6,600	($1,846)	-22%
5200_116	Other Personnel Services Longevity Pay	614	154	$927	$313	51%
5200_120	Other Personnel Services Shift Differential	0	298	$0	$0	
5200_130	Other Personnel Services Allowance Taxable	12,839	7,947	$7,400	($5,439)	-42%
	5200 - Other Personal Service Totals	25,916	13,289	15,854	($10,062)	-39%
5400	**Employee Benefits**				$0	
5400_100	Employee Benefits FICA	131,635	123,862	121,257.00	($10,378)	-8%
5400_115	Employee Benefits Retirement B	129,318	129,318	149,384.00	$20,066	16%
5400_120	Employee Benefits Workers Compensation	50,229	50,229	51,651.00	$1,422	3%
5400_125	Employee Benefits Health Insurance	303,277	303,277	348,021.00	$44,744	15%
5400_130	Employee Benefits Dental Insurance	13,364	13,364	15,414.00	$2,050	15%
5400_135	Employee Benefits Life Insurance	2,753	2,753	3,142.00	$389	14%
5400_145	Employee Benefits Employee Parking	3,080	3,080	3,320.00	$240	8%
5400_150	Employee Benefits Recognition	2,546	2,051	2,546.00	$0	0%
	5400 - Employee Benefits Totals	636,202	627,934	694,735	$58,533	9%

Account	Account Description	FY26 Budget	FY 26 Projected Final	FY27 Proposed	$ change FY27 Proposed to FY26 budget	% change FY27 Proposed to FY26 budget
6000	Office Supplies	5,000	4,757	$5,150	$150	3%
6005	Postage	4,000	4,541	$5,000	$1,000	25%
6007	Shipping and Moving	12,000	8,416	$6,000	($6,000)	-50%
6010	Computer Equipment	800	1,007	$800	$0	0%
6015	Computer Software	0	834	0	$0	
6025	Furnishings	0	415	0	$0	
6200	Medical Fees And Supplies	500	551	$515	$15	3%
6202	Printing/Copying/Paper Mgt	25,248	23,160	$29,700	$4,452	18%
6203	Dues/Subscriptions	6,550	5,432	$5,620	($930)	-14%
6208	Special Supplies	86,249	80,877	$88,459	$2,210	3%
6211	Specialized Equipment	11,200	11,304	$7,000	($4,200)	-38%
6212	Fuel	850	640	$806	($44)	-5%
6300	Repair & Maintenance	3,000	3,001	$5,000	$2,000	67%
6327	Customer Credits & Refunds	500	145	$500	$0	0%
6350	Legal Notice & Advertising	103,949	100,227	$96,500	($7,449)	-7%
6400	**Utilities**					
6400_100	Utilities Electricity	12,000	12,000	$12,000	$0	0%
6400_125	Utilities Telecommunications	6,000	5,625	$6,000	$0	0%
6400_127	Utilities Cellular Communications	3,300	3,954	$4,320	$1,020	31%
	6400 - Utilities Totals	21,300	21,579	22,320	$1,020	5%
6500	**Professional and Consultant Services**					
6500_103	Professional and Consultant Svs Security Contracts	26,000	26,586	$14,420	($11,580)	-45%
6500_118	Professional and Consultant Services Contractual Services	157,297	146,437	$131,452	($25,845)	-16%
	6500 - Professional and Consultant Services Totals	183,297	173,023	145,872	($37,425)	-20%
6510	**Artist Services**					
6510_100	Artist Services non-salaried compensation	192,700	195,925	$211,475	$18,775	10%
6510_110	Artist Services commissions	18,000	18,000	$15,000	($3,000)	-17%
6510_120	Artist Services consignments	36,000	35,730	$36,000	$0	0%
6510_130	Artist Services reimbursements	2,500	2,884	$5,500	$3,000	120%
	6510 - Artist Services Totals	249,200	252,539	267,975	$18,775	8%
6700	**Travel & Training**					
6530_125	Rentals Vehicle	2,500	293	$2,515		1%
6700_100	Travel & Training Education	1,000	113	$1,030		3%
6700_110	Travel & Training Travel Expense	7,500	2,170	$5,030		-33%
	6700 - Travel & Training Totals	11,000	2,576	8,575		-22%
6800	**Fees for Services**					
6800_140	Fees for Services Hospitality Expense	15,200	11,603	$9,060		-40%
	6800 - Fees for Services Totals	15,200	11,603	9,060		-40%
7000	Bad Debt Expense	0	2,476	$0		
7200	**Capital Leases**					
7200_115	Capital Leases Equipment	978	1,284	$978		0%
	7200 - Capital Leases Totals	978	1,284	978		0%
7303	Regulatory and Bank Fees	8,500	7,516	$9,500		12%
7303_100	Regulatory and Bank Fees Gateway/Third Party Processing	500	0	$515		3%
7730	Scholarships	85,500	85,065	$85,000		-1%
8400	Special Events/Projects	40,997	40,000	$100,000		144%
9999	Expenditure control general	(59,040)	0	($97,122)		65%
	Department **27 - Burlington City Arts** Totals	3,184,208	3,100,668	3,083,528		-3%
	EXPENSE TOTALS	3,184,208	3,100,668	3,083,528		-3%
	Fund **101 - General Fund** Totals					
	REVENUE TOTALS	1,762,585	1,697,205	1,748,435		-1%
	EXPENSE TOTALS	3,184,208	3,100,668	3,083,528		-3%
	Fund **101 - General Fund** Totals	(1,421,623)	(1,403,463)	(1,335,093)		-6%