

BCA

Burlington City Arts

Tuesday, January 16, 2024, 3:00 PM

PLEASE NOTE: <https://zoom.us/j/93537536705?pwd=RIpEeU1hL3l5TjJiYWdvOTZMRWdsQT09>

1. Approval of Agenda and Minutes of November Meeting

Subject	1.1. Motion to amend/adopt agenda
Meeting	January 16, 2024 - BCA Advisory Board Meeting - Tuesday, January 16, 2024, 3:00 PM, Burlington City Arts
Category	1. Approval of Agenda and Minutes of November Meeting
Department	
Type	
Recommended Action	

Subject	1.2. Approval of Minutes
Meeting	January 16, 2024 - BCA Advisory Board Meeting - Tuesday, January 16, 2024, 3:00 PM, Burlington City Arts
Category	1. Approval of Agenda and Minutes of November Meeting
Department	
Type	
Recommended Action	

2. Public Forum

3. Public Art Update and Vote-Sara Katz

4. New Exhibitions Overview-Heather Ferrell

5. Presentation of potential new board candidates by the Nominating Committee

- 5.1. Kristina Pentak**
- 5.2. Michelle Buswell**

6. Committee Update-Lori Rowe

7. Strategic Plan Update-Sara and Doreen

8. Development Committee Report-Billi Gosh

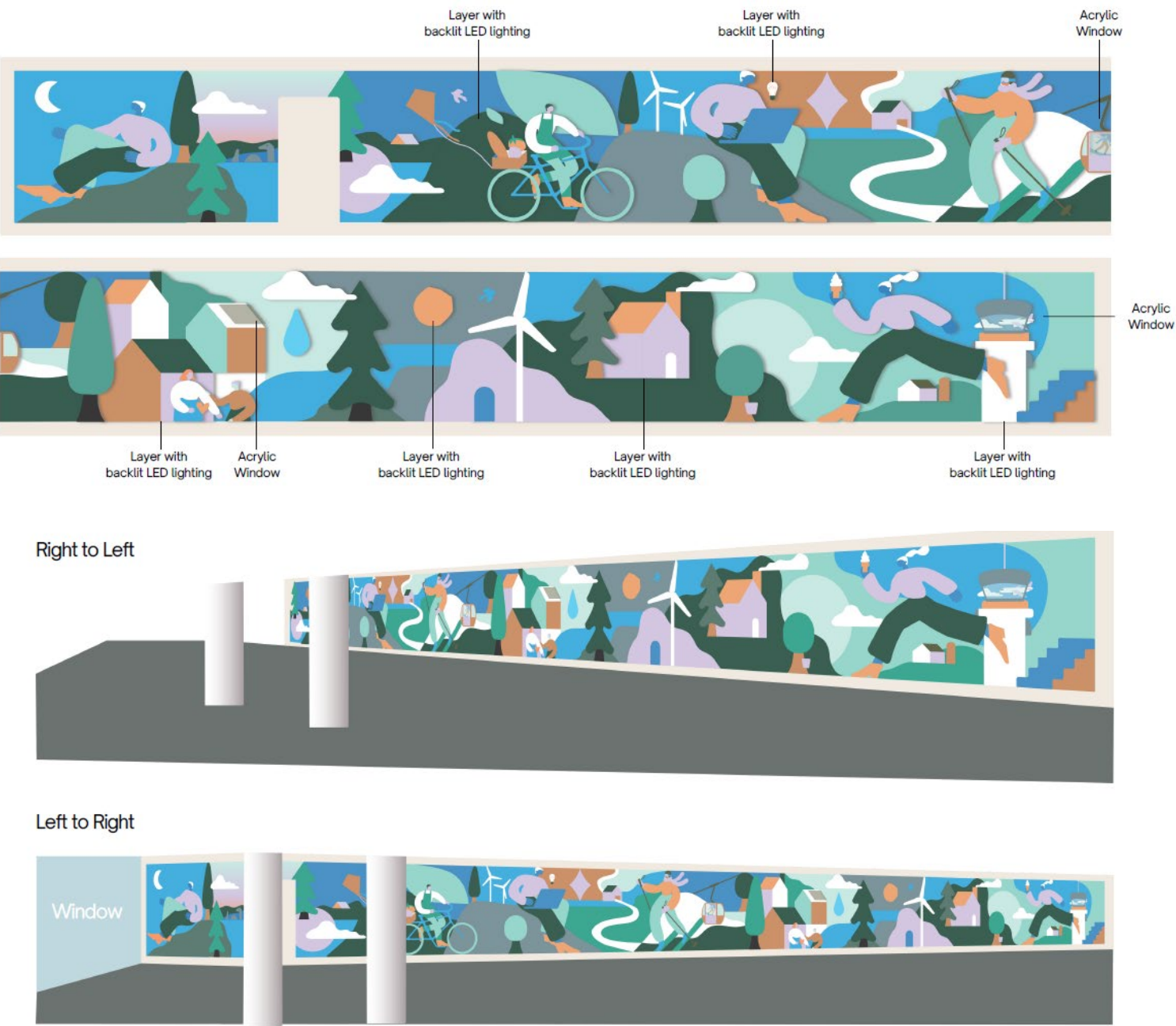
9. Financial Report-Billi Gosh

10. Director's Report-Doreen Kraft

11. Adjournment

Subject	11.1. Motion to adjourn
Meeting	January 16, 2024 - BCA Advisory Board Meeting - Tuesday, January 16, 2024, 3:00 PM, Burlington City Arts
Category	11. Adjournment
Department	Council and Board
Type	
Recommended Action	

PHOEBE LO STUDIOS



Phoebe Lo is a muralist, illustrator, sculptor, and painter, known for her vibrant color palettes, fluid, minimalist forms, and whimsical style. Themes of her mural include:

Commitment to Innovation: Curiosity, quality over quantity, and collaboration ring supreme for encapsulating what makes Vermont so uniquely innovative. The mural features symbols and illustrations like staircases, lightbulbs, and laptops to convey the innovative energy of the state.

Diverse Community: The Vermont community is wonderfully diverse, encompassing a spectrum of cultural, racial, ethnic, gender, sexuality, age, and ideological identities. Lo says, “As a queer, Asian American woman who is a long time member of the Burlington community, I understand the importance of representation and am committed to highlighting the diversity of Vermont in this project.” Inspiration also comes from the strength of Vermont’s citizens through important social change, extreme seasons, and unpredicted natural disaster, represented in part with embracing figures.

Environmental Sustainability: With Burlington being one of the first US cities to source 100% of its electricity from renewable sources, it remains an example of successful city sustainability efforts. The mural includes imagery of Vermont’s wind, solar, and hydroelectric industries that showcase our commitment to environmental sustainability.

Stunning Natural Beauty: My time in Vermont has been characterized by an incredible amount of outdoor adventure and exploration. Vermont’s mountains, trails, rivers, lakes, farms, seasons, and unique natural elements make their way into the mural’s abstract landscapes.

Lo’s process and materials will allow for durability, maintenance and flexibility should the piece need to be moved or repaired in the future. Lo’s creative support team includes local artists, fabricators engineers Clay Mohrman, Clay Mohr Lighting, Dan Cockerline, Skipjack Building, and Zach Cotta.

EXHIBITIONS COMMITTEE

Staff: Curator

Description: The Exhibitions Committee can include up to 10 members (5 board members and 5 non-board members) with expertise in contemporary art exhibition and associated informal education and engagement programming presented at the BCA Center and by BCA throughout the community. The purpose of the committee is to:

- Share information on regional artists and exhibitions with BCA staff
- Offer guidance on the formation of exhibition goals, policies and procedures
- Offer feedback on the schedule of exhibitions and associated programming as it relates to programmatic and organizational goals
- Select award recipients, if required
- Support special BCA exhibition projects as needed
- Help the organization disseminate exhibition-based initiatives and share organizational objectives in the community
- Find inspiration in the breadth of creativity and ideas that emerge through exhibitions programs

The Exhibitions Committee meets a minimum of three times annually.

Robin Pierce
Rachel Kahn-Fogel
Deb Wilkinson
Dana vanderheyden
Parker Silver
Lisa Lillibridge
Barbara Perry

COMMUNICATIONS COMMITTEE

Staff: Communications Director & Senior Designer

The communications committee is made up of 5-6 members, representing the BCA board and community, who have a collective passion and excitement for developing an engaging and dynamic communications strategy for BCA. The Committee is chaired by a member, supported by the Communications Director, and meets quarterly or as needed determined by the Communications Director. Experience in marketing, promotions, design, and general communications strategies is helpful, but not required.

The committee will:

- Bolster the BCA communications efforts through thoughtful and a measurable annual goal and objective setting for the committee.
- Be knowledgeable about and contribute to the annual communication plan in order to use it as a tool to inform and support other BCA board work and inform the larger community.

Lisa Lillibridge
Bryan Parmelee
Laura McDonough

PUBLIC ART COMMITTEE

Staff: Public Art and Grants Program Manager

The Public Art Committee is tasked with updating and implementing the guidelines and policies of the Art in Public Places program. Per the guidelines and policies, duties include approval of the Annual Plan for Public Art, final approval of jury selections, final approval of artist designs for contract purposes, review of proposed gifts of public art for referral to the Mayor or City Council, review of the City collection conditions, make recommendations to the Park Arts and Culture Committee relative to all aspects of the management of the collection that require Council Resolution, including, but not limited to, the approval to deaccession artwork through sale or exchange, or authorize the removal, alteration, or destruction of any artwork under the City's jurisdiction. The BCA Board of Advisors may appoint other non-board individuals to the Public Art Committee, such as Project Managers, members of the Park Arts and Culture Committee and other City staff, provided that a majority of the Public Art Committee members shall be residents or taxpayers of the City of Burlington.

Non-board members appointed provide additional expertise in facets of public art such as design, architecture, sculpture, City Capital Program and project management, and other public art skillsets.

Robin Pierce
Deb Wilkinson
Livia DeMarchis

EXECUTIVE COMMITTEE

Staff: Executive Director (and Development Coordinator)

The Executive Committee is comprised of officers of the board, plus the most recent past-president and one member-at-large. The Executive committee develops meeting agendas, reviews budgets and finances for the organization, evaluates the Executive Director, manages governance policies, and oversees the nomination process.

Lori Rowe
Laura McDonough
Billi Gosh
Lisa Lillibridge
Patrick Shank

Nominating Committee- Sub Committee of the Executive Committee

Staff: Executive Director (and Development Coordinator)

The Nominating Committee pro-actively recruits potential board members with expertise in areas of significance to the board operation. It assures equity in the recruitment and interview process and makes candidate recommendations to the board at large. The Nominating committee is comprised of the Executive Committee and other interested members of the Advisory Board.

Lori Rowe
Laura McDonough
Billi Gosh
Lisa Lillibridge
Patrick Shank
Barbara Perry

PROGRAM COMMITTEE

Staff: Rotating

Proposed description: The Programs Committee reviews and provides input into BCA activities through the lens of strategic priorities and addresses programs in Education, Exhibitions, Events and Public Art. The committee's duties include:

- To facilitate discussions about program priorities in coordination with strategic goals
- To guide program evaluation and reporting against strategic plan indicators
- To help identify and engage new audiences for specific initiatives the committee

Rachel Kahn-Fogel
Deb Wilkinson
Livia DeMarchis
Dana vanderHeyden
Parker Silver
Laura McDonough

INCLUSION AND BELONGING COMMITTEE

Staff: Communications Director

The Equity and Belonging Committee seeks to guide, expand and bolster equity and belonging in the work BCA does and the communities it serves. The committee meets on an ad-hoc basis and is comprised of board members, members of the community and is staffed by the BCA Director of Communications.

Parker Silver
Lori Rowe
Lisa Lillibridge
Patrick Shank
Bryan Parmelee

DEVELOPMENT COMMITTEE

Staff: Development Director

Description: The Development Committee is a committee of the BCAF Board and is comprised of Foundation and Advisory board members and community members who have the desire to support the work of the organization's fundraising activities in the following ways:

- Provide feedback on BCA's development plan presented annually by the Development Director
- Serve as ambassadors for BCA in the community, fostering connections with individuals and local business networks.
- Participate in fundraising and cultivation activities to support the following operational fundraising categories:
 - **Board Giving:** committee members will secure annual board gifts from entire board to ensure 100% participation (gifts will vary in amount)
 - **Special Events:** committee members will support special events, directly or indirectly, by participating in an ad-hoc Special Events Committee, or, by identifying sponsor prospects to help underwrite special events or hosts for special event activities (ex: annual art auction).

Committee members will encourage board participation in all fundraising activities and events, and will help ensure the organization meets its fundraising goals each year.

Lori Rowe
Billi Gosh
Laura McDonough
Robin Pierce
Susan Skalka
Nancy Schoenfeld

Sarah Rogers
Livia DeMarchis



BCA Budget Report

07/01/23 - 12/31/23

Account	Account Description	YTD Transactions	YTD Budget	Prior Year YTD	FY24 Budget
Fund 101 - General Fund					
REVENUE					
Department 27 - Burlington City Arts					
4385	Ticket Sales	7,077	2,500	2,825	52,500
4275	Rent & Lease	75,409	40,000	61,072	99,400
4395	Art and Merchandise Sales	27,142	25,700	31,051	65,000
4397	Class Registration	206,533	155,000	184,042	260,000
4535_130	Misc Rev Reimbursements	0	0	0	0
4600_120	Fees For Services Culture & Recreation	14,450	13,400	40,135	55,800
4600 - Fees For Services Totals		330,610	236,600	319,125	532,700
4875 Grant					
4330	Foundations	85,000	30,000	99,950	125,000
4720	Use of Fund Balance	0	0	0	0
4875_100	Grant Federal Operating	25,000	25,000	46,343	25,000
4875_140	Grant State Operating	10,974	17,000	18,100	123,100
4875 - Grant Totals		120,974	72,000	164,393	273,100
4950 Donations					
4950_115	Donations Corporate	171,898	305,500	207,600	323,500
4950_120	Donations Board	5,781	6,840	37,400	100,000
4950_123	Donations General	15,374	19,000	17,131	33,000
4950_125	Donations Major Gifts	30,000	122,500	89,500	262,500
4950_130	Donations Special Events	78,250	40,000	50,659	73,970
4950 - Donations Totals		301,303	493,840	402,290	792,970
Department 27 - Burlington City Arts Totals		752,887	802,440	885,808	1,598,770
REVENUE TOTALS		752,887	802,440	885,808	1,598,770
EXPENSE					
Department 27 - Burlington City Arts					
5000 Salaries and Wages					
5000_100	Salaries and Wages Regular, Full Time	643,318	629,483	601,101	1,221,220
5000_110	Salaries and Wages Regular Part Time	0	0	0	130,151
5000_115	Salaries and Wages Seasonal/Temporary	190,676	225,451	165,671	313,491
5000_900	Salaries and Wages Attrition/reorganization	0	0	0	(59,000)
5000 - Salaries and Wages Totals		833,994	854,934	766,772	1,605,862
5100	Overtime	7,674	4,000	4,849	11,000
5200 Other Personal Service					
5200_106	Other Personnel Services Staffing	1,969	0	536	0
5200_110	Other Personnel Services On-Call	504	300	320	600
5200_115	Other Personnel Services Other Compensation	3,640	2,200	2,800	4,400
5200_130	Other Personnel Services Allowance Taxable	6,833	1,750	5,602	3,500
5200 - Other Personal Service Totals		12,946	4,250	9,258	8,500
5400 Employee Benefits					
5400_100	Employee Benefits FICA	62,655	64,427	57,599	128,854
5400_115	Employee Benefits Retirement B	55,266	55,267	51,156	110,533
5400_120	Employee Benefits Workers Compensation	0	19,265	23,112	38,529
5400_125	Employee Benefits Health Insurance	0	119,690	98,244	239,380
5400_130	Employee Benefits Dental Insurance	0	7,101	6,036	14,201
5400_135	Employee Benefits Life Insurance	0	1,634	1,668	3,268
5400_145	Employee Benefits Employee Parking	1,500	1,290	1,260	2,580
5400_150	Employee Benefits Recognition	567	500	46	1,000
5400 - Employee Benefits Totals		119,988	269,173	239,121	538,345

Account	Account Description	YTD Transactions	YTD Budget	Prior Year YTD	FY24 Budget
6000	Office Supplies	2,913	2,600	2,350	5,000
6005	Postage	2,134	2,100	1,859	4,000
6007	Shipping and Moving	1,364	5,750	1,496	14,000
6010	Computer Equipment	145	0	48	800
6015	Computer Software	37	0	0	0
6025	Furnishings	1,502	0	0	1,500
6200	Medical Fees And Supplies	180	220	485	1,000
6202	Printing/Copying/Paper Mgt	32,704	51,475	36,390	65,025
6203	Dues/Subscriptions	4,477	1,300	3,541	5,638
6208	Special Supplies	43,272	41,850	40,558	85,962
6211	Specialized Equipment	11,572	9,500	4,842	15,000
6212	Fuel	52	0	0	100
6300	Repair & Maintenance	226	0	0	226
6327	Customer Credits & Refunds	0	400	0	1,000
6350	Legal Notice & Advertising	60,578	68,625	63,879	113,355
6400	Utilities				
6400_100	Utilities Electricity	5,000	3,000	6,000	12,000
6400_125	Utilities Telecommunications	3,256	3,400	3,512	6,800
6400_127	Utilities Cellular Communications	763	960	827	1,920
	6400 - Utilities Totals	9,018	7,360	10,339	20,720
6500	Professional and Consultant Services				
6500_103	Professional and Consultant Svs Security Contracts	4,488.07	0	0	9,500
6500_118	Professional and Consultant Services Contractual Services	172,255	153,775	159,820	255,999
	6500 - Professional and Consultant Services Totals	176,743	153,775	159,820	265,499
6510	Artist Services				
6510_100	Artist Services non-salaried compensation	182,366	246,950	186,679	252,850
6510_110	Artist Services commissions	15,500	0	6,000	18,000
6510_120	Artist Services consignments	11,858	21,000	28,697	45,000
6510_130	Artist Services reimbursements	3,598	5,700	2,846	5,500
	6510 - Artist Services Totals	213,322	265,950	224,223	321,350
6700	Travel & Training				
6530_125	Rentals Vehicle	789	1,000	538	4,000
6700_100	Travel & Training Education	325	500	28	700
6700_110	Travel & Training Travel Expense	2,122	3,600	1,709	8,770
	6700 - Travel & Training Totals	3,236	4,100	2,276	13,470
6800	Fees for Services				
6800_140	Fees for Services Hospitality Expense	12,362	18,375	18,344	27,000
	6800 - Fees for Services Totals	12,362	18,375	18,344	27,000
7200	Capital Leases				
7200_115	Capital Leases Equipment	876	1,051	1,114	2,200
	7200 - Capital Leases Totals	876	1,051	1,114	2,200
7303	Regulatory and Bank Fees	3,928	6,150	4,542	12,500
7730	Scholarships	26,994	24,700	23,310	71,500
	Department 27 - Burlington City Arts Totals	1,582,236	1,718,372	1,619,417	3,210,552
	EXPENSE TOTALS	1,582,236	1,718,372	1,619,417	3,210,552
	Fund 101 - General Fund Totals				
	REVENUE TOTALS	752,887	802,440	885,808	1,598,770
	EXPENSE TOTALS	1,582,236	1,718,372	1,619,417	3,210,552
	Fund 101 - General Fund Totals	(829,349)	(915,932)	(733,608)	(1,611,782)

Financial notes

Revenues:

Earned revenues are tracking ahead of last year and are projected to meet or exceed budget.

Highlight tickets sold very well, and will be over goal by \$8600 when Eventbrite income is deposited.

Fundraising is \$300,000 to goal. We are tracking below last year at this time, but thanks to covid money, were able to push two large gifts forward from FY22 to FY23, \$35K in corporate donations and \$30,000 in major gifts that adds a little extra to this year's challenge in comparison with last year.

Expenses:

Two positions were reclassified that are impacting this line. With some attrition already accounted for due to Development Director vacancy, these changes were neutral. However, we also uncovered a city budgeting error for one position that was included with a lower number of hours over the course of the year that is increasing this line over budget.

We increased the impact to overtime during Festival of Fools by hiring an existing staff member for green room catering. Though this line has increased, it reduced expenses in professional services.

Printing is under YTD budget due to timing of invoices but is projected to spend down to budget

Though we will go over budget for the year in staffing costs, some lines are projected to underspend by small amounts, and at this point we anticipate spending to budget or just below.

If you have questions, please feel free to reach out prior to the meeting so I can be prepared to answer!

BCA Director's Report for January 2024

HIGHLIGHT Yes, it's another New Year and we had the best Highlight ever. We sold 6,700 tickets, bringing joy to the community from 11am to 12:30am at 9 venues across Burlington's Downtown and Waterfront. I am hoping to have a slide show ready for Tuesday so you can see some of the amazing photography and "re-live" one fabulous day in our lives.

TOTAL ECLIPSE Once again, for the love of community and the visitors to Vermont we are spearheading the planning for the Total Solar Eclipse on April 8th.

Though we tried not to be the organizers of this event, no other team had the capability to step up and support the city/state in welcoming 100,000 + visitors to Vermont-(mostly coming to the Burlington area). We are working with local organizations and businesses, State agencies-s Dept of Tourism, Vt. Arts Council, Agency of Commerce and Development and VT Emergency Management. After many months in conversation with the city administration, we got a budget passed in the city for \$2365, 000 for public safety /general marketing and another \$200,000 for arts and cultural projects – to be spent only when we raise it from businesses and donors. To this end we have raised about \$60,000 in private sector funds.

IT'S A WRAP... BCA appeared in many major national news outlets such as NYT, WaPo, and Time Magazine regarding Spotify "sound town" story. See one account below:
<https://www.mychamplainvalley.com/news/spotify-wrapped-makes-burlington-a-sound-town-for-millions/>

405 PINE CAPITAL CAMPAIGN Just as we thought we'd seen the last of the crew at 405 Pine, the decisions was made to complete one more major piece of work on the building- installing the skylights! They are beautiful, I mean big- and bring so much light into the building. You are all going to be so excited during your next visit. Work continues into next week and then it will be quiet until we pick up the completion of the site work in early spring.

Sara and I brought holiday gifts to the team from Neagley and Chase as they have been A+ partners. The staff at 405 are going to miss them over the coming months as they have been there for us resolving problems with sinks, kilns, plumbing and so much more. We are nothing but grateful.

Over the next period, as we wrap up the final pieces of work on the exterior, we will then turn our attention to the interior fit-up. With advice from our consultant Christine Graham, we are planning a "re-design" of the final phase of the Capital Campaign. Christine's advice includes creating a major celebration in late spring- thanking everyone who has participated thus far and then beginning another silent period of fundraising to find new major gifts before we go public. Currently, the total budget for this phase is \$4.5m (we are confirming this since it's an estimate from over a year ago). When we launch this phase we can celebrate the \$500,000 gift from the City of Burlington which we received in the last round of ARPA. \$4m to the finish line.....

AEP6 PRESS EVENT AND CELEBRATION Just a reminder that this event is on Wednesday January 17th from 4-6 pm at the BCA Center – Please join us and our arts partners -lots of good news to share