

ART LEAGUE OF LINCOLN OPEN MEMBERSHIP MEETING

January 12, 2015

OFFICERS, DIRECTORS & INVITED GUESTS

President - Paul Apfel
Vice President - Mike Daley
Secretary - Colleen Giorgi
Treasurer - Steve Himes

Board Members Present - Steve Gillespie, Bill Szabo, Rhonda Campbell, Barbara Burge, Jean Cross, Susan Gillespie

Board Members Not Present - Mitch Solomon, Ken Underwood

Member Guests Present - Cathie Szabo, Patrick Jewell, Susan Jewell, Julie Sullivan, Cathy Dorsey, Terry Dorsey, Jan Apfel

Noting there was a quorum President Paul Apfel called the meeting to order at 3:00 p.m. in the 1st floor meeting room in City Hall.

Paul explained the newly formatted agenda which will include a Consent Agenda in the future. Paul explained the items on the Consent Agenda are previously distributed reports that should have been reviewed by all Directors prior to the meeting. Anyone can ask that a report be removed without reason which will allow the item to be moved the Unfinished Business and discussed at the meeting.

A motion to approve today's Consent Agenda as presented and without discussion passed unanimously. All approved documents are attached.

It was requested that the Secretary collect and distribute all reports as a package to the Board. Reports are to be sent to the Secretary no later than 7 days before the meeting.

PUBLIC COMMENT

There was no public comment.

READING AND APPROVAL OF MINUTES

We should note the formal reading of the minutes from the meeting held December 8, 2014 was waived as all Directors had the read the minutes online. A motion was made and all Directors approved the minutes unanimously. Colleen will send the approved minutes to Steve Gillespie to post on the Art League website.

REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES

PRESIDENT

Paul announced the Art League has been accepted for the Big Day of Giving on May 5th. Also, we are the main sponsor for Lincoln Community Theatre. The first day of training is Tuesday, January 20th on the topic *The Use of Social Media*. Paul and Jean will attend. Active marketing of the event will possibly start in March. Paul added that since this is a short-term project a committee, either ad hoc or standing, is not needed. Donations may range from \$25 to \$10K.

VICE PRESIDENT

Steve Gillespie did not have a report .

TREASURER

Prior to this meeting, the December 2014 Profit and Loss statement and the Umpqua Bank statement (both attached) were distributed via email to members of the board for review. Steve Himes added he is looking for odd items that keep appearing. In addition, the gift shop expenses are actually for four months, but the checks were written in December.

There was a request for a spreadsheet showing year-to-date and budget. Steve will have the budget formulated and ready to vote on at the next meeting.

A motion to approve the Treasurer's December report passed unanimously.

MEMBERSHIP UPDATE

Mike stated there have been 84 renewals since the new website portal was added on January 5th - that is 1/3 of the membership. Mike added there has been resistance to the new process, but pointed out the members' ability to control their information and communication are advantageous. Julie will have paper applications available at the Art Center.

Mike spoke about the new membership cards and the various benefits on the back from downtown merchants. Also, the participating merchants will have our logo displayed on a plaque in their windows.

ART CENTER

Jean Cross and Julie Sullivan gave a joint report regarding the Art Center. Previous to the meeting, paper copies of the Art Center Director and Art Center Creative Director job descriptions were distributed (attached) describing their new roles in the Art League since Jean will start as artist-in-residence at Gladding McBean - a position which is not connected to the Art League. Jean and Julie will continue to work together defining their roles. Julie added she is still doing financials until a replacement is found. Julie mentioned a program for seniors which is government run and a William Jessup student intern are possibilities for assistance. Paul is creating a job description for the added position.

There was discussion regarding BOD positions for Jean and Julie in their new roles. It was decided the Creative Director (Jean) is a Board position, as well as, a position of advice-and-counsel. Julie will be taking care of daily needs at the Art Center as its Director. Both job descriptions have been approved in concept, but will be rewritten to avoid conflicts and presented at the February meeting.

A motion to confirm Julie as *Acting* Art Center Director passed unanimously.

There will be a volunteer luncheon Tuesday, January 20th, at Buonarotti's Restaurant hosted by Susan Jewell and Jan Apfel the Leagues volunteer coordinators. It is both a business and social luncheon.

The two receptions held the previous week for the Student Exhibition resulted in 18 pieces being sold, most priced between \$20 and \$30. Many new visitors have come in again.

UNFINISHED BUSINESS

580 SIXTH STREET

Paul announced the League will continue pursuing discovery of the property at 580 Sixth Street with the possibility of an equity stake purchase. At this point, all City Council members are supportive, but no action has been or will be taken, and there is no formal statement of intent.

There was discussion regarding Paul and Jean's approach to the City for information without Board approval.

A motion stating the Board of Directors agrees with the Building Committee's recommendation to pursue discussions regarding the acquisition of equity interest in 580 Sixth Street passed with 6 in favor, 4 opposed. Now a committee of members with expertise can be formed.

It was agreed the Building Committee will still perform due diligence in regards to other occupancy possibilities.

NEW BUSINESS

A motion to change the monthly meeting times from 3:00p.m. to 4:30p.m. with one 6:00 p.m. meeting a quarter starting in February passed unanimously.

This change in meeting times is expected to attract more working people. Paul will look for another venue since City Hall cannot accommodate the times, possibly hold future meetings at the Art Center.

OTHER BUSINESS

Paul asked all committee chairs to take a fresh look at their charter to review and re-evaluate their mission in the interest of possible changes and improvements. Mike added all activities should go through Susan Gillespie, Marketing Chair, to formalize branding and increasing the Art League visibility.

Susan suggested leaving a dark week between exhibits to accommodate classes and other opportunities.

ADJOURN

There was a motion to adjourn and the board unanimously approved it at 5:01 p.m. The next Open Meeting is Monday, February 9th, location to be announced.

Respectfully submitted,
s/Colleen Giorgi

Attachments:

- Agenda
- Building Committee Report 12/12/14
- Building Committee Report 1/8/15
- Events Committee Report and Minutes 1/9/15
- ACF Update
- December Profit and Loss Statement
- December Bank Statement
- Art Center Director Job Description
- Art Center Creative Director Job Description

Agenda - Art League of Lincoln - January 12, 2015
3 p.m
Lincoln City Hall First Floor Conference Room

Call to order

Paul Apfel

Consent Agenda:

- Approve minutes of the December 8, 2014 Regular Meeting.
- Accept Building Committee Report dated December 12, 2014.
- Accept Building Committee Report dated January 8, 2015.
- Accept Events Committee Report and Minutes dated January 9, 2015.
- Accept ACF update as previously submitted in writing by curator.

Public Comment

Paul Apfel

Reports of officers, boards & standing committees:

President	Paul Apfel
Vice President	Steve Gillespie
Secretary	Colleen Georgi
Treasurer	Steve Himes
Membership Update; New Program	Mike Daley
Art Center	Jean Cross/Julie Sullivan

Unfinished Business

580 Sixth St.	Paul Apfel
Offer by Blue Line to solicit dual	
Memberships at ACF VIP Reception	Mike Daley

New Business

Change meeting days and hours	Susan Gillespie
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Next Meeting - Time & Place

Paul Apfel

Adjourn

Paul Apfel



Building Committee Report **December 12, 2014**

Committee visited the Lincoln Brands Feed Building to view available rental spaces.

Members in attendance: Barbara Burge, Patrick Jewell, Russ Quinn, Susan Jewell, Steve Gillespie, and Bill Szabo, Chairperson.

Lincoln Brands Feed Building

- Leases available for 12 months
- Low rents - \$0.95 to \$1.05 per square foot per month
- Common Area Fees range from \$75 to \$100 per month and include common area cleaning, utilities, security, shared restrooms, and maintenance.
- Building has key fob pads for after hours entry
- Building is open from 7 AM until 9 PM.
- Located in Historic Downtown area
- Presence in an historic building
- Building and utilities renovated in 2002
- Limited parking
- Cannot have signage on building.

424 Lincoln Blvd – Suite 202

- **Rent** = \$1,164.45 per month plus common area fee
- **Advantages:**
 - Has its own rest room
 - Added interior walls that can be used to display art
 - On 1st floor with wide access hall
- **Disadvantages:**
 - Only 1109 sq. ft. equals current gallery and lobby space
 - Is in rear of building
 - Limited interior windows into space
 - Limited number of electrical circuits

436 Lincoln Blvd – Suite 108

- **Rent** = \$1008 per month plus common area fee
- **Advantages:**
 - On 1st floor with wide access hall
 - Behind Old Town take out and ice cream shop
- **Disadvantages:**
 - Only 1008 sq. ft. equals current gallery and lobby space
 - Is in rear of building
 - No interior windows into space
 - Shared restrooms

- Exposed brick walls

448 Lincoln Blvd – Suite 201 & 202

- **Rent** = \$764.75 per month plus common area fee for each or \$1,529.50 for both.
- **Advantages:**
 - Each suite is 805 sq. ft.
 - Sheetrock on all walls
 - They share a common wall which could have connecting opening installed
 - Could possibly place door at beginning of access hallway for more space.
 - Near Davis Dean Winery Tasting Room and Heritage Church offices and down hall from Double Barrel Smoke House and Old Town Pizza
- **Disadvantages:**
 - Small individual space, but both would give us over 1,600 sq. ft. of space
 - No interior windows into space
 - On 2nd floor
- **Conclusions and Recommendations**
 - We probably wouldn't want to lease space here unless no other spaces are available in Downtown
 - Lowest rents, but also potentially low foot traffic due to location of suites
 - Stay at 580 6th Street as long as possible

Submitted by Bill Szabo, Chairperson



Building Committee Report and Minutes

January 8, 2015

(Revised)

Committee met to discuss purchasing of the 580 6th Street property.

Members in attendance: Barbara Burge, Patrick Jewell, Russ Quinn, Susan Jewell, Steve Gillespie, Paul Apfel (Ex-officio member), and Bill Szabo, Chairperson.

Guests: Jean Cross and Julie Sullivan

• **Discussion**

Paul Apfel provided information about an anonymous donation of \$100,000 dedicated for the purchase of 580 6th Street property.

Paul and Jean have had discussions with 4 of the 5 city council members about the ALL and its continued occupancy of the Art Center. These council members expressed a desire and support for ALL's continuing occupancy. Also, discussed was purchase of the property by ALL. Several council members said that acquiring the property made sense for ALL.

Patrick asked about the parking garage that has been proposed which would include the 580 property. Per the council members, the parking garage is still a viable option. This would diminish the potential purchase by ALL. They suggested that ALL continue informal negotiations until at least March or April, when the new City Manager will be on board. ALL should take no formal action until that time. A letter of intent at this point would formalize the process, which is not desirable at this time. No conditions or terms have been discussed or proposed by either party. There is the potential for the city to include space for an art center for ALL on the first floor of the garage.

Paul stated that the City had previously received a \$300,000 HUD grant to construct an art/cultural center on the northeast corner of Lincoln Blvd. and 7th Street. The site investigation found underground problems, which prevented the construction of the building on that site. The city used the remainder of the grant to partially renovate the Civic Center/Civic Auditorium.

Jean provided information from discussions with the new Gladding McBean national sales manager, Joe Parker. He wants Gladding to be part of the Lincoln community and has suggested the possible use of the northwest corner of 7th and E Streets for display of Gladding McBean's products as well as one or more buildings for community use including an art center. There might be potential for future public access to the plant. Joe Parker is developing a presentation that will be given to Pacific Coast Building Products upper management.

4/18/15

Paul stated that in addition to the \$100,000 donation for the purchase of 580, the ALL had \$115,000 designated toward the purchase of a building. ALL could purchase the entire property or either the building or the land splitting ownership with the City. This would be done through a "Buy Sell Agreement" to protect ALL investment. There was no agreement reached on the purchase of the 580 6th Street property.

As part of the investigation for the potential purchase, plumbing, HVAC (Heating, Ventilation, and Air Conditioning), and remodeling contractors inspected the building to evaluate the building and its systems.

The contractors found the following work and/or improvements are needed or should be considered:

- Upgrading the restroom to meet ADA requirements – see cost estimates from the plumber which including providing hot water and an additional sink.
- Replacing the 2^{1/2} ton HVAC unit and repairing the existing ductwork plus an estimate rearranging both systems ductwork – see estimate attached below.
- Expansion of Spot Light Gallery into the main gallery area to create more classroom space and expanding the building on its north side - see estimate attached below.

These improvements could be financed by a matching funds campaign with identified specific goals.

The purchase and improvements would be desirable to support organizational stability and allow for continued occupancy for up to 10 years.

Identified options:

- Purchase in whole or part of 580 property – in whole or part
- Pursue long term lease of Art Center based upon council desire and support for ALL's continued occupancy
- Gladding McBean's vision for northwest corner of 7th and E Streets property including ALL
- Acquiring land and constructing new home for ALL

Russ brought up budget and income issues plus future changes in city management and city council members and their support. Per Paul and Julie, 2014 income was \$112,000 with monthly income exceeding operational expenses.

Steve asked the following:

- Is the Art Center what we need?
- Is it what we want?
- Can it be expanded?
- Why are we there now?

Paul's responses were Yes to the first three questions and that we're there because it's in the Historic Downtown and near structures that generate foot traffic.

There was discussion about what is downtown Lincoln with Steve disagreeing that it extends from 7th through Raley's and that there's more foot traffic at the Lincoln Brand Feed Mill than 580.

The City and Lincoln Theatre Company's partnership to improve the Civic Center for their activities and their fund raising program were discussed.

4/18/15

Other issues included the desire for art classes to bring in income, support our goals, and meet a stated need from parents at the Student Show reception and oot other times. We need to pursue use of the Carnegie Basement with Susan opposing this committee developing a proposal to the city for said use, since it wasn't a committee responsibility.

Paul presented a motion:

The Building Committee should recommend that ALL pursue an "equity interest" in the 580 6th Street property.

The support for this motion was based upon the discussions including above. The non-support was based upon potential liabilities and expenses that could/would arise from property ownership.

Susan asked that the motion be called for a vote.

Vote: For – Paul, Barbara, Patrick, and Susan. Against – Russ, Steve, and Bill.

The motion passed and will be presented to the board at its next meeting.

Susan stated that the committee be disbanded, since its work was finished. Others including the chair disagreed.

Per the chair, no future committee meeting are planned

Recommendation to Board

ALL should pursue an "equity interest" in the 580 6th Street property.

Submitted by Bill Szabo, Chairperson

4/18/15

Attachments: Estimates from contractors

Estimates from plumber

Scope of work:

-ADA compliant toilet with new supply line -Sink @ hallway (includes reworking waste, backing in wall, new faucet, supply lines, trap, and ADA compliant sink) -New wall hung lavatory in bathroom with faucet, new supply lines and trap. Installed to ADA code requirements. -Running new hot line to hall and bathroom sink. Tied into the attic where the water line terminates. -installation of new 40 gallon water heater to code (Expansion tank, drip leg, earthquake straps.) With new shut off valve and supply lines.

Price \$3,619.00 This price is contingent on when the job would start. Adjustments may have to be made depending on cost of plumbing fixtures and material in the future, along with inventory on water heaters in conjunction with start date.

Estimate from HVAC contractor

Dear Customer :

Please review the attached estimate. Feel free to contact us if you have any questions.

We look forward to working with you.

Sincerely,

The Howes Company

The Howes Company
 6728 Beech Ave
 Orangevale, CA 95662
 CSL#699991

Estimate

Date	Estimate #
12/22/2014	54

Name / Address
Paul Apfel

Project

Description	Qty	Rate	Total
580 6th St. Lincoln Ca. 95648		1,200.00	1,200.00
Replace damaged ducting on FCU-1			
To change out FCU-2 (heater and A/C) with a Rheem 2.5 ton 14SEER condenser and 80% furnace (attic) with permits and third party testing.		8,100.00	8,100.00
To change the zone locations from E/W to N/S add \$2000.00		0.00	0.00
Estimate good for 30 days		Total	\$9,300.00

Estimate from Remodeling contractor

Proposal to expand existing room (Spotlight Gallery) approximately 8' 6 "x 4'.
Frame three walls, install basic electrical, hang new drywall and texture and paint. Install new classroom door and paint. \$3350.00
No fire sprinkler work, flooring or permits are included in price.
Flooring budget should be about \$1500.00. Another option for the floor would be to stain and seal the concrete floor. It could be a good cost affective finish.

Remove existing bathroom sink and install new ADA sink, faucet and electrical water heater unit with new dedicated electrical circuit. \$1115.00
All prices are for standard labor wages. Not prevailing Government pay scale.

Cost estimate for 600 square-foot side building expansion three exterior walls with hip roof to match existing, with two interior walls with doors and lots of exterior windows for a good natural light, Basic electrical, siding and roof to match existing, roofing provided by other. Interior drywall and paint to match existing. New ADA walkway from new side door on west wall to existing city sidewalk. (5) new Fire sprinklers (unknown if existing system can handle additional square footage.) need verification from licensed fire sprinkler company. Buildable plans and engineering included in cost estimate. \$95,000.00-110,000.00.
Not included: plumbing, permits, finished flooring, parking lot work, prevailing wage for government jobs.

Let me know if you have any questions. I know pricing is general but should be accurate for preliminary discussion.
Prevailing wages and insurances typically increase costs 20-30%.
I priced all faces for standard residential wages.



Events Committee Report and Minutes

January 9, 2015

Members in attendance: Barbara Burge, Rhonda Campbell, Steve Gillespie, Susan Gillespie, Cathie Szabo, and Bill Szabo

Excused: Jean Cross, Ken Underwood

Guests: Julie Sullivan, Office Manager

Reviewed and discussed the following:

1. 2015 Events & Activities:

- a. Curators needed for Wine Fest and Chocolate Festival – Julie is working on finding new curators
- b. Suggested additional activities:
 1. Bill - Art Center as collection point for "Toys for Tots"?
 2. Susan - Drop off station for "Be a Santa for a Senior" program of Seniors First
 3. Susan – Lincoln Women's Club – they're looking to raise funds to make the building's entrance and at least one restroom ADA compliant. Art donations from ALL members?
 4. Barbara – Sale of materials including donated art to be used for recycled art during Restoration Art Show & Transportation Art Show
 5. Bill – Friends of the Library – check to see if there are activities we can support and/or participate
 6. Lincoln Area Archives Museum – Ask them to display/highlight Gladding McBean items during ACF
 7. Susan – An Evening of Intimate Theatre – presentation of short plays at Art Center
 - a. Look at calendar for possible performance dates
 - b. Four Calls to Artists for Writers, Directors, Actors, and Artists
 - c. Add writing to the list of arts that we promote
 - d. Need at least 3 performances of each play
 - e. Reading Committee for play selection
- c. Art Center use by Lincoln Chamber of Commerce members for mixers – particularly home based businesses, such as Kimberly Davy Insurance. We should explore mixers on the opening nights of our shows – support local businesses and gain more attendance for shows. Susan to follow up.
- d. Asking businesses that match with event themes/titles to be sponsors for event receptions – jewelers for Artistry in Jewelry. Offsets reception costs and improves show profits. Susan will follow up.

2. Distribution of 2015 Events Calendar to other local art groups – Should be done and should be targeted if possible – Rocklin Fire Artists, Sacramento Fine Art Center, Blue Line, local galleries, Placer County Foundation Events
(<http://www.zoomaru.net/index.php?id=0&display=portal&portal=placercf>)

3. Advertising & Marketing for events – Susan
 - a. Branding with variation of looks but consistent for ALL
 - b. Curators should give her event information for ads for their shows/exhibits
 - c. Currently, ALL doesn't have a contract with Gold Country Media for ads
 - d. Use of Chamber E-Blasts – shows, sponsors, reception hosts, etc.
 - e. Targeting by interest and art media for Call to Artists including local art groups and galleries
 - f. Needs separate marketing budget to include events marketing and promotion
4. Request for volunteers for shows and show committees
 - a. From ALL – curators/chairs should send needs to Susan Jewell
 - b. From William Jessup & Sierra College Art Departments
 1. Per Julie: She, Jean Cross, and Paul Apfel approached Intern Program Coordinator about interns working at ALL in 4 study areas including art management, business management, fine art. Interns would be unpaid and work for 12 to 16 weeks. Job descriptions will be provided to the coordinator to be filled.
 2. Sierra College has not been approached but we should explore asking for volunteers for show setup and takedown.
 3. Local high schools – Should be explored
5. 2016 Events
 - a. Events to be repeated/kept – ACF, Student, Photography (With change of date), Members.
 - b. Need to check with Placer Artists League about their show at Art Center
 - c. Events vs. Summer Art Classes – Summer classes at Art Center may impact events scheduled during June, July & August.
 - d. Expansion of number of schools in the "Student Show" beyond the Lincoln Middle & High Schools should be considered – Whitney High, Western Sierra Collegiate Academy, others. Needs to be coordinated with Rocklin Fine Arts and Blue Line Arts to avoid conflicts and competition
 - e. Co-ordination of Events with Blue Line Arts – possibly invite Julie Hirota and others to a future meeting.
 - f. Essay Contest
 - g. Family Lore – suggested by Ray Gonzales. Exhibiting/presenting family history and experiences – needs further exploration and might be a joint activity with Lincoln Area Archive Museum
 - h. Abstract Art
 - i. Themed shows – flowers, animals, etc. Coordinate with interested local groups – Field Haven, garden clubs, etc.
 - j. Consider multiple awards by art media for all shows
6. Other topics - None
7. Next meeting – 2/6

Submitted by: Bill Szabo, Chair

4/18/15

ALL Board Meeting January 10, 2015

Consent Agenda Items:

ACF Report –

We held a meeting with Blue Line Arts Julie Hirota/Tony Natsoulas and our ACF Committee on Wednesday January 7, 2015

Decision was made to use part of the Umpqua Grant money to fund the Prize Awards for the ACF Student Show. The following amounts were agreed to: \$300 First Place Award, \$200 Second Place Award and \$100 for Third Place Award. This should now help stimulate additional entries with specific dollar amounts.

We currently have 21 pieces entered in the Open Division Show and 6 pieces for the Student Division Show.

There are 32 committed Art Educators for the Art Educator Show at the Ridley Gallery at Sierra College.

The VIP Reception will be on the 16th of April at Blue Line Arts

There will be a 3rd Saturday event at Blue Line on the 18th of April

The Show opening is April 17th Friday to the public. This begins our show run through May 30th.

Reception options (food types/menus are still being discussed and determined in the immediate near future.

Mike Daley, ACF Committee Chair

01/10/15

Art League of Lincoln
Profit and Loss Standard
December 2014

	<u>Dec '14</u>
Ordinary Income/Expense	
Income	
Gallery Sales/Rental	450.00
Sales	300.00
Gift Shop Sales	656.00
Sales Tax Payable	24.55
Direct Public Support	
Contributions	25.00
Direct Public Support – Other	<u>60,750.01</u>
Total Direct Public Support	60,775.01
Program Income	
Classes	144.00
Entry Fees	340.00
Membership Dues	<u>685.00</u>
Total Program Income	<u>1,169.00</u>
Total Income	63,374.56
Expense	
Business Expenses	
Business Registration Fees	1.00
Business Expenses – Other	<u>140.00</u>
Total Business Expenses	141.00
Contract Services	
Sales from Exhibits	496.00
Gift Shop Sales	858.30
Professional Fees	<u>120.75</u>
Total Contract Services	1,475.05
Facilities and Equipment	
Rent, Parking, Utilities	<u>346.61</u>
Total Facilities and Equipment	346.61
Operations	
Telephone, Telecommunicat...	<u>99.49</u>
Total Operations	<u>99.49</u>
Total Expense	<u>2,062.15</u>
Net Ordinary Income	<u>61,312.41</u>
Net Income	<u><u>61,312.41</u></u>



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992665257 12/31/2014

ART LEAGUE OF LINCOLN
580 6TH ST
LINCOLN, CA 95648-1823

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MAIN STREET CHECKING ACCOUNT 992665257

MINIMUM BALANCE	82,274.80	LAST STATEMENT 11/28/14	82,617.83
AVERAGE BALANCE	110,434.17	9 CREDITS	62,838.66
		12 DEBITS	897.73
		THIS STATEMENT 12/31/14	144,558.76

DEPOSITS

REF #	DATE	AMOUNT	REF #	DATE	AMOUNT	REF #	DATE	AMOUNT
	12/09	466.64		12/17	60,000.00			
	12/17	655.83		12/30	597.66			

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
Square Inc 141205N2 L1228023378	12/05	60.53
Square Inc 141208N2 L1229529812	12/08	129.63
Square Inc 141215N2 L1233525809	12/15	395.71
Square Inc 141218N2 L1235490118	12/18	133.30
Square Inc 141222N2 L1237626255	12/22	399.36

CHECKS

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
1256*	12/15	27.00	1271	12/15	67.80	1278*	12/16	36.00
1263*	12/04	232.00	1272*	12/17	30.00	1280*	12/16	3.60
1268	12/08	186.00	1274*	12/12	46.20	1282	12/10	107.70
1269*	12/17	38.40	1277	12/16	12.00			

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

OTHER DEBITS

DESCRIPTION	DATE	AMOUNT
CITY OF LINCOLN UTIL BILL 017567 000	12/01	111.03

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992665257 12/31/2014

ART LEAGUE OF LINCOLN

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MAIN STREET CHECKING ACCOUNT 992665257
=====

- - - ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES - - -

*		TOTAL FOR		TOTAL	*
*		THIS PERIOD		YEAR TO DATE	*

* TOTAL OVERDRAFT FEES:		\$.00		\$.00	*

* TOTAL RETURNED ITEM FEES:		\$.00		\$.00	*

- - - DAILY BALANCE - - -

DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
12/01	82,506.80	12/10	82,637.90	12/18	143,561.74
12/04	82,274.80	12/12	82,591.70	12/22	143,961.10
12/05	82,335.33	12/15	82,892.61	12/30	144,558.76
12/08	82,278.96	12/16	82,841.01		
12/09	82,745.60	12/17	143,428.44		

Art Center Director Job Description

The Art Center Director is responsible for overseeing all day-to-day administration and work of the Art Center while providing strategic leadership for the activities, instructional programs and exhibits of the Art Center.

RESPONSIBILITIES:

Programs:

- Provide leadership to meet the expectations of the citizens of Lincoln and the Board of Directors in developing and implementing a varied exhibition schedule, an instructional program and other cultural services.
- Oversee the publication of an up-to-date schedule of Art Center activities and maintain a master calendar outlining these activities.
- Research and suggest to the Board new directions and programs that will aid in expanding the Art Center's reach to the greater Lincoln area.
- Monitor and work to resolve issues within active programs, classes and instructors.
- Work with all active committees to avoid overlap of activities and schedule conflicts.

Administration:

- Recommend Art Center improvements and policy changes to the Art League Board of Directors.
- Work with others to develop and implement strategies that meet the objectives of the organization.
- Coordinate with ALL Treasurer to establish an annual budget for the Art Center and to oversee purchases and payments authorized by the Board.
- Oversee and maintain files of instructor agreements and exhibit contracts.
- Represent ALL at local and regional meeting of related associations, when appropriate.
- Prepare a monthly report and present to the Board at their meetings.

Art League of Lincoln
Job Description
Art Center Creative Director

Originally approved 3/14

This Is a Board Level position

Programs:

The Creative Director

-will provide the artistic direction for the Art League and report to the Board of Directors. The Creative Director will conceptualize the exhibits, cultural services and instructional programs of the Art League.

-will work with the webmaster and PR committees to update program offerings on the website as required.

-will screen, interview and recommend instructors to the Art League Board of Directors.

-Monitor and work to resolve any issues with active exhibits, programs, classes and instructors.

Public Relations and Marketing:

The Creative Director

-will coordinate with the PR committee to advertise effectively the Art Center arts exhibits, events and programs to the community and the surrounding communities to increase participation.

-will serve as the primary liaison to the community, other cultural and civic organizations and city agencies.

-will implement the Art Center strategies that meet the objectives of the organization.

-will coordinate with the ALL treasurer for the purchase and fees authorized by the ALL board.