



Water Street Studio Board Meeting
Wednesday, June 15, 2022

Attendance: Matt, Ramon, Buzz, Lisa, Kimberly, James, Maureen (attending late), Randy (attending late)

Meeting called to order at 7:14pm

A. One Positive Thing

1. Kayak-A-Thon, Graduation Party Season is almost over!
2. Ramon is back!
3. Kayak-A-Thon – trying something new.
4. First Summer Camp last week and camps are filling up – looking good!
5. Participation is up – higher level donor for Kayak-A-Thon, enrollment is up
6. Kayak-A-Thon
7. Making great strides confronting our challenges.

B. Approval of May Board Meeting Minutes

1. Lisa motions to approve May Minutes with small typo changes.
2. Ramon seconded.
3. All in favor, motion passed.

C. Committee Reports

1. Operations: Buzz – nothing new to report.
2. Studios (RAs): Lisa
 - a. There is a buzz/interesting comment – for Saturday's Fox River Ramble – lots of doors were closed – this was taken negatively by those that participated. Are new RAs being asked to support Water Street? Will they be involved, help fundraise, support WSS activities?
 - b. How do we encourage their participation? How do we include them as part of our community? Suggested they are featured on a 2nd Friday as a New Resident Artist/feature for anniversary RAs. Suggested we move the bar around. Suggested a Board member send a Welcome email to new members. Suggested we tag all the artists for every event on social media.
 - c. Lots of questions about their perspective – is it a hobby? Is it their income? What was indicated at their interview? Yes, this is a large part of the conversation.
 - d. Flyers under the door suggested – emails/social media being missed possibly.
3. Galleries (Richard) – Not in attendance

4. School of Art (Maureen) – Three people committed to the committee, looking for two more. Will schedule soon.
5. Fundraising (Chris) – Not in attendance.
6. Events (Jessica) – Not in attendance. Nothing to report.
7. Marketing (Chair Open) – James has a high-level volunteer to serve on this committee. Ramon may be interested in chairing.
8. Finance (Randy)
 - a. Matt moves we move to Executive Committee; Ramon seconded; Motion passed; Enter EC at 7:50pm
 - b. Motion to return to regular session by Ramon, Matt seconded, return to RS at 8:15pm

D. Executive Director Report

1. Facilities
 - a. Major water leaked fixed by BEI. No new leaking detected with recent rains.
 - b. Front stairs repaired by BEI – James directed repair needs. Good for now.
2. Galleries
 - a. Partnering with an Aurora non-profit Vizo that provides video/photography for other non-profits. Going to use the dock for their annual photography shows.
3. Events
 - a. 2nd Friday in June as down to 92, very slow night. (Graduation weekend); RAs came for one or the other, not both; 84 at Fox River Ramble which brings us to about 180 which is normal. James recommends we do not have 2 events in the same weekend. Resident Artists were asked to promote the Ramble. Lots of promotion by artists did not up the attendance there.
4. HR
 - a. 1099 candidate dropped off, but may be out of town. James feels it's okay for now. He can put in 5 hours a month to keep up. Okay for now. Matt suggests not letting it get away from him, but okay.
 - b. Thank you for the gas cards, that was well received.
 - c. 2 employees with performance issues. Working on those issues, also ironing out budget as well, may help solve the problem. Will report later if situation deteriorates.
5. Operations
 - a. James has firm square footage using laser measure to confirm numbers. This will be instrumental in determining budget needs.
 - b. Working on staffing plan for next fiscal year – narrative drafted on being “all in” for the upcoming year on key programs and focus on things we do really well.
 - c. Revamp to Quickbooks to better line item the areas of income. Drafted by Kim the bookkeeper and put into effect this week, so far, no holes in the new format.
6. School of Art

- a. Dip in income in May, classes winding down – basic cashflow/supply costs up, registration down.
- b. Coursestorm pays when class starts, so cash flow will be up in June with start of summer camps.
- 7. Clay Lab
 - a. Meeting with Jeremy to track expenses, budgeting, etc.
 - b. Jeremy really receptive to doing shorter workshops and camps – extremely successful.
- 8. Fundraising
 - a. Kayak-A-Thon (Fox River Fundraiser) – is looking to be minimum of \$3000 in pledges. Vizo a sponsor.
 - b. Completed a grant for \$30K
 - c. Have 5 more grants to apply for in July – see outline.
- 9. Studios
 - a. Updated license agreement – all suggested changes have been made. Buzz from Operations/Lisa from Studios approve. 6 upcoming licenses signing the end of July – need commitment within 60.
 - b. Motion to approve updated License Agreement made by Buzz.
 - c. Seconded by Ramon.
 - d. All in favor. Motion passes.

E. Treasurer's Report

- 1. Financial Review
 - a. Review of Balance Sheet detailing May 2022 – Neg: \$ -29'712.41
 - b. Review of May financials year over year 2021/2022 – Neg: \$ - \$19'589.72
 - c. Review of P&L by Month – largest operating loss is in payroll as we had about half the number of employees last year as this year. Some timing differences in payouts, and income month to month as well. Roughly \$13'700 average loss per month based on three quarters so far this year which includes operating losses as well as grant monies backed out. Our cash reserves can fund this rate of loss for about another year but not much beyond that.
- 2. Vote to approve May Financials
 - a. Matt motioned that we approve May financials.
 - b. Lisa seconded.
 - c. All in favor. Motion passed.
- 3. Recommendations
 - a. Question of how much we want to rely on Grant income versus operating income. What cut do we want to make or need to make?
 - b. Have we done anything with Jessica's Business plan for sponsorships? Her original proposal relied on sponsorships for events that we are not currently hosting. James/Jessica reworked it to suit current opportunities. Looking to balance our income to not rely completely or so heavily on grants. \$250K in sponsorships that can be sold.
- 4. Schedule Budget Discussion Meeting

- a. July 5th at 6:00pm in person.
- b. Quorum of 6 needed.

F. New Business

1. Safety & Security: January 1st – new Safety act; 796 pages – buried in that is that there are no longer trespassing laws in all of Illinois. Police can ticket them, or remove someone acting in a violent fashion. But cannot remove anyone for simple trespassing.
2. Take into consideration portal access, propping doors open, etc.

G. President's Report

1. Board Commitment
 - a. Can everyone be available regularly so that we can achieve quorum?
 - b. Please renew ourselves to be here as often as we can – according to by-laws, we need to attend 9 of 12.
 - c. Thanks to everyone for their time and for making the effort to show up or zoom.
2. New Member Recruitment
 - a. Kimberly has put forth one and has a second in reserve.
 - b. Currently we have opportunity for 13 Board members, 10 are filled, with 3 open.
 - c. If any Board member would like to put forth a new Member, please alert the Executive Committee.

H. Adjournment

1. Ramon motioned we adjourn.
2. Matt seconded.
3. All in favor, Motion passed.

Meeting adjourned at 9:08pm.

Minutes submitted 7/13/22 - KALH