



Board Meeting

Thursday, January 28, 2016

4:30 PM @ SAY Si Central

1518 South Alamo

Serving San Antonio's youth, SAY Si is a year round, long-term, multidisciplinary arts program that provides students opportunities to develop artistic and social skills in preparation for higher educational advancement and professional careers.

AGENDA

4:30 p.m.

Welcome:

- President's Comments
- Board Member Introductions

4:50 p.m.

Action Items:

- 2015 November Minutes
- 2015 Fiscal Year Financials

5:15 p.m.

Strategic Initiatives:

- Board Committee Structures & Members
- Organizational Report and Resource Update by Administrative Staff: **Nicole, Stephen & Gustavo**

5:30 p.m.

New Business:

- Fundraiser Update: Small Scale 2016
- Other New Business from the Floor

5:45 p.m.

Announcements:

Scholastic Exhibit & Award Ceremony: Fri. Feb. 4, 6 PM
Adobe/Santikos Press Conference: Tues. Feb. 9, 9:30 AM
Next Board Meeting: Thurs., Feb. 25, 4:30 PM
Small Scale Preview & Award Night: Mach 3, 7 PM
Small Scale Auction: Fri. March 25, 7 PM

5:45 p.m.

Adjourn

Internal Memorandum

To: Board of SAY Si
From: Secretary, Victoria Suescum
Date: November 18, 2015
Subject: General Board Meeting Notes

Date: 11/18/2015 4:45 p.m.

Committee Members Present: Jenee Gonzalez, Melissa Levine, Mike Mazzei, Mike Schroeder, Molly Shafer, Victoria Suescum, Dora Verde

Absent: Pablo Veliz

Staff Present: Jon Hinojosa

Dora Verde, President of the Board, called the meeting to order.

Board President Remarks

Thanks to Jon and staff for an amazing job at Noche de Oaxaca. Tremendously pleased to see virtually complete Board attendance plus prospective board members.

Consent Items

- Laurie moves to approve September, 2015 minutes with amendment, Molly seconds. Unanimously approved.
- Jenee moves to approve 2015 YTD Financials, Mike Mazzei seconds. Unanimously approved.

Action Items

- 2016 Operating Budget is carefully reviewed
- Mike moves to approve \$1,350,000 2016 operating budget, Molly seconds. Unanimously approved.
- Laurie moves to renew Dora Verde as a Board member, Melissa seconds. Unanimously approved.
- Jenee moves to approve Rich Davis, Michael Guarino, Lindsay Johnson, Bruce McMillan and Jason Moran as new Board members. Mike Schroeder seconds. Unanimously approved.
- Jenee moves to nominate Dora Verde for President, Molly Shafer for Vice President and Melissa Levine for Secretary of the Board. Laurie seconds. Unanimously approved.

Operational

- SAY Si received \$200,000 from the Santikos Passion Committee.
- Annual appeal is getting launched Tuesday after Thanksgiving. New website will be launched simultaneously
- Last year SAY Si hosted 34 events in one year. Next year it will host 8 events, all Board members are expected to attend.

Announcements

- Holiday on Houston St will be held on Wednesday December 2 at 5:30 at Bohanan's. Half of all proceeds from drinks benefit SAY Si.
- Danville Chadbourne Retrospective will be inaugurated at SAY Si on Friday, December 4 between the hours of 6:00-9:00 p.m.
- Work by Mike Schroeder will be on display at a group exhibit at Hunt Gallery on McCullough on December 5 between the hours of 1:00-5:00.
- Wednesday, December 9 the Holiday Social will be held at Jon's house between the hours of 7:00-10:00 p.m.
December 26 all Board members are invited to attend the SAY Si Alumnae dinner

Meeting adjourned at 6:30 p.m.

SAY SI
Balance Sheet
As of December 31, 2015

	Total
ASSETS	
Current Assets	
Bank Accounts	
4122 Frost Operating	341,496.68
5056 Frost Payroll	15,453.94
9655 Frost Capital	9,150.89
Petty Cash	-46.77
Total Bank Accounts	\$ 366,054.74
Accounts Receivable	
Accounts Receivable	250.00
Total Accounts Receivable	\$ 250.00
Other current assets	
Receivables	4,810.84
Scholarships Payable	1,053.90
Undeposited Funds	892.22
Total Other current assets	\$ 6,756.96
Total Current Assets	\$ 373,061.70
Fixed Assets	
Assets	2,121,373.79
Total Fixed Assets	\$ 2,121,373.79
TOTAL ASSETS	\$ 2,494,435.49
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	-58.53
Total Accounts Payable	-\$ 58.53
Credit Cards	
Credit	9,983.85
Total Credit Cards	\$ 9,983.85
Other Current Liabilities	
Line of Credit	41,412.60
Payroll Liabilities	4,359.79
Texas State Comptroller Payable	13.19
Total Other Current Liabilities	\$ 45,785.58
Total Current Liabilities	\$ 55,710.90
Long-Term Liabilities	
Frost Construction Loan	533,443.31
Vehicle Loan	0.00
Total Long-Term Liabilities	\$ 533,443.31
Total Liabilities	\$ 589,154.21
Equity	
Opening Balance Equity	1,749,678.93
Retained Earnings	305.62
Net Revenue	155,296.73
Total Equity	\$ 1,905,281.28
TOTAL LIABILITIES AND EQUITY	\$ 2,494,435.49

SAY SI
Budget vs. Actuals: 2015 Budget
 January - December 2015

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
1 Donations	76,205.59	125,000.00	-48,794.41	60.96%
2 Grants	883,145.02	683,000.00	200,145.02	129.30%
3 Sales & Commissions	106,517.01	25,000.00	81,517.01	426.07%
4 Facility Rental	11,035.00	15,000.00	-3,965.00	73.57%
5 Event Income	79,128.66	110,000.00	-30,871.34	71.94%
7 Reserve Fund		25,000.00	-25,000.00	0.00%
Total Revenue	\$ 1,156,031.28	\$ 983,000.00	\$ 173,031.28	117.60%
Gross Profit	\$ 1,156,031.28	\$ 983,000.00	\$ 173,031.28	117.60%
Expenditures				
1 Program Expenses	59,276.31	91,000.00	-31,723.69	65.14%
2 Payroll & Benefits	505,001.42	554,000.00	-48,998.58	91.16%
3 Administration and Overhead	185,994.13	96,500.00	89,494.13	192.74%
4 Facility & Maintenance	205,791.39	168,000.00	37,791.39	122.49%
5 Marketing & Event Expenses	44,671.30	48,500.00	-3,828.70	92.11%
Total Expenditures	\$ 1,000,734.55	\$ 958,000.00	\$ 42,734.55	104.46%
Net Operating Revenue	\$ 155,296.73	\$ 25,000.00	\$ 130,296.73	621.19%
Net Revenue	\$ 155,296.73	\$ 25,000.00	\$ 130,296.73	621.19%



SAY Sí Committees

2016

Executive Committee: The Executive Committee shall be composed of the President, Vice President, Treasurer, Secretary, Advisory Chair, Michael J. Schroeder, and Executive Director. The Executive Committee shall preview and set the Board agenda for all regular and special meetings, review progress of all committees, serve as the primary consultant to the Executive Director, and provide an annual performance evaluation of the Executive Director and compensation recommendation to the Board.

Members: Dora Verde - President, Molly Shafer - VP, Melissa Levine - Secretary, Open - Treasurer, and Mike Schroder, Founder.

Finance Committee

Focus: The Finance Committee shall be composed of at least two (2) Directors. The Committee shall review financial needs of the agency with respect to its present and future programs. It shall also recommend, approve, and present the budget to the Board for approval; review the current fiscal year's operations; submit any relevant reports to the Board; and maintain the Corporation's financial policies. On an annual basis, the Finance Committee shall engage a certified public accountant to audit the financial records and transactions of the Corporation and submit an independent audit report to the Board of Directors. The Finance Committee shall also review, monitor, and direct all investments and maintain the Corporation's Investment Policy.

Members: The Executive Committee will take on the focus on Finance for 2016

Staff Liaison Jon

Governance and Administration

Focus: The Governance and Administrative Committee shall be composed of at least two (2) Directors. The Committee shall be responsible for Board development and maintenance of the Corporation's organizational documents. The Governance and Administrative Committee shall present a slate of nominees for election to the Board of Directors at the December meeting and individual nominees for election throughout the year consistent with Section 3.01. It shall further be the duty of the Governance Committee to prepare a slate of Directors to be elected as officers. Nominations for officers will be considered at the Board's November meeting. The Governance Committee shall then present a slate of officers for election at the Board's December meeting. The Governance Committee shall also maintain the organizational documents and any governance policies of the Corporation and review such documents annually to determine if changes are necessary. The Committee shall make recommendations to the Board if any changes are necessary.

Chairs: Molly Shafer

Members:

Staff Liaison Jon & Nicole

Development Committee

Focus: Development Committee. The Development Committee shall consist of at least two (2) Directors. This Committee provides oversight for fund development, marketing and public relations. The Committee shall formulate plans and programs directed toward ensuring continued financial support of the Corporation, including grants and special gifts from individuals, groups, foundations, and governmental bodies. It shall also be the duty of this Committee to seek out and develop marketing and public relations opportunities to help increase awareness of, and support for, the Corporation.

Chair:

Members:

Staff Liaison: Gustavo Garcia

Special Events Committee

Focus: Special Events Committee. The Special Events Committee shall consist of at least two (2) Directors. The Chair of the Committee may establish subcommittees and, with the approval of President of the Board, may appoint members to such subcommittee. The purpose of the Special Events Committee is to facilitate any special events and special fundraising programs. The Special Events Committee shall also be responsible for soliciting sponsorships and obtaining board participation for such events.

Chair: Melissa Levine

Members:

Staff Liaison: Stephen Guzman