



## **Board Meeting**

Wednesday, January 26, 2017

5:30 PM @ SAY Sí Central

1518 South Alamo

SAY Sí is a 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**

5:30 PM     **Welcome and Opening Remarks**

- President Remarks - Mike
- Board Binder information - Jon

5:40 PM     **Action Items**

- December 2016 Minutes
- 2016 Organizational Financials – Jon

6:00 PM     **Administrative**

- Introduction of the SAY SI Staff - Jon
- Organizational Update: Operations, Erin; Communications and Programs, Stephen; Development, Gustavo

6:25 PM     **Strategic Planning** Organization Annual Goals:

- Incorporating Committees + SAY SI Strategic Plans 2017 Goals:  
***Breakouts for calendaring and planning***

6:50 PM     **New Business**

6:55 PM     **Announcements:**

- Feb. 16, 2-8 PM: Leadership Council Open House - home of Lainey Berkus
- March – see calendar for SAY SI events and Small Scale information
- Wed., March 22: SAY Si Board meeting

7 PM        **Adjourn**

**To:** SAY Si Board  
**From:** Director, Jon Hinojosa  
**Date:** December 5, 2016  
**Subject:** 2017 December Minutes

Meeting called to order at 5:42 p.m.

**Board Members Present:**

Molly Shafer, Mike Schroeder, Jason Moran, Victoria Suescum and Jenee Gonzales.  
Called in: Lindsey Johnson

Guests: Billy Lambert, Shirley Mock - Staff Present: Jon Hinojosa

Molly Shafer, Board Vice-President called the meeting to order and welcomed members and guest present.

Molly Shafer and Mike Schroeder updated the board on the issues and circumstances regarding the November meeting cancelation, and answered questions from the members. A reminder on the organizations commitment to following non-profit standards and Roberts Rules of Order was discussed and confirmed.

**Action Items:**

**Governance**

Jenee moved to accept the board resignation of Dora Verde, Bruce McMillan and Melisa Levine. Seconded by Mike S., unanimously approved.

Victoria moved to approve Mike Schroder as President, Molly Shafer as Vice President and Melanie Tawil as Secretary, Jenee seconded, unanimously approved.

**2016 October Minutes**

Motion: Molly moved to approve October minutes, Jenee seconded, unanimously approved.

**2017 Operating Budget**

Jon went over the proposed 2017 SAY SI operating budget and answered questions from the members.

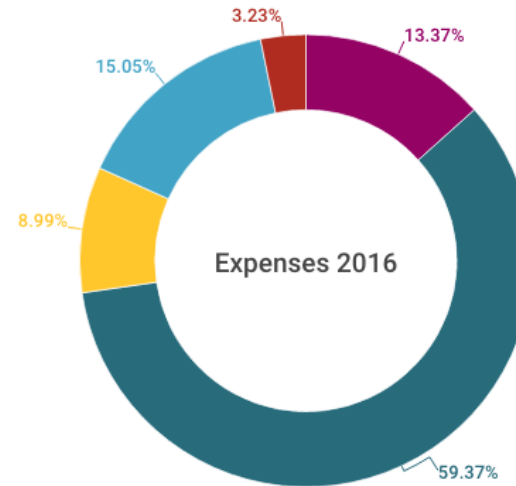
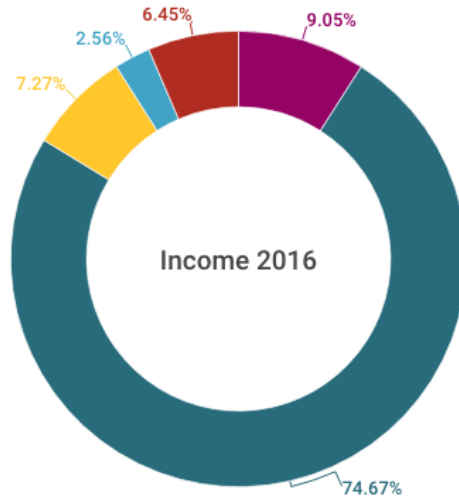
Motion: Molly moved to approve 2017 Operating Budget, Jenee, seconded, unanimously approved.

**Organizational Report and Resource Update**

Jon reviewed his comprehensive report outlining grants, programming, leadership and the facility.

After announcements, and there being no further business the meeting adjourned at 6:52 pm.

# SAY Sí Financial Snapshot 2016



- Donations
- Grants
- Sales & Commissions
- Earned Income
- Events & Marketing

- Program
- Payroll
- Administrative
- Facility
- Events & Marketing

## 2016 Funders:

Adobe Systems, Inc.  
 Bank of America Charitable Foundation  
 City of San Antonio, DAC  
 Dickson-Allen Foundation  
 King William Association  
 Kronkosky Charitable Foundation  
 Mission Trail Rotary Club  
 National Endowment for the Arts  
 Rackspace Foundation  
 San Antonio Area Foundation  
 Schwab Charitable Foundation  
 Surdna Foundation  
 Texas Cavaliers Charitable Foundation  
 Texas Commission on the Arts  
 Valero Foundation  
 Yelp Foundation



- 7 Full Time Staff
- 8 Part Time Staff
- 18 Student Mentors
- 3 ABC Instructors

▲ **\$743,376**  
 Income 2016

▼ **\$981,3745**  
 Expenses 2016

## **Say Si 2016 Financial Statement Analysis for the SAY Si Board**

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### Balance Sheet:

#### Assets -

- Bank Accounts or Operating funds were down at the end of 2016, but healthier in January with an \$83,000 grant from the Adobe Corporation.
- The Development staff has created a timeline for grants, donation or other resources for 2017.
- Accounts Receivable is the largest asset. It currently sits at \$194,135 and is primarily a grant from the city.

#### Liabilities –

- The credit card balances continue to decline, currently sitting at \$20,150
- The former line of credit continues to paid down and at \$35,708
- Payroll Liabilities & Student Scholarships Payable. Both numbers have been essentially the same all year. This is due to:
  - Our CPA Roger will clean up the Payroll Liability account at year-end. Policy is after 90 days the checks that have not been cashed will be voided.
  - Our CPA also cleans up scholarships at year-end. Alumni gets 1 year to use.
- Largest Liability is our Mortgage [Construction loan] at \$514,328 – paid at a low LIBOR rate, in many ways it is an asset based on the growth of development in our area.
- Overall liabilities came down at the end of 2016

#### Equity –

- Continues to decrease due to a year to date loss. Equity at end of year 2015: \$2,062,530, in 2016: \$1,824,530 based on the deficit in revenue

### Income Statement:

#### Revenue –

- Under budget by \$581,623
  - As expected, and discussed we did not achieve the \$1,300,000 revenue budget this past year
  - All line items outside of Facility Rental did not reach our projected revenue budget.

#### Expenses –

- On the expense side we are \$333,625 under budget, which is a positive.
- Are total expenses was \$981,375 at year-end.
- Average monthly expenses were under the average for the year is \$82,000 per month.

### Summary:

- As projected we have a revenue short fall for calendar year 2016
- The shortfall was managed by having a significant fund carry over at the start of the year based on funds committed by Adobe and the Santikos Passion grant.
- Expenses were monitored closely and adjusted based on the shortfall.
- Jon will provide development details for 2017 to mitigate this issue from happening again.

**SAY SI**  
**Balance Sheet**  
As of December 31, 2016

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
4122 Frost Operating	24,226.77
5056 Frost Payroll	-433.26
9655 Frost Capital	9,993.00
Petty Cash	-428.99
<b>Total Bank Accounts</b>	<b>\$ 33,357.52</b>
<b>Accounts Receivable</b>	
Receivables	194,135.00
<b>Total Accounts Receivable</b>	<b>\$ 194,135.00</b>
<b>Other Current Assets</b>	
Receivables	-661.69
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>-\$ 661.69</b>
<b>Total Current Assets</b>	<b>\$ 226,830.83</b>
<b>Fixed Assets</b>	
Assets	2,105,353.56
<b>Total Fixed Assets</b>	<b>\$ 2,105,353.56</b>
<b>TOTAL ASSETS</b>	<b>\$ 2,332,184.39</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable (A/P)	0.00
<b>Total Accounts Payable</b>	<b>\$ 0.00</b>
<b>Credit Cards</b>	
Credit	20,150.67
<b>Total Credit Cards</b>	<b>\$ 20,150.67</b>
<b>Other Current Liabilities</b>	
Accrued Expenses	0.00
AIE Scholarships Payable	0.00
Employee Retirement Withholding	0.00
Line of Credit/Term Loan	35,708.74
Payroll Liabilities	8,755.77
Student Scholarships Payable	6,086.47
Texas State Comptroller Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$ 50,550.98</b>
<b>Total Current Liabilities</b>	<b>\$ 70,701.65</b>
<b>Long-Term Liabilities</b>	
Frost Construction Loan	514,328.47
Vehicle Loan	0.00
<b>Total Long-Term Liabilities</b>	<b>\$ 514,328.47</b>
<b>Total Liabilities</b>	<b>\$ 585,030.12</b>
<b>Equity</b>	
Opening Balance Equity	1,888,380.62
Retained Earnings	174,148.92
Net Revenue	-237,998.66
<b>Total Equity</b>	<b>\$ 1,824,530.88</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 2,409,561.00</b>

**SAY SI**  
**Budget vs. Actual: 2016 Budget**  
 January - December 2016

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Revenue</b>				
1 Donations	67,253.59	130,000.00	-62,746.41	51.73%
2 Grants	555,096.02	985,000.00	-429,903.98	56.35%
3 Sales & Commissions	54,060.89	85,000.00	-30,939.11	63.60%
4 Facility Rental	19,016.00	15,000.00	4,016.00	126.77%
5 Event Income	47,949.75	110,000.00	-62,050.25	43.59%
<b>Total Revenue</b>	<b>\$ 743,376.25</b>	<b>\$ 1,325,000.00</b>	<b>-\$ 581,623.75</b>	<b>56.10%</b>
<b>Gross Profit</b>	<b>\$ 743,376.25</b>	<b>\$ 1,325,000.00</b>	<b>-\$ 581,623.75</b>	<b>56.10%</b>
<b>Expenditures</b>				
1 Program Expenses	131,209.41	265,000.00	-133,790.59	49.51%
2 Payroll & Benefits	582,618.86	715,000.00	-132,381.14	81.49%
3 Administration and Overhead	88,203.54	110,000.00	-21,796.46	80.19%
4 Facility & Maintenance	147,684.46	175,000.00	-27,315.54	84.39%
5 Marketing & Event Expenses	31,658.64	50,000.00	-18,341.36	63.32%
<b>Total Expenditures</b>	<b>\$ 981,374.91</b>	<b>\$ 1,315,000.00</b>	<b>-\$ 333,625.09</b>	<b>74.63%</b>
<b>Net Operating Revenue</b>	<b>-\$ 237,998.66</b>	<b>\$ 0.00</b>	<b>-\$ 237,998.66</b>	
<b>Net Revenue</b>	<b>-\$ 237,998.66</b>	<b>\$ 0.00</b>	<b>-\$ 237,998.66</b>	
 <b>Depreciation</b>	 <b>\$ 76,999.22</b>			

# 2017

## JANUARY

Grande-Cares	ABC and Guardian House Project	4/2/17 CANCELLED	\$ 2,000.00
City of SA - DAC	1st Q CMR Report	1/11/17 Submitted	N/A
Surdna Foundation	Progress Report	1/12/17 Submitted	N/A
TCA	Arts Respond- Health & Human Services (ABC)	1/17/17 Submitted	\$ 1,275.00
Texas Cavaliers	Organization Ad Due	1/25/17 Not Begun	N/A
KWA	First Report	1/31/17 Not Begun	N/A
80/20 Foundation	Grant Application	1/31/17 Not Begun	\$ 20,000.00

## FEBRUARY

Greehey Family Foundation	Funding Request	2/3/17 Not Begun	\$ 25,000.00
Arts Fund	Bexar County Internship Application	2/10/17 Not Begun	\$ 3,500.00
Kronkosky Charitable Foundation	Final Evaluation, Financial and Expenditure Report	2/28/17 Not Begun	N/A
Bank Of America	Workforce Development & Education Grant	2/28/17 Not Begun	N/A

## MARCH

San Antonio Area Foundation	HS Completion Grant	3/10/17 Not Begun	\$ 50,000.00
TCA	Arts Create- Operational Support	3/15/17 Not Begun	\$ 11,500.00
Rack Gives Back	New Grant Application 2017	3/31/17 Not Begun	\$ 15,000.00
Broadway Bank- Faye L. and William L. Cowden Charitable Foundation	Grant Application	3/31/17 Not Begun	\$ 10,000.00
Broadway Bank- Nancy Smith Hurd Foundation	Grant Application	3/31/17 Not Begun	\$ 10,000.00
Frost Bank	Pryor Grant	3/31/17 Not Begun	\$ 15,000.00

## APRIL

Surdna Foundation	Final Disbursement	Committed	\$ 75,000.00
Kronkosky Charitable Foundation	LOI DUE	4/7/17 Not Begun	N/A
	2nd Payment Invoice/Expense Reporting and 2nd Quarter CMR DUE	4/10/17 Not Begun	N/A
City of SA- DAC	Grant Application	4/28/17 Not Begun	\$ 10,000.00
Texas Cavaliers Charitable Foundation	Grant Application	4/30/17 Not Begun	\$ 10,000.00
Broadway Bank- Jack H. and William M Light Charitable Trust	2nd Report Due	4/30/17 Not Begun	N/A

## MAY

Big Give SA		5/4/17 Not Begun	\$ 10,000.00
Kronkosky Charitable Foundation	2017 Grant Application Due	DATE Pending Not Begun	\$ 75,000.00
Broadway Bank- Cecilia Young Willard Helping Fund	Grant Application	5/31/17 Not Begun	\$ 10,000.00

## JUNE

TCA	Cultural District Funds	6/15/17 Not Begun	\$ 30,000.00
Valero Benefit for Children	Agency Application	6/16/17 Not Begun	\$ 10,000.00
King William Association	2017 Grant Application	6/23/17 Not Begun	\$ 15,000.00
Adobe Corporation	2017-18 Application	DATE Pending Not Begun	\$ 250,000.00

## JULY

City of SA- DAC	3rd Q CMR Report	7/10/17 Not Begun	N/A
NEA	Art Works Grant (Part 1)	7/13/17 Not Begun	\$ 15,000.00
SAAF	Annual Responsive Grant Application	7/14/17 Not Begun	\$ 30,000.00
NEA	Art Works Grant (Part 2)	7/20/17 Not Begun	N/A
City of SA- DAC	FY 18 Required Docs: Part 1	7/17/17 Not Begun	N/A
SAAF	Capital & Naming Rights Funding	7/21/17 Not Begun	\$ 500,000.00
Rackspace	RFP 2016-2017 & Final Report	7/28/17 Not Begun	\$ 15,000.00
KWA	Final Report Due	7/31/17 Not Begun	N/A

## AUGUST

Helen Gertrude Sparks Charitable Trust (BoA)	Grant Application	8/1/17 Not Begun	\$ 5,000.00
City of SA- DAC	FY 18 Required Docs: Part 2	8/8/17 Not Begun	N/A
Valero Energy Foundation	SAY Si Update and Ask	8/14/17 Not Begun	\$ 75,000.00
Yelp Foundation	Yelp Gives Local Application	8/31/17 Not Begun	\$ 5,000.00
Dickson-Allen Foundation	Grant Request Due	8/31/17 Not Begun	\$ 15,000.00

## SEPTEMBER

San Antonio Junior Forum	Grant Application (www.sajuniorforum.org)	9/1/16 Not Begun	\$ 2,500.00
TCA	Arts Create #17-40789 Evaluation Report	9/30/17 Not Begun	N/A
SAAF	Annual Responsive Grant Eval/Expense Report	9/30/17 Not Begun	N/A
SA Cocktail Conference	Houston Street Charity Application	9/30/17 Submitted	\$ 5,000.00

## OCTOBER

City of SA - DAC	4th Q CMR Report	10/6/17 Not Begun	N/A
SAAF	Santikos Final Eval Report	10/27/17 Not Begun	N/A

## NOVEMBER

## DECEMBER

Rack Gives Back	New Grant Application 2017	12/29/17 Not Begun	\$ 15,000.00
Foundation of 1992	Grant Application	12/31/17 Not Begun	\$ 10,000.00
Broadway Bank- Marietta K. Randall Foundation Trust	Grant Application	12/31/17 Not Begun	\$ 10,000.00

**Executive/Finance Committee oversees Making it Rain:** The **Executive & Finance** Committee shall be composed of the President, Vice President, Treasurer, Secretary, Advisory Chair and Executive Director [ED]. Focus: preview and set the agenda for all regular/special meetings, review progress of all committees, serve as the primary consultant to the ED, and provide an annual performance evaluation of the ED and compensation recommendation to the Board: review financial needs of the agency, recommend, approve, and present the budget to the Board for approval; review the current fiscal year's operations; engage a certified public accountant to audit the financial records and transactions. Making it Rain: Build individual and monthly donor giving, research & identify new local, regional & national funding, and build reserve fund [review strategic plan for success indicators].

**Chair:** Mike Schroeder **Members:** Molly Shafer, Melanie Tawil + Open  
**Staff:** Jon Hinojosa, Gustavo Garcia and Erin

**Governance Committee oversees Leadership:** Governance Focus - responsible for Board development and maintenance of the Corporation's organizational documents, present a slate of nominees for election to the Board and individual nominees for election throughout the year, prepare a slate of Directors to be elected as officers, and maintain the organizational documents and any governance policies of the Corporation and review such documents annually to determine if changes are necessary. Leadership Focus - Restructure Leadership Council, Increase staff/board interactions and programmatic presentations, Develop succession plan blueprint for board & staff leadership, Provide training & leadership development for Liaisons & mentors, Establish Alumni Council & hold 1<sup>st</sup> meeting, Increase board size, diversity and connections, Expand staff

**Chair:** Molly Shafer **Members:** Open  
**Staff Liaison** Jon, Gisha

**Development Committee oversees Taking Care of Home +:** Home Focus: Research & document Alumni success including tracking best practices, commit to a larger group of low income youth served by the programs, expand opportunities to serve more youth, expand art disciplines offered, assess programs through "growth" lens and assess efficiency of space & systems of building, including planning and structures for expansion. Development will work with the Executive/Rain committee for fund development and formulate plans and programs directed toward ensuring continued financial support.

**Chair:** Open **Members:** Open  
**Staff Liaison:** Nicole, Ashley

**Special Events Committee oversees Heightening Brand Awareness:** Special Events Focus: Facilitate any special events and special fundraising programs, responsible for soliciting sponsorships and obtaining board participation for such events, seek out and develop marketing and public relations opportunities to help increase awareness of, and support. Heightening Brand Awareness Focus: work on National coverage, a suite of materials to showcase our story, Increase the number of community people walking through our door, and increase community engagement

**Chair:** Open **Members:** Open  
**Staff Liaison:** Stephen, Stevan