



Board Meeting
Monday, December 5, 2016
5:30 PM @ SAY Sí Central – WAM Studio
1518 South Alamo

Serving San Antonio's youth, SAY Sí 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

Welcome and Board President Remarks

- Welcome of New Board Members for 2017

Molly Shafer and Mike Schroeder

- Discussion and Update on Nov. Meeting Cancellation – followed by a Q&A

Governance: Molly Shafer

- Acceptance of Board Member Resignations
- Nomination of 2017 Executive Committee

Action Items:

- 2016 October Minutes
- 2016 YTD Financials
- Review and Approval of 2017 Operating Budget

Strategic Initiatives:

- Organizational Report and Resource Update – Jon and Admin. Staff

Announcements:

Dec. 14, 7-10 PM – Holiday Social
January 15, 2016, 5:30 PM – Board Meeting

Adjourn

To: SAY Si Board

From: Secretary, Melissa Levine

Date: November 8, 2016

Subject: Board Meeting Minutes for the October 26, 2016 Meeting

Meeting called to order at 5:16 p.m. with 73% of Board present.

Board Members Present:

Molly Shafer, Melissa Levine, Lindsey Johnson, Mike Schroeder, Victoria Suescum, Dora Verde, Bruce McMillian and Jenee Gonzales.

Board Members Absent: Richard Davis, Jason Moran and Mike Schroeder.

Staff Present: Jon Hinojosa

Dora Verde, Board President called the meeting to order.

Action Items:

2016 August Minutes

Motion: Victoria S. moved to approve September minutes, Lindsey J. seconded, unanimously approved.

2016 YTD Financials

Motion: Bruce M. moved to approve YTD Financials, Melissa L. seconded, unanimously approved.

- Bruce M. provided detailed 2016 financial statement analysis document
- Expected to come in under budget in 2016

Governance

Motion: Molly S. moved to accept board resignation of Rich Davis, Bruce M. seconded, unanimously approved.

Motion:

Molly S. moved to approve proposed slate of new board members, Jenee G. seconded, unanimously approved.

- 2017 New Board Members
 - Tracey Loring
 - Melanie Tawil
 - Shirley Mock

- Andres Gonzalez
- Billy Lambert

Motion: Molly S. moved to accept proposed slate of officers, Jenee G. seconded, unanimously approved.

2017 Slate of Officers

- Melissa Levine – President
- Molly Shafer – Vice President
- Melanie Tawil – Secretary
- Bruce McMillan – Treasurer

Motion: Melissa L. moved to approve 2017 Board meeting dates and committee meeting dates, Lindsey J. seconded, unanimously approved.

- 2017 Board Meeting Dates
 - January 25, 2017
 - March 22, 2017
 - May 24, 2017
 - July 26, 2017
 - September 27, 2017
 - November 15, 2017
- Committees to meet every month January-November.

Strategic Planning Implementation Update

- Jon to put together a timeline and strategy for implementation.
- Annual Board update at the beginning of each year and quarterly check-in of progress made at the March, July and November Board Meetings.
- Committees and the Board to support initiatives.

Special Events Committee Report

Muertitos Fest

- Board Muertitos underwriting goal was exceeded at \$7,000.
 - Special thanks to Bruce M. for bringing in a \$1,000 sponsorship from Broadway Bank.
 - 100% of Board personally contributed.
- Overall underwriting for Muertitos came in at \$18,100.
 - \$5000 pledged from Valero Energy Corporation.

Open House

- Open House was a great success. Melissa referenced email sent to Board Members on Friday October, 14 outlining successes of the evening. Recommended the Board continue to host Open Houses quarterly.

Organizational Report and Resource Update

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

Report Highlights

- Prayasam from India will be visiting Say Si as part of the Adobe Project. They will participate in Muertitos Fest. The Adobe Marketing team will be in attendance at Muertitos Fest.

New Business

- Bruce M. inquired about the Van to be purchased per The Big Give fundraising.
 - Jon remarked that he is currently looking for a new Van and the money raised during The Big Give will provide a down payment on the van.

Meeting adjourned at 6:00 pm.

Operational Budget DRAFT	2017	2016	NOTES / Rationale
Income			
Commissions & Sales	\$ 80,000.00	\$ 85,000.00	same based on including all special event sales
Earned Income - rentals	\$ 20,000.00	\$ 15,000.00	Slight increase - rentals for 2016/2017
Donations	\$ 100,000.00	\$ 100,000.00	Slight decrease based on line item change
Board/Leadership Giving	\$ 30,000.00	\$ 30,000.00	Separate from individual giving line item
Grants	\$ 730,000.00	\$ 985,000.00	Lower based on projections
Special Events	\$ 120,000.00	\$ 110,000.00	Slight increase
Building Fund [reserve]	\$ -	\$ 25,000.00	removed based on lack of action
Income	\$ 1,080,000.00	\$ 1,350,000.00	Lower then 2016, based on projections
Income Total	\$ 1,080,000.00	\$ 1,350,000.00	NOTES / Rationale
Program Expense			
Art Supplies	\$ 15,000.00	\$ 15,000.00	same
Media Art Materials/Supplies	\$ 15,000.00	\$ 15,000.00	same
Special Projects Expenses	\$ 100,000.00	\$ 150,000.00	lower then 2016 - Adobe project
Theatre Supplies	\$ 15,000.00	\$ 15,000.00	same
WAM - Middle School	\$ 5,000.00	\$ 5,000.00	same
HIVE - New media	\$ 5,000.00	\$ 5,000.00	same
Community Program Supplies	\$ 5,000.00	\$ 5,000.00	same
Equipment Lease	\$ 20,000.00	\$ 20,000.00	same
Visiting Artists	\$ 15,000.00	\$ 15,000.00	same
Board, Staff & Student Development	\$ 8,000.00	\$ 20,000.00	Lower then 2016, based on projections
Total: Program Expense	\$ 203,000.00	\$ 265,000.00	
Payroll			
Payroll Expense	\$ 530,000.00	\$ 592,000.00	Lower then 2016, based on projections
Payroll Service Fee	\$ 3,000.00	\$ 4,000.00	Lower then 2016, based on projections
Payroll Tax Expenses	\$ 30,000.00	\$ 59,000.00	Lower then 2016, based on projections
Employee Benefits/Medical/Retirement	\$ 30,000.00	\$ 60,000.00	Lower then 2016, based on projections
Total: Payroll Expense	\$ 593,000.00	\$ 715,000.00	
Overhead			
Bank & Finance Charges	\$ 5,000.00	\$ 14,000.00	Lower then 2016, based on projections
Insurance	\$ 18,000.00	\$ 22,000.00	Lower then 2016, based on projections
Postage and Delivery	\$ 3,000.00	\$ 3,000.00	same
Professional Fees	\$ 16,000.00	\$ 18,000.00	Lower then 2016, based on projections
Supplies: Building, Office, Ref.	\$ 30,000.00	\$ 40,000.00	Lower then 2016, based on projections
Vehicle/Mileage	\$ 3,000.00	\$ 4,500.00	Lower then 2016, based on projections
Travel	\$ 5,000.00	\$ 8,500.00	Lower then 2016, based on projections
Total: Admin. Expense	\$ 80,000.00	\$ 110,000.00	
Facility			
Building Loan Fees	\$ 50,000.00	\$ 50,000.00	same
Facility Maintenance/Repairs	\$ 15,000.00	\$ 12,000.00	slight increase based on 2016 actuals
Contract Labor	\$ 28,000.00	\$ 28,000.00	same
Utilities	\$ 60,000.00	\$ 80,000.00	Lower then 2016, based on projections
Capital Equipment/Furnishings	\$ 5,000.00	\$ 5,000.00	same
Total: Facility Expense	\$ 158,000.00	\$ 175,000.00	
Marketing			
PR/Dues/Resources and Art Aqu.	\$ 8,000.00	\$ 12,000.00	Lower then 2016, based on projections
Special Events	\$ 35,000.00	\$ 35,000.00	same
Printing and Reproduction	\$ 3,000.00	\$ 3,000.00	same
Total: Marketing Expense	\$ 46,000.00	\$ 50,000.00	
Building Fund Expenses [Rainy Day]	\$ -	\$ -	new line item
Total Expense	\$ 1,080,000.00	\$ 1,350,000.00	decrease
Expense Total			

Note	2017 Income Projections	2017 Income
	Commissions & Sales	\$ 80,000.00
	Earned Income	\$ 20,000.00
	Donations	\$ 100,000.00
	Board/Leadership Giving	\$ 30,000.00
	Grants	\$ 730,000.00
	Special Events	\$ 120,000.00
	Building Fund [reserve]	\$ -
	Total Income	\$ 1,080,000.00

	Grants 2017:	
C	Adobe	\$ 200,000.00
P	BofA Foundation	\$ 5,000.00
C	City of San Antonio [HMTF]	\$ 223,000.00
P	Kronkoksy Foundation	\$ 50,000.00
P	TX Commission on the Arts	\$ 15,000.00
C	Valero Foundation	\$ 65,000.00
P	Chase Foundation	\$ 5,000.00
P	National Endowment for the Arts	\$ 20,000.00
C	Surdna Foundation	\$ 75,000.00
P	King William Assoc.	\$ 15,000.00
P	Dickson-Allen Foundation	\$ 10,000.00
P	Rackspace Foundation	\$ 15,000.00
P	San Antonio Area Foundation	\$ 65,000.00
P	Local Small Found & Corp Support	\$ 25,000.00
P	Pryor - Frost Bank	\$ 15,000.00
P	Greehy Family Foundation	\$ 25,000.00
	Grant Total	\$ 828,000.00

P	Pending
P	Likely
C	Committed

Directors Report - Jon Hinojosa

December 2016

Resources/Development:

As we get close to the end of our fiscal year, I have prioritized committed and likely funds to provide information on reaching our 2016 budgetary goals.

Institution	Grant/Report Type	Deadline	Status	Request Amount
City of SA- DCCD	2016-2017 Operating	2016/2017	Committed	\$111,500.00
SAAF	Community Grant	2016-2017	Committed	\$30,000
Valero	Operating	2016-2017	Highly Likely	\$75,000.00
NEA	Artworks Grant	2016	Committed	\$20,000
Adobe Corp	Programs	2016	Committed	\$83,000
Annual Appeal	Operational	2016/2017	In Design	\$85,000
Dickson-Allen Found.	Operating	2016	Highly Likely	\$15,000.00
Greehey Foundation	Operational	2016	Highly Likely	\$25,000
Total				\$444,500

Others:

Valero Benefit Children	Support	Period	Received	\$10,000.00
City of SA- DCCD	2016-2017 Operating	2016/2017	Committed	\$111,500.00
King William Association	Operating	2016	Received	\$15,000
Mission Trail Rotary Club	Project: ALAS September Show	2016	Committed	\$2,000
Rackspace	Project - Community	2016-2017	Received	\$7,500 [half of 15K]
Yelp Foundation	Project	2016	Submitted	\$5,000.00
SA Junior Forum	Project - Community	2016	Submitted	\$2,500

NEW

E. Huth Coates Charitable Foundation	Operational	2017	Upcoming	15,000
Randall Foundation Trust	Operational	2017	Upcoming	\$5,000
Grande Cares	ABC Project	2017	In Progress	\$2,000
Rack Gives Back	HIVE	2017	In Progress	\$10,000
Adobe	Project/Operational	2017	Upcoming	\$225,000

Programs:

- With the completion of Muertitos Fest, all programs have moved to practicums designed to give students practical application of a previously or concurrent artistic and creative theory. . Please check your weekly program update for other items.
- Our visit from Prayasam, the organization from India was a huge success, we will share with you the documentation video of the projects once they are complete.
- The Adobe team and its Marketing team we're here to documenting our event and the collaboration. Once produced we will publicize on social media and our website.

Opportunities:

- SAY Si will be participating and be the benefactor of Holidays on Houston St. on Tuesday, Nov. 29 at Bohannon's. Admin staff will coordinate with the Special Events Committee on marketing and attendance.

Facilities:

- I have emailed both our local insurance company and Philadelphia about our claim. I still await work from our roof insurance claim.