



Arts Carleton Place

Board of Director Meeting: Agenda/Minutes

January 30th, 2025

5 pm – 7 pm

1147 Ferguson Road, Beckwith Township, Ontario

Board Members: Thérèse Boisclair, Patti Clarke, Trina Ganson, Susan Gray, April Judson, Laura Piggott, Robert Reid, Lee Thirlwall

Invitee: Stephanie Moscrip (Treasurer)

Regrets: Robert Reid, April Judson

Minute Taker: Suzanne Deschênes

Agenda

- 1) Introductions
- 2) Board of Directors:
 - Resignation: April Judson
 - Nomination: Fran Gibbons
 - Other Names
- 3) Financial Statement 2024

Revenue and expense statement 2022, 2023 and2024 forecast						
	2022	2023 Final	2024 Forecast	2024 Final		
Opening Bank Balance	\$5,220.69	\$15,752.76	\$14,210.75	\$14,210.75		
Opening Petty Cash			\$54.30	\$54.25		
Revenues						
Pre-paid memberships	\$475.00	\$725.00	\$500.00	\$2,100.00		
Memberships	\$2,810.99	\$4,250.00	\$3,500.00	\$4,100.00		
Show Registrations	\$12,970.00	\$18,372.50	\$17,500.00	\$17,332.25		
Volunteer fee	\$30.00	\$170.00	\$0.00	\$150.00		
Art-in Public Place	\$0.00	\$109.00	\$0.00	\$92.34		
Show Revenues	\$4,112.36	\$4,612.46	\$4,700.00	\$5,287.66		
Town of CP Grant	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00		
Asset sales	\$120.00	\$150.00	\$0.00	\$0.00		
Sponsorships	\$125.00	\$135.00	\$125.00	\$563.20		
Storage Revenues	\$960.00	\$0.00	\$0.00	\$0.00		
Grid rental	\$52.00	\$324.50	\$200.00	\$475.50		
Workshop Registrations	\$140.00	\$0.00	\$0.00	\$0.00		
Bursaries	\$3,221.55	\$3,229.40	\$3,600.00	\$2,388.20		
Misc Revenues	\$0.00	\$171.00	\$0.00	\$500.00		
Art Hub Grid Rental				\$13,620.00		
Art Hub Transaction fees				\$1,913.59		
Art Hub Studio Rental				\$1,360.00		
Art Hub Interval House Sales				\$892.00		
Misc Revenue coop ads, repl. Grid rental				\$1,675.62		
Total General ACP Revenues	\$26,516.90	\$33,748.86	\$31,625.00	\$53,950.36		
Expenses						
Bank Fees	\$1,201.46	\$1,323.38	\$1,300.00	\$478.00		
Artist Sales and Volunteer Fees	\$3,000.00	\$0.00	\$0.00	\$0.00		
Show Supplies (all Shows)				\$2,356.96		

Spring Show Supplies					\$1,651.07	
Fall Show Supplies					\$1,297.62	
Room Rental	\$2,060.90	\$1,868.25	\$3,000.00	\$2,609.50		
Bursaries	\$2,000.00	\$3,600.00	\$3,600.00	\$3,600.00		
Advertising	\$0.00	\$2,971.90	\$6,000.00	\$10,898.83		
Grid Purchase	\$1,840.00	\$0.00	\$0.00	\$0.00		
Grid Storage	\$295.00	\$890.00	\$500.00	\$500.00		
Website	\$214.65	\$1,162.46	\$390.00	\$536.76		
Town Singers	\$250.00	\$250.00	\$250.00	\$0.00		
MUDDs	\$250.00	\$600.00	\$600.00	\$300.00		
Core Youth Program	\$200.00	\$200.00	\$500.00	\$375.07		
Interval House	\$200.00	\$250.00	\$250.00	\$892.00		
Community Outreach	\$300.00	\$0.00	\$0.00	\$0.00		
Artful Gatherings/Workshops/Paint- ins	\$140.00	\$3,460.79	\$2,500.00	\$2,938.65		
Indigenous Fair	\$0.00	\$141.62	\$0.00	\$0.00		
CP Gallery Startup	\$0.00	\$10,000.00	\$0.00	\$0.00		
Art Hub:						
Venue Usage				\$15,000.00		
Start-up Costs				\$8,682.92		
Grand Opening				\$490.88		
Hospitality				\$178.48		
The HUMM				\$308.51		
Telephone				\$192.63		
Start-up Costs				\$497.90		
Hanging system,Vista Print				\$2,423.73		
Total Expenses	\$11,952.01	\$26,718.40	\$18,890.00	\$56,209.51		
Closing Bank Balance	\$15,752.76	\$14,210.75	\$26,945.75	\$10,669.60		
Closing Petty Cash Balance			\$54.30	\$62.20		

ACP Balance Sheet Statement 2020-2024					
	2020	2021	2022	2023	2024
Cash (1)	\$902.20	\$5,224.49	\$15,572.76	\$14,210.75	\$10,669.60
Fixed Assets *					
Tents	\$100.00	\$100.00	\$100.00	\$100.00	\$0.00
Easels (L)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Easels (M)	\$20.00	\$20.00	\$0.00	\$0.00	\$0.00
Folding Tables (S)	\$0.00	\$0.00	\$0.00	\$372.83	\$372.83
Easels (S)	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00
Canopy	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00
Grids (Stand Alone)	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00
Grids (show)	\$4,700.77	\$4,900.77	\$6,980.77	\$6,830.77	\$6,830.77
Total (2)	\$4,990.77	\$5,150.77	\$7,080.77	\$7,303.60	\$7,203.60
Prepaid Expenses					
Deposit on Room rental	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Mailer Lite	\$0.00	\$0.00	\$0.00	\$347.93	\$350.00
Website	\$0.00	\$559.80	\$490.50	\$555.69	\$347.25
Venue Usage	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Total Prepaid Expenses (3)	\$150.00	\$709.80	\$640.50	\$1,053.62	\$5,847.25
Total 1+2+3	\$6,042.97	\$11,085.06	\$23,294.03	\$22,567.97	\$23,720.45

Liabilities					
Pre-paid Memberships	\$0.00	\$475.00	\$500.00	\$500.00	\$2,100.00
Pre-paid Bursaries	\$0.00	\$0.00	\$1,025.00	\$200.00	\$480.00
Unpaid Grids	<u>\$0.00</u>	<u>\$1,000.00</u>	<u>\$760.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Unpaid Expenditures	<u><u>\$0.00</u></u>	<u><u>\$1,475.00</u></u>	<u><u>\$2,285.00</u></u>	<u><u>\$700.00</u></u>	<u><u>\$2,580.00</u></u>
ACP Equity	<u><u>\$6,042.97</u></u>	<u><u>\$9,610.06</u></u>	<u><u>\$21,009.03</u></u>	<u><u>\$21,867.97</u></u>	<u><u>\$21,140.45</u></u>

* excludes soft assets like receipt books, extension cords, t-shirts

4) Revenues:

- Memberships – currently: xxxx ; estimated 190 by year-end
- Sponsorships - \$1000, in-kind (\$2050)
- Transaction fees : Art Hub, Art-in-Public-Places, Shows, Special

5) Expenses:

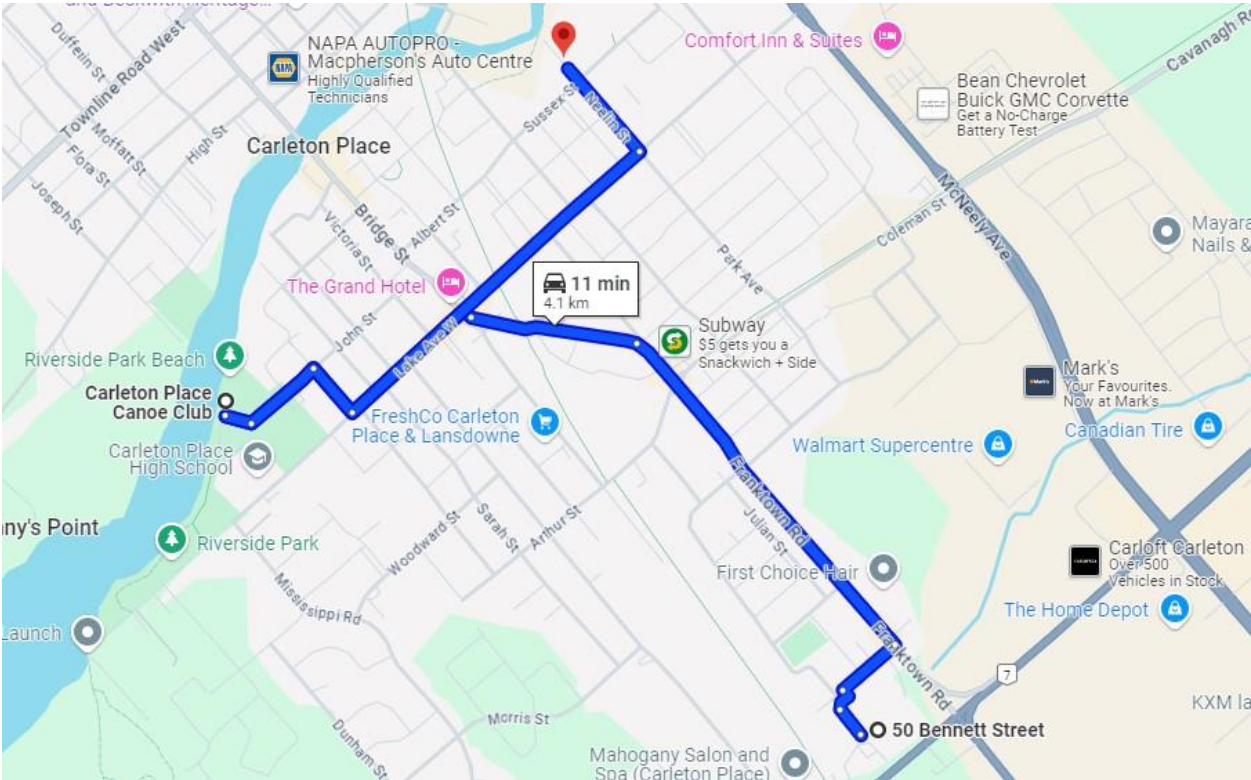
- Spring Fine Art Show

20th Anniversary Spring Fine Art Show	
Planned Budget (SFAS) 2025	
Door Prize 1	\$200.00
Door Prize 2	\$100.00
Door Prize 3	\$50.00
Venues	\$3,400.00
grids	\$600.00
Insurance	\$400.00
admin (wrapping paper, tapes, ballots) (2500 Ballots \$225 pls shipping from Vistaprint)	\$485.00
gas Lawn	\$220.00
new lawn signs	\$975.00
Hwy 7 signage	\$600.00
truck	\$275.00
Humm ad	\$310.00
Vistaprint Postcard and posters	\$300.00
Move 100	\$2,300.00
MyFM88,1	\$550.00
Rouge FM	\$2,150.00
Facebook ad	\$50.00
Instagram Ad	\$50.00
Jurist	\$150.00
Town Grant	-\$1,500.00
Celebration items	\$600.00
Bean Truck	-\$275.00
Bean (\$\$)	-\$1,000.00
Grids	-\$600.00
Total	\$10,390.00

Ave. cost	\$167.58
No. of Booths	62
Cost per booth size	
2x8 (NT)	\$170.00
4x8	\$175.00
4x10	\$180.00
4x12	\$185.00
Revenue	
2x8 (NT)	\$680.00
4x8	\$3,850.00
4x10	\$3,420.00
4x12	\$3,145.00
Total	\$10,415.00

Surplus

25.00





- Art Hub (Committee of 10)
 - \$2500 per month (plus snow removal, water, common area electrical)
 - Lease ends May 31st
 - Proposed changes
 - Hwy 7 Signage
 - Monthly stats: Sales: \$1500 – 15%- \$225 (gross) – expenses \$25 – Traffic 20-25 per month
 - Proposal: Boisclair and Clarke to bring forward.
 - Bursaries
 - \$500 from Itty Bitty Show
 - LCIH
 - Art Hub Christmas Tree project raised \$892 – ACP absorbed Square Fee (2.7%)
 - Usually supported by \$250 donation.
 - Core Youth
 - \$250 in supplies in 2024, great discounts from Art Factory in Renfrew means needs met until April-May.
 - MUDD's
 - Requested \$300 of the \$600 in budget
 - Town Singers
 - No request in 2024, usually plan on \$250
 - Fall Show
 - Will wait to see Spring Fine Art Exhibition Results
- 6) New / Other Business: CP Gallery, Art Factory
- 7) Next Meeting – AGM – at Art Hub.
- 8) Adjournment