

**Howard County Arts Council**  
**Annual Report to the**  
**Howard County Council**  
**FY2020**

**Patapsco River and Friends by Rana Geralis**



**HOWARD COUNTY ARTS COUNCIL  
ANNUAL REPORT TO THE HOWARD COUNTY COUNCIL  
FISCAL YEAR 2020**

**List of Attachments**

- I.     Howard County Grant Agreement with Howard County Arts Council
- II.    Request Forms for Disbursement of Funds
- III.   FY20 Howard County Center for the Arts Attendance
- IV.    Minutes from Howard County Arts Council Board Meetings  
Approving FY20 Grant Awards
- V.     FY20 AiE Grant Awards, Financial and Attendance Spreadsheets for Programs  
Supported with County Funds
- VI.    FY20 Baltimore City Grant Awards, Financial and Attendance Spreadsheets for  
Programs Supported with County Funds
- VII.   FY20 Howard County Community Arts Development (CAD) Grant Awards,  
Financial and Attendance Spreadsheets for Programs Supported with County  
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- VIII.   FY20 Jim Rouse Theatre Subsidy Awards Supported with CAD Funds from  
Howard County
- IX.    FY20 Organizational Effectiveness and Creative Howard Grant Awards Supported  
with CAD Funds from Howard County
- X.     FY20 Outreach Howard Grants Supported with Re-Grant Funds from Howard  
County
- XI.    FY20 ARTsites Program Supported with County Re-Grant Funds
- XII.   STATUS: FY20 PAYGO Funds Designated to Downtown Columbia Arts Joint  
Merger Exploration
- XIII.   STATUS: FY15 Operating Funds Designated to Long Reach Arts Programming
- XIV.   STATUS: FY15 PAYGO Funds Designated to Website Development
- XV.    FY20 Howard County Arts Council Audited Statement - Draft





November 18, 2020

The Honorable Deb Jung, Chair  
Howard County Council  
3430 Court House Drive  
Ellicott City, MD 21043

Dear Chair Jung,

On behalf of the Howard County Arts Council, it is my pleasure to submit our final report detailing Arts Council activities for the fiscal year ending June 30, 2020.

As you are aware, the final quarter of the year had a profound effect on families and businesses, including the Arts Council, due to COVID-19. Still, the Arts Council successfully managed a number of programs and services which reached 334,950 people and provided opportunities for 7,999 artists. Highlights of those activities follow:

### GRANT ADMINISTRATION

The administration of grant programs is one of the Arts Council's most important responsibilities. In FY20, the Arts Council administered 7 grant programs:

1) Community Arts Development (CAD)

Originally awarded \$353,431 in CAD grants to 20 Howard County organizations in two categories: general operating and project. Two organizations returned funds of \$9,500 due to COVID-19. Operating grants are awarded to Howard County arts organizations for on-going day-to-day activities related to presenting and producing public programs. Project grants are reserved primarily for small or newly formed arts organizations as well as non-arts groups that wish to conduct a one-time arts activity or project.

2) Organizational Effectiveness or Equipment

These grants are awarded to Howard County arts organizations to assist with core arts management, financial and organizational functions, including Board development, leadership training, organizational planning, accounting, and finance or to purchase equipment needed to produce arts activities. In FY20, 22,640 grants were awarded to 6 organizations, 1 is still pending.

3) Artists-in-Education (AiE)

This program is a partnership between the Arts Council and local PTAs, both public and private, to place professional artists in Howard County schools for periods of one day up to several weeks. Grants are designed to encourage both hands-on activities in the arts and cross-curricular connections between the arts and other academic disciplines; originally awarded \$38,529 to 19 PTAs; 6 PTAs returned grants of \$11,959 due to COVID-19.

4) Baltimore City Arts & Cultural Organizations

This grant program provides general operating funds to key Baltimore City arts and cultural organizations that provide significant services to Howard County citizens; \$171,000 was awarded to 11 organizations.

### OFFICERS

**President**  
Sharon Lee Vogel  
Community Liaison & Visual Arts

**Vice President**  
Brian Rosenberg  
Rosenberg Palino, LLC

**Secretary**  
Jordana Guzman  
Davis, Agnor, Rapaport & Skolny

**Treasurer**  
Adam Skiff  
Howard Bank

**Past President**  
Julie Hughes Jenkins  
Corporate Office Properties Trust

### DIRECTORS

Thomas Engleman  
Howard Community College & Visual Arts

Ellen Flynn Giles  
EFG Enterprises

Mary Kay Kenney  
Maryland University of Integrative Health

Julia Kovacs  
D.A. Piper

Greg Lowe  
Lowe Wealth Advisors

Danni Roth Schlobohm  
Community Liaison & Musician

Tracey Nullo Schutt  
Community Liaison & Musician

Sabina Taj  
Reutimayer Foundation

George Wilson  
HCPSS Fine Arts Advisory Council

### LEGAL COUNSEL

Jeff Agnor  
Davis, Agnor, Rapaport & Skolny, LLC

### STAFF

**Executive Director**  
Coleen West

**Deputy Director**  
Mary K. Baxter

**Development Manager**  
Stephanie Schuster

**Gallery & Programs Assistant**  
Eli Hernandez

**Grants & Special Projects Assistant**  
Dana Whipkey

**Visitor & Facilities Services Assistant**  
Kathleen Bender-O'Keefe

**Community & Web Relations Director**  
Pamela Perna

**Building Attendants**  
Mark Becker  
Doug Newhouse  
Gena O'Brien



5) Outreach Howard

This grant program was established to encourage recipients of the Baltimore City Arts & Culture grants to extend the reach of their programs directly to Howard County residents by partnering with a local group(s) to produce arts and /or cultural activities IN Howard County; \$45,432 was awarded to 7 organizations; one group returned \$8,970 due to COVID-19.

6) Jim Rouse Theatre Subsidy Program

This program subsidizes up to half of The Jim Rouse Theatre for Performing Arts rental fee for local non-profit arts organizations; awarded \$17,000 in JRT subsidies to 5 organizations for rental subsidies; \$2,339 was returned due to COVID-19.

In addition to these grant programs, the Arts Council awarded funds to individuals through COVID-19 Artist Relief Fund, Arts Scholarship Program, Rising Star Competition, Mark Ryder Original Choreography Grant, and ARTsites public art awards for the year-long exhibit.

## HOWARD COUNTY CENTER FOR THE ARTS

In addition to the grant programs, the Arts Council operates the Howard County Center for the Arts, a 32,000 sq.ft. multi-purpose incubator space devoted to providing a wide variety of opportunities in the arts for citizens of Howard County. In FY20, 22,110 people visited the Center to attend classes and summer camps, view an exhibit, enjoy a performance, or take a workshop; 3220 artists benefited from Center programs.

In order to maintain a vital arts community in the county, the Center also provides affordable studio space to professional artists and office space for arts organizations. In FY20, the Center was home 14 visual artists (full capacity): James Adkins (painting and drawing), Joan Bevelacqua (watercolor and oil painting), Sarah Engel (stained glass, mosaic, mixed media), Myungsook Ryu Kim (painting and drawing), Arthur Landerman (painting and illustration), Diana Marta (painting, drawing and mixed media), Charlotte Mann (painting); Jereme Scott (painting and screen printing), Joyce Ritter (quilted/painted fabric), Alice St. Germain Gray (glass beads and jewelry), Andrei Trach (painting and drawing), Jamie Travers (mixed media), Mary Jo Tydlacka (painting and drawing) and David Zuccarini (oil painting and drawing). Center resident arts groups were Ballet Mobile, Columbia Orchestra, and Columbia Pro Cantare.

## SPECIAL PROJECTS

The Arts Council is devoted to fostering local community arts, reaching out to new audiences, and ensuring that the arts are accessible to all Howard County residents. Special projects and outreach programs are developed to appeal to artists and educators, as well as, general audiences and special populations. Highlights of the Arts Council's FY20 special projects are described below:



#### LongReach Artist Studios

HCAC partnered with Howard County Government to develop an affordable studio program for artists as part of the LongReach Rising initiative. Selected artists began moving into the studios on July 1, 2020.

#### ARTsites

To activate community spaces and to make art more accessible to the public, the Arts Council partnered with 12 sites to bring the visual arts outside of our gallery walls and place art at locations throughout the County including Glenwood, Laurel, Ellicott City and Columbia.

#### Celebration of the Arts

Plans were well underway for the Arts Council's 23rd annual *Celebration of the Arts in Howard County* fundraiser to be held on March 24 at the stunning Horowitz Visual and Performing Arts Center at HCC when the County was shut down due to the pandemic. The 2020 *Celebration*, including its popular Rising Star competition, was re-imagined and produced as a virtual event. Nearly 800 supporters tuned into the live watch party and subsequent streamed production.

#### The Howie Awards

Each year, the Arts Council recognizes individuals and businesses for their significant contributions to the arts in Howard County. This year's Howie awards recipients were Hsien-Ann Meng, pianist (Outstanding Artist), Donna Pidel, choreography and private dance instructor (Outstanding Arts Educator), The Howard Hughes Corporation (Outstanding Business Supporter). Thomas Sankey, Howard County Summer Theater Director, received a special Legacy in the Arts award.

#### Fabulous 50+ Players

In FY20, The troupe participated in an Outreach program of *Berlin and Bernstein With A Holiday Twist!* At Ellicott City 50+ Center, Vantage House, and Elkridge 50+ Center & *Songs from Tin Pan Alley Through the 1970s* at Somerford Place. 10-12 senior cast members took part in each of the 4 shows. Auditions and rehearsals took place at HCCA.

#### Head StART in ART

Head StART in ART is an artists-in-residence program that provides children enrolled in the Ellicott City (ECHSC) and Old Cedar Lane (OCL) Head Start Centers with hands-on artistic experiences with at least one professional artist in the classroom. For FY20, the Arts Council received funding for the project from the Isadore and Bertha Gudelsky Family Foundation, Inc., PNC, Wells Fargo, enabling the Arts Council to sponsor a total 5 artists/groups: Thinkery, Curious Women Visual Arts Exploration; Sunnyland Band, Good Old Time Mountain Music; Suzanne Herbert-Forton, Embroidery; Ananse-gromma of Ghana, West African Music; Dino Rocks, Theatre and Puppetry. 108 ECHSC and 54 OCL students participated. The West African Music and Sunnyland Band residencies each culminated in a sharing assembly for Head Start friends and family on the last day of the residency, during which children performed songs and dances they had learned, or shared artwork they had created. [Due to COVID-19 restrictions, 2.5 residencies have been postponed to FY21]



Paint It Ellicott City

From June 27 – July 1, 2019, HCAC partnered with Howard County Tourism & Promotion to host a three-day *en plein air* paint-out event, *Paint It! Ellicott City*. 30 artists were selected by juror Nancy Takersley, an artist and founder of Plein Air Easton. The kick-off and welcome event was held at the Howard County Center for the Arts, 3-day paint-out took place on Friday, Saturday, and Sunday; 55 additional artists and students from the community also participated. A six-week exhibit of juried artists and a one-day exhibit of community artists was held at the Arts Council; 275 people attended the reception. A total of \$9,900 were awarded to Paint It! artists.

Scholarships

A total of \$15,000 in scholarships was awarded to 10 Howard County high school seniors to continue their education in the arts.

Rising Star Professional Development Award

The Rising Star Emerging Performing Artist Professional Development Award process is modeled after hit television series competitions, such as *American Idol* and *The Voice*, with finalists performing in front of a live audience and the audience selecting the winner. In this case, finalists are selected through a discipline-based audition process and the award recipient is selected through a written ballot process at the *Celebration of the Arts in Howard County* gala. The winner of the competition receives a \$5,000 professional development award to further their career. Nine finalists competed and the 2020 award went to cellist, Gabriel Hightower.

More information regarding the Arts Council's activities is included in the report. Should you have any questions or need further information call me at 410.313. ARTS (2787).

In closing, I would like to take this opportunity to thank Howard County and the County Council for their continued support of the arts in our community and for believing that the arts are an important part of county life.

Sincerely,



Goleen West  
Executive Director

cc: Calvin Ball, County Executive  
Jennifer Jones, Deputy Chief of Staff  
Craig Glendenning, County Auditor  
Norm Schnobrich Budget Analyst  
Dawn Tinker, Administrative Analyst  
Melanie Bishop, Chief, Real Estate Services Division



**HOWARD COUNTY and HOWARD COUNTY ARTS COUNCIL  
GRANT AGREEMENT – FY 2020**





HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION  
3430 Courthouse Drive ■ Ellicott City, Maryland 21043 ■ 410-313-2020

Lonnie R. Robbins, Chief Administrative Officer  
lrobbins@howardcountymd.gov

www.howardcountymd.gov  
FAX 410-313-3051  
TDD 410-313-2323

August 15, 2019

The Howard County Arts Council, Inc.  
Coleen West  
8510 High Ridge Rd.  
Ellicott City, MD 21043

Dear Ms. West:

I am enclosing the executed FY20 Grant Agreement between Howard County Government and the Howard County Arts Council Incorporated. Should you have any questions or require additional information, I can be reached at (410) 313-2020.

Sincerely,

Dawn Tinker  
Administrative Analyst

Enclosure



## GRANT AGREEMENT

**THIS GRANT AGREEMENT** (this "Agreement") is entered this 30<sup>th</sup> day of JULY, 2019, by and between **HOWARD COUNTY, MARYLAND**, a body corporate and politic of the State of Maryland (the "County") and **THE HOWARD COUNTY ARTS COUNCIL, INC.**, a Maryland nonprofit corporation (the "Grantee").

### RECITALS

- A. Pursuant to the authority granted in Subtitle 8 of Title 12 of the Howard County Code, (the "Code"), Howard Arts United, Inc., by Resolution 62-1984, was recognized as the permanent Howard County Arts Council, Inc.
- B. On October 5, 1987, the County Council, by Resolution 105-1987, approved the change of the corporation's name from Howard Arts United, Inc. to The Howard County Arts Council, Inc.
- C. Pursuant to Section 12.805 of the Code, the County may provide grant funds to the Grantee.
- D. Grantee may be designated to forward grants on behalf of the County to Arts programs and cultural activities in Baltimore City which serve County residents, as set forth in Section 12.806(b) of the Code.
- E. On April 16, 1985, Grantee submitted to the County Council a revised Report of Grants Committee ("Grants Report") which established the procedures and the criteria to be used by Grantee to award grants and which incorporated certain changes requested by the County Council. The Grantee filed their annual report in November 2018 to the County Council, County Auditor, and County Administration.
- F. The Grantee is a non-profit entity that serves the citizens of Howard County by fostering the arts. The Grantee nurtures local artist and arts organizations, furthering the public's appreciation of the arts, and ensuring that arts are accessible regardless of age, ability or economic status.
- F. By authority of the Annual Budget and Appropriation Ordinance for Fiscal Year 2019-2020 (FY 2020), the County wishes to provide, and the Grantee accepts the grant funds subject to the terms and conditions of this Agreement.

**NOW THEREFORE**, in consideration of the premises and the mutual promises and covenants contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and the Grantee agree as follows:

## **I. TERM OF AGREEMENT**

This Agreement shall become effective upon the date first written above. Unless sooner terminated pursuant to Section X of this Agreement, this Agreement shall remain in effect through June 30, 2020 (Fiscal Year 2020).

## **II. GRANT AMOUNT**

The County agrees to provide the Grantee with funds for Fiscal Year 2020 in an amount not to exceed amount Eight Hundred Ninety Thousand Dollars (\$890,000) (the "Grant").

## **III. USE OF GRANT FUNDS**

A. Grant funds may be used only as listed in this Section III. Grantee's disbursement and use of the funds shall be in accordance with the approval obtained from the County Auditor of the form and content of its record-keeping system.

Grant funds will be used for the following areas:

- General support for Grantee administration and operations.
- Program support to produce arts activities produced by the Grantee.
- Re-grants to Howard County arts organizations and arts projects sponsored by local non-profits.
- Support temporary public art installations in Howard County.
- Re-grants to Howard County PTAs/PTSAs to place visiting artists in the schools.
- Re-grants to Baltimore City arts/cultural organizations that provide significant services to Howard County residents.
- Encourage Baltimore City arts/cultural organizations to present programs in Howard County.

In awarding grants, Grantee will follow the procedures and criteria specified in the Grants Report, except that the dates for submission and review of proposals shall be changed to coincide with the dates of the current year's grant cycles.

## **IV. DISBURSEMENTS**

A. General. The County shall disburse the grant award in two equal payments, subject to the continued compliance by the Grantee with all the terms and conditions of this Agreement.

B. Submission of Request for Grant Funds. Grantee shall submit a Request for Grant Funds (RGF), along with this signed Agreement, to the Chief Administrative Officer at the address set forth herein, or any other place designated by the County. The RGF shall identify the



grant cycle or cycles in which the funds will be disbursed and, for Grantee's operating expenses, shall identify which of the two semi-annual periods are covered by the invoice: July 1 – December 31, or January 1 – June 30. Grantee may request one-half of the approved grant award for the initial payment. A second RGF shall be submitted for the second half of FY 2020.

C. Delay or Suspension of Disbursement. Grant funds, after the first payment, will not be disbursed prior to receipt of any required reports. The Grantee's failure to comply with a provision of this Agreement, including the failure to submit a report required under Section V of this Agreement, may result in the delay or suspension of disbursements of Grant funds.

D. Disbursements to Grantee. All disbursements are to be made directly from the County to the Grantee.

## **V. REPORT**

Grantee shall provide the County with an annual program report on Grantee's use of the grant during the County's previous fiscal year and send copies to the County Executive and the County Council, on or before December 1, 2020.

## **VI. RECORDS**

A. Records to be Maintained. The Grantee shall maintain sufficient records to enable the County to determine whether the Grantee has met the requirements of this Agreement.

### **B. Records Retention**

1. Individual Activities. The Grantee shall retain all records pertinent to activities undertaken and expenditures incurred under this Agreement for a period of three (3) years.

2. Property. Records for personal or real property acquired with funds under this Agreement shall be retained for three (3) years after final disposition of such property.

## **VII. MONITORING**

For the purposes of monitoring this Agreement and determining whether Grantee is complying with this Agreement, the County shall have access to and the right to examine any books, accounts, and/or records of Grantee.

Pursuant to Section VI.B., all financial and program records and files are to be retained for a period of not less than three (3) years.

## **VIII. DISPUTES**

If during the term of this Agreement, any dispute arises between the parties relating to the performance of this Agreement, each party shall make a reasonable effort to resolve such dispute by mutual negotiation, adjustment and compromise. Under no circumstance, however, shall the authorized budgetary appropriation for the Grant be exceeded.

Any dispute concerning a question of fact arising under this Agreement, which is not disposed of by mutual consent, shall be decided by the County's Chief Administrative Officer. Pending final decision of the dispute hereunder, the Grantee shall proceed diligently with the activities set forth in this Agreement.

## **IX. WAIVERS**

The failure of the parties to enforce at any time the provisions of this Agreement, or to exercise any option which may be provided herein, shall in no way be construed as a waiver of such provisions nor in any way affect the validity of this Agreement or any part thereof or the right of the parties to enforce thereafter each provision.

## **X. TERMINATION**

A. By the Grantee. This Agreement may be terminated by the Grantee upon at least thirty (30) days' written notification to the County. The Grantee's written notice shall set forth reasons for the termination, the effective date of termination and, in the case of a partial termination, the portion to be terminated. If, in the case of a partial termination, the County determines that the remaining Grant funds will not accomplish the purposes for which the Grant was made, the County may terminate the Agreement in its entirety.

B. By the County. This Agreement may be terminated by the County upon at least 30 days' written notice to the Grantee, for any of the following reasons:

1. Default. For default, as defined in Section XI of this Agreement
2. Failure to Maintain Insurance. If the Grantee fails to maintain in effect the insurance policy required by Section XIV of this Agreement or fails to provide the County with evidence of the insurance.
3. Best Interest of the County. If the County determines that termination is in the best interest of the County, including without limitation a determination that the County lacks sufficient funding to offer the program or service provided by the Grantee.

## **XI. DEFAULT, REPAYMENT AND REMEDIES**

A. Default. A default shall consist of (i) any use of Grant funds for any purpose other than authorized by this Agreement; or (ii) any material breach of any covenant, agreement, provision, representation or warranty of the Grantee which was made in this Agreement.



B. Suspension. Upon the occurrence of any default, the County may immediately suspend the Grantee's authority to receive any Grant funds at any time by notice to the Grantee.

C. Withholding of Further Grants. If a default occurs, the County may withhold further awards of Grant funds to the Grantee pending correction of the deficiency.

D. Notice and Cure. If a default occurs, the County shall provide written notice to the Grantee to cure the default, and the Grantee shall have thirty (30) days from the date the County's notice was postmarked to cure the default. After the conclusion of the 30-day period, if the Grantee has not cured the default to the satisfaction of the County, the County may terminate this Agreement.

E. Termination. In the event of termination:

(1) The Grantee's authority to request a disbursement shall cease and the Grantee shall have no right, title or interest in or to any of the Grant funds not disbursed;

(2) The County may immediately demand repayment of all or a portion of the Grant funds which have been disbursed; and

(3) The County's remedies of withholding disbursement and of obtaining repayment as described in paragraphs (1) and (2) above may be exercised contemporaneously with remedies pursuant to subsection F below, and all such rights shall survive any termination of this Agreement.

F. Other Remedies. If a default occurs, the County may at any time proceed to protect and enforce all rights available to the County, by suit in equity, action at law, or by any other appropriate proceedings, which rights and remedies shall survive the termination of this Agreement.

## **XII. GRANTEE'S CERTIFICATIONS**

The Grantee certifies to the County that:

A. The Grantee is a duly organized and validly existing nonprofit entity under Maryland law, and has all requisite power and authority to enter into this Agreement; and

B. This Agreement has been duly authorized, executed and delivered by the Grantee in such manner and form as to comply with all applicable laws to make this Agreement the valid and legally binding act and agreement of the Grantee; and

## **XIII. AUDIT AND INSPECTIONS**

A. Financial Audit. If requested by the County, the Grantee shall have an annual audit performed of its financial statements. The audit is to be conducted in accordance with

generally accepted auditing standards at the end of each fiscal year in which funds are received from the County. Grantee shall submit a copy of the audit to the County Auditor and the County as soon as practicable following the close of the fiscal year.

B. County Audits and Inspections. All Grantee financial records shall be made available to the County or its designees at any time during normal business hours, as often as the County deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Grantee within 30 days after receipt by the Grantee.

C. Failure to Comply. Failure of the Grantee to comply with the above requirements in this Section XIII will constitute a violation of this Agreement and may result in the withholding of future payments.

#### **XIV. INSURANCE**

Grantee shall obtain and maintain general liability insurance as necessary to protect in any legal action, tort, contract, or other liability which may be raised against the Grantee or County. Grantee shall provide the County with evidence of insurance as the County may require, including evidence that the policies may not be terminated without thirty (30) days' prior written notice to the County.

#### **XV. EQUAL EMPLOYMENT OPPORTUNITY**

The Grantee certifies that it now complies and will continue to comply with all applicable federal, state and local laws and regulations pertaining to equal opportunity and equal employment practices, including the Americans with Disabilities Act of 1990, and subtitle 2, "Human Rights", of Title 12 of the Howard County Code.

By executing this Agreement, the Grantee agrees and affirms that it accepts and will conform to the Howard County Affirmative Action Program and Equal Opportunity laws in that:

Howard County expects that the Grantee will not discriminate against any employee, applicant for employment or program participant because of race, creed, religion, disability, color, sex, national origin, age, occupation, marital status, political opinion, sexual orientation, personal appearance, familial status, source of income, or gender identity or expression. The Grantee will take affirmative action to ensure that applicants, employees and participants in a program are treated equally without discrimination.

#### **XVI. LIABILITY LIMITATIONS**

By this Agreement, the parties expressly acknowledge that Grantee is not acting as an agent for the County but is acting in the capacity of an independent contractor. In addition, Grantee agrees to indemnify and save the county harmless from and against all claims, actions, damages, liability and expense, including attorney's fees, relating to loss of life, personal injury



and/or damage to property arising from or out of the performance of its responsibility as stated in this Agreement, or occasioned in whole or in part by any act of omission of Grantee, its agents or employees.

## **XVII. CONFLICT OF INTEREST**

The Grantee certifies that the officer of the corporation who is executing this Agreement has read and understands the provisions of Section 901(a) of the Howard County Charter dealing with conflicts of interest and Section 22.204 of the Howard County Code dealing with conflicts of interest.

## **XVIII. NOTICES**

Communication and details concerning this Agreement shall be directed to the following representatives:

County:	Howard County, Maryland
Contact:	Lonnie R. Robbins
Title:	Chief Administrative Officer
Address:	3430 Courthouse Drive
State, Zip:	Ellicott City, MD 21043
Telephone:	410-313-2171
E-Mail:	<a href="mailto:lrobbins@howardcountymd.gov">lrobbins@howardcountymd.gov</a>

Grantee:	The Howard County Arts Council, Inc.
Contact:	Coleen West
Title:	Executive Director
Street Address:	8510 High Ridge Road
City, State, Zip:	Ellicott City, MD 21043
Telephone:	410-313-2787
E-Mail:	<a href="mailto:colcen@hocoarts.org">colcen@hocoarts.org</a>

## **XIX. GRANTEE'S GOVERNING DOCUMENTS**

A. So long as Grantee is designated as the Howard County Arts Council, Inc., Grantee will not change the provisions of its Statement of Rights of Members, Bylaws, Articles of Incorporation, or Disclosure and Conduct Code ("Governing Documents"), which have been previously submitted to the County Council, without first submitting the proposed changes to the County Council in writing for consideration. The County Council will notify Grantee within 45 days after receiving the proposed change of whether the County Council disapproves of the proposed change. If Grantee is notified of the County Council's disapproval of a proposed change, Grantee will not implement the change.

B. Grantee will adhere to the procedures required by its Governing Documents, including but not limited to the commitment to hold open meetings as set forth in paragraph C of

the Statement of Rights of Members.

## **XX. MEDIA AND PRINTED MATERIALS**

Grantee will acknowledge receipt of funding from Howard County Government in all related media and printed materials.

## **XXI. MISCELLANEOUS**

A. Funding. The contractual obligation of the County under this Agreement is contingent upon the availability of appropriated funds from which payment for this Agreement can be made.

B. Modifications. All conditions pertaining to this Agreement shall be binding and no verbal modifications by either part shall be enforceable. Amendments to this Agreement must be in writing and executed by both parties.

C. Assignment. Grantee may not, during the terms of this Agreement, assign or subcontract all or any part of the Grant award without prior written consent of County.

D. Extension. The County, in its sole discretion, may extend this Agreement beyond the initial one-year term, provided the Grantee is satisfactorily complying with the terms and conditions set forth herein

E. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Maryland.

F. Amendments. The parties hereto may amend this Agreement at any time provided that such amendments make specific reference to this Agreement and are executed in writing and signed by a duly authorized representative of both parties. Such amendment shall not invalidate this Agreement, nor relieve the County or Grantee from its obligations under this Agreement.

G. Severability. If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

H. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties.

**[SIGNATURES ON FOLLOWING PAGE]**



**FY 2020 Grant: Howard County Arts Council, Inc.**

**ATTEST:**

Witness

*Ellen*

**THE HOWARD COUNTY ARTS  
COUNCIL, INC.**

BY:

*Coleen West*  
Coleen West  
Executive Director

**ATTEST:**

*Lonnie R. Robbins*  
Lonnie R. Robbins  
Chief Administrative Officer

AUG 13 2019

**HOWARD COUNTY, MARYLAND**

BY:

*Calvin Ball*  
Calvin Ball  
County Executive

Date Signed: AUG 13 2019

**APPROVED FOR SUFFICIENCY OF  
FUNDS:**

*Janet R. Irvin*  
Janet R. Irvin  
Director of Finance

**APPROVED FOR PROGRAM  
SUFFICIENCY:**

*Jamison E. Evelyn*  
Jamison E. Evelyn  
Assistant Chief Administrative Officer

**APPROVED FOR BUDGET SUFFICIENCY:**

*Holly Sun*  
Holly Sun  
Budget Director

**APPROVED FOR FORM AND LEGAL  
SUFFICIENCY**

THIS 13<sup>th</sup> DAY OF August,  
2019.

*Gary W. Kuc*  
Gary W. Kuc  
County Solicitor

Reviewing Attorney:

*Norman E. Parker, Jr.*  
Norman E. Parker, Jr.  
Senior Assistant County Solicitor



# Howard County

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## Internal Memorandum

**SUBJECT:** Non- Department Pay-As-You-Go Funds One-Time Payment Fiscal Year 2020

**TO:** Calvin Ball  
County Executive

Lonnie R. Robbins  
Chief Administrative Officer

Gary W. Kuc  
County Solicitor

Janet R. Irvin  
Director of Finance

Holly Sun  
Budget Administrator

**FROM:** Janssen E. Evelyn  
Assistant Chief Administrative Officer

**DATE:** August 12, 2019

Pay-As-You-Go operating funds provide cash payments to fund special one-time expenses with fund balance dollars from previous year's budgets in excess of the amount needed to maintain the County's Rainy-Day Fund at mandated levels.

**Party to receive payment:** Howard County Arts Council, Inc.  
Coleen West, Executive Director  
8510 High Ridge Road  
Ellicott City, MD 21043

**Purpose and Dollar value approved:** Fifty-Two Thousand Five Hundred Dollars (\$52,500.00). Support to facilitate Downtown Columbia Arts & Culture collaboration and consolidation. The recipient of the Pay-As-You-Go funds must provide to Howard County Administration a program report on Recipient's use of the funds on or before December 1, 2020.


**Party to make distribution of one-time payment:** *Howard County Government*

**Please sign both copies and return to:** Howard County Administration  
Janssen E. Evelyn  
Assistant Chief Administrative Officer  
3430 Courthouse Drive  
Ellicott City, MD 21043  
[jevelyn@howardcountymd.gov](mailto:jevelyn@howardcountymd.gov)  
(410) 313-2025




Pay-As-You-Go Funds, Fiscal Year 2020, Howard County Arts Council, Inc.

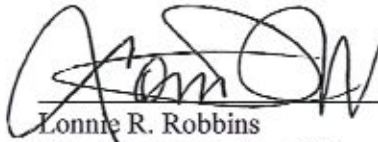
ATTEST:

  
Witness Signature  
Stephanie Schuster  
Print Name of Witness

BY:


  
Coleen West, Executive Director

ATTEST:

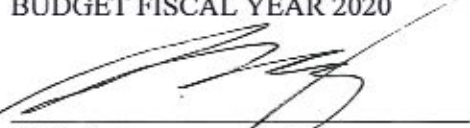
  
Lonnie R. Robbins  
Chief Administrative Officer

OCT - 8 19  
OCT - 8 2019

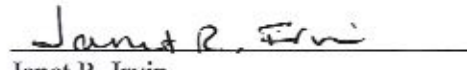
HOWARD COUNTY, MARYLAND

  
Calvin Ball  
County Executive  
Date Signed: OCT - 8 2019

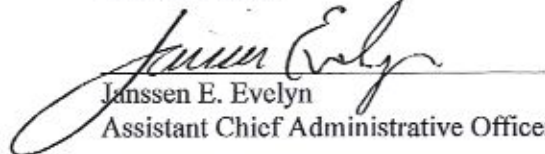
APPROVED HOWARD COUNTY  
BUDGET FISCAL YEAR 2020

  
Holly Sun  
Budget Administrator

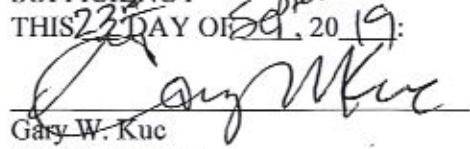
APPROVED FOR SUFFICIENCY OF  
FUNDS:

  
Janet R. Irvin  
Director of Finance

APPROVED FOR PROGRAM  
SUFFICIENCY:

  
Janssen E. Evelyn  
Assistant Chief Administrative Officer

APPROVED FOR FORM AND LEGAL  
SUFFICIENCY  
THIS 23<sup>rd</sup> DAY OF September, 20 19:

  
Gary W. Kuc  
County Solicitor

Reviewing Attorney:

  
Norman E. Parker, Jr.  
Senior Assistant County Solicitor

HOWARD COUNTY ARTS COUNCIL REQUEST FOR FUNDS – FY 2020



# HOWARD COUNTY ARTS COUNCIL REQUEST FOR GRANT FUNDS

DATE: July 30, 2019

TO: Dawn Tinker  
Administrative Analyst  
Howard County Government

FROM: Coleen West  
Executive Director  
Howard County Arts Council

RE: Request for the first of two payments for approved FY20 grant funds for the period of  
July 1 – December 31, 2019.

AMOUNT: \$445,000

DUE: Upon receipt

Total Amount	Amount Requested	Purpose
General Operating \$193,000	\$96,500	General support for HCAC administration and operations.
Programs \$38,000	\$19,000	Program support for the production of arts activities produced by the Arts Council.
Community Arts Development Grants \$373,000	\$186,500	Funds for re-grants to Howard County arts organizations and arts projects sponsored by local non-profits.
Community Arts Development Public Art \$41,000	\$20,500	Funds to support temporary public art installations in Howard County.
Artist in Education Grants \$32,000	\$16,000	Funds for re-grants to Howard County PTAs/PTSAs to place visiting artists in the schools.
Baltimore City Arts and Culture Grants \$171,000	\$85,500	Funds for re-grants to Baltimore City arts/cultural organizations that provide significant services to Howard County residents.
Baltimore City Arts & Culture Out Reach Howard Grants \$42,000	\$21,000	Funds for re-grants to encourage Baltimore City arts/cultural organizations to present programs IN Howard County.
<b>Total FY20 appropriation: \$890,000</b>	<b>SUB TOTAL \$445,000</b>	

# HOWARD COUNTY ARTS COUNCIL REQUEST FOR GRANT FUNDS

DATE: January 13, 2020

TO: Dawn Tinker  
Administrative Analyst  
Howard County Government

FROM: Coleen West  
Executive Director  
Howard County Arts Council

RE: Request for the second of two payments for approved FY20 grant funds for the period of January 1 – June 30, 2020.

AMOUNT: \$445,000

DUE: Upon receipt

Total Amount	Amount Requested	Purpose
General Operating \$193,000	\$96,500	General support for HCAC administration and operations.
Programs \$38,000	\$19,000	Program support for the production of arts activities produced by the Arts Council.
Community Arts Development Grants \$373,000	\$186,500	Funds for re-grants to Howard County arts organizations and arts projects sponsored by local non-profits.
Community Arts Development Public Art \$41,000	\$20,500	Funds to support temporary public art installations in Howard County.
Artist in Education Grants \$32,000	\$16,000	Funds for re-grants to Howard County PTAs/PTSAs to place visiting artists in the schools.
Baltimore City Arts and Culture Grants \$171,000	\$85,500	Funds for re-grants to Baltimore City arts/cultural organizations that provide significant services to Howard County residents.
Baltimore City Arts & Culture Out Reach Howard Grants \$42,000	\$21,000	Funds for re-grants to encourage Baltimore City arts/cultural organizations to present programs IN Howard County.
<b>Total FY20 appropriation: \$890,000</b>	<b>SUB TOTAL \$445,000</b>	



III

HOWARD COUNTY CENTER FOR THE ARTS FY 2020 ATTENDANCE

## Yearly Building Usage

	<u>Yearly TOTAL</u>
<b>Resident Artists:</b>	<b>1385</b>
Alice St. Germain-Gray	60
Andrei Trach	65
Art Landerman	136
Charlotte Mann	30
David Zuccarini	171
Diana Marta	212
Han Jeon	74
Jamie Travers	45
Jereme Scott	46
Jim Adkins	149
Joan Bevelacqua	59
Joyce Ritter	158
Mary Jo Tydlacka	91
Myungsook Ryu Kim	72
Sara Engel	17
<b>Resident Groups:</b>	<b>1340</b>
Ballet Mobile	439
Columbia Pro Cantare	276
The Columbia Orchestra	625
<b>HCAC Classes &amp; Programs:</b>	<b>6524</b>
Art Landerman Class	18
David Zuccarini Class	1009
Diana Marta Class	236
Drop-In Sessions	133
HCAC Classes & Camps	1705
HCAC Summer Camp	1635
HOAs	102
HOCO Open Drop Off/Pick Up	146
Holiday Open House	285
Model Gesture	24
Model Sessions (Tues. PM)	85
No Boundaries (T)	986
Portrait Sessions (Tues. AM)	70
Rising Star Auditions	52
Scholarship Review	14
Watercolor Drop in	24
<b>Room Rentals:</b>	<b>2612</b>
Bello Classical Music Club	20
American Chinese School	37
Baker Artist Info Session	23
Chesapeake Educational Alliance	10
Columbia Bands	17
Columbia Bands Flute Cocktail	122



## Yearly Building Usage

Fix it Repair Café	85
Flute Coctail	14
HOCO Art Teachers Association	25
Howard County Executive Office	7
Jayamangala	78
Lumina Theatre	222
Natya Kala Mandir (T, W, Th)	249
Nrityasamarpan	304
Opus Concert Theatre	73
Pakala Dance	1242
Portrait Class	6
Roll Up N Dye	58
Society Inc	20
Spring Ridge HOA	0
<b>Theatre Rentals:</b>	<b>4188</b>
Ballet Conseratoire	228
Agatgatha Dance Studio	90
Ballet with Cindy	113
Beracah Music Foundation	16
CCTA	1432
Columbia Jazz Band	86
Dance Connections	90
Drama Rocks	285
Fabulous 50+ Players (M)	117
Howard County Autism Society	51
Hyi Jin Kim Recital	18
Kinetics Dance	532
Lortz Violin Studio	34
Lumina Theatre	342
Schoolhouse Theater	640
Ssupreme	55
Thunderous Productions	59
<b>Arts Advancement Orgs:</b>	<b>1761</b>
HCMTA	491
Baltimore Bead Society	452
Baltimore Watercolor Society	105
Black-Eyed Susan Button Club	77
Embroiderers Guild	316
Weavers Guild of Greater Baltimore	320
<b>Gallery Receptions</b>	<b>900</b>
Headstart	1089
HCAC Staff/Board Meetings	438
<b>Gallery Visitors:</b>	<b>1470</b>
<b>General Visitors/Seeking Info:</b>	<b>274</b>
<b>Facilities:</b>	<b>133</b>
<b>GRAND TOTAL</b>	<b>22114</b>

IV

HOWARD COUNTY ARTS COUNCIL BOARD MINUTES  
APPROVING FY 2020 GRANT AWARDS



**Meeting Minutes**  
**HCAC Board of Directors**  
**June 14, 2019**

*Attending:* Julie Hughes Jenkins; Adam Stull, Mary Kay Kenney, Jordana Guzman, Brian Rosenberg, Tracey Schutty. *Staff:* Coleen West, Director, Tammy Oppel, Deputy Director, Stephanie Schuster, Development Manager.

Meeting Called to order at 12:09 PM

**Welcome: Julie Hughes Jenkins**

**I. Minutes: Friday, May 10, 2019**

Motion to approve: Tracey Schutty

Second: Adam Stull

Vote: Unanimous

**II. President's Report: Julie Hughes Jenkins**

- A. Sponsor Thank Yous** – We are asking Board members to send handwritten thank you notes to \$500+ contributors (sponsors, extras, & donors) from FY19. At today's meeting, each Director has received the name(s) of the contributor(s) to whom they'll be writing a thank you note, along with any pertinent details about the contributor(s), stationery & a stamped envelope and guidelines & sample language. Board members were asked to mail their thank you note(s) by July 1.
- B. Schedule of Meetings FY20** – Please review the FY20 schedule of meetings. Note that we have removed the May 2020 meeting from the schedule. The Board had a brief discussion about eliminating a summer meeting instead, however, given the timeliness of the grant and budget process, it is important to retain both the June & July meetings. Staff will work on promoting remote access to facilitate additional participation if needed.
- C. Personnel Reviews** – Personnel reviews were conducted at the June Executive Committee meeting.

**III. Treasurer's Report: Adam Stull**

- A. May Financials** – May financials included in today's packet. Overall we are trending slightly better with both revenue and expense than budgeted. Through May 30th, total revenue was \$1,464,640 (103.8% of budget and up 9% year-over-year). Expenses totaled \$1,255,957 (84.6% of budget and up 5% year-over-year).
- B. FY20 Budget Approval** – Proposed FY20 budget included in today's packet. Received a 2.9% increase in existing funding from HoCo Government and anticipate flat funding from the Maryland State Arts Council. In addition, we have received approximately \$70k to fund the continuation of the Downtown Columbia Arts and Culture Mediation efforts. This includes paygo funds that were reassigned from DCACC and IAT as well as contributions from several of the other major stakeholders. In total, we are projecting a 6.1% increase in revenue at \$1,497,792 and a 6.9% increase in expenses at \$1,586,899.

**The Finance Committee is making a motion to approve the FY20 budget as presented, with the understanding that the budget may need to be adjusted due to**

the final amount awarded by the Maryland State Arts Council and final year-end financials.

Second: Brian Rosenberg

Vote: Unanimous

**IV. Committee on Grants: Mary Kay Kenney**

- A. **Recent Meetings** - The Artistic Review Panel met on June 12, 2019 for the Baltimore City Arts & Cultural / Outreach Howard grant review. The Committee on Grants met on June 13, 2019 to review the ARP's recommendations.
- B. **BCAC FY20 Grants** - ARP reviewed 11 BCAC grant applications with a total requested amount of \$181,717 (\$171,000 available). The primary and alternate reviewers of each organization led discussions outlining the positives and negatives of the application based on: the merit of artistic, educational, or cultural activities; the ability of the applicant to carry out the proposed project; and service to Howard County residents. The Committee on Grants accepted the funding recommendations of the ARP.

Board reviewed the award recommendations presented and had a brief discussion as to why the BSO was listed as pending. Mary Kay explained that this was due to their very recent announcement moving their season from 52 to 40 weeks due to financial challenges and reduced audiences. Recommending BSO submit 4 quarterly reports with specific, measurable milestones to release funding. Mary Kay noted that this was a very thoughtful and detailed way of continuing HCAC's support while ensuring organizational stability. She also shared with the Board that the challenges BSO is facing reflect national trends for orchestras, ballets and operas and that they are actively trying to address the issue with engaging programming and aggressive fundraising.

**The Committee on Grants is making a motion to approve the ARP's funding recommendations per the attached spreadsheet, including the recommendation that the BSO's funds remain pending until they provide proof of delivery on certain milestones.**

Second: Julie Hughes Jenkins

Vote: Unanimous

- C. **Outreach Howard FY20 Grants** – This grant is about the BCAC groups coming into the county.

**Committee on Grants is making a motion to reallocate \$3,432 of unused FY19 JRT funds that were returned from CFA to the FY20 Outreach Howard funds.**

Second: Julie Hughes Jenkins

Vote: Unanimous

The ARP reviewed 7 OH grant applications with a total requested amount of \$52,795 (\$45,432 available). The same criteria were used to score these applications. However, unlike the operating grant, this grant is program-based. The Committee accepted the funding recommendations of the ARP.

It was noted that BSO's Outreach Howard funding is also pending meeting milestones. Board also had a brief discussion regarding the Maryland Science Center. Mary Kay explained the committee discussed the arts and culture activities heavily in the process and that MSC's application was more STEM than STEAM.

**Committee on Grants is making a motion to reallocate \$3,432 of unused FY19 JRT funds that were returned from CFA to the FY20 Outreach Howard funds.**



Second: Julie Hughes Jenkins

Vote: Unanimous

**Committee on Grants is making a motion to approve the ARP's funding recommendation for Outreach Howard as presented (included in the packet) including the recommendation that the BSO's funds remain pending until they provide proof of delivery on certain milestones.**

Second: Brian Rosenberg

Vote: Unanimous

- D. Committee on Grants is making a motion to elect Darion Smith to the Artistic Review Panel as a Dance panelist whose resume is included in today's packet.

Second: Brian Rosenberg

Vote: Unanimous

- E. The Board had a brief discussion about the status of the HCPSS music program and how essential it is to the arts in the County and its importance to organizations like the BSO.

**V. Strategic Initiatives Report: Julie Hughes Jenkins**

- A. **Board Development** – The Executive Committee is preparing a roster of candidates to share with the Board at the July meeting and will be confirming renewals for those Board members who will be included on this year's Board Ballot.
- B. **Downtown Arts & Culture Mediation** – Through the efforts of Delegate Feldmark and Senator Guzzone, funding has been secured to continue the Downtown Arts & Culture Mediation efforts. Consultant Eliot Pfanstiehl has agreed to stay on to lead the mediation and merger plans. Coleen met with Eliot in early June to outline next steps which include meeting with DCACC to develop expanded organizational chart and presenting report to IAT Board of Directors over the summer months.

This is a multi-year plan (2-3 year process). Goal is to have the basic organizational structure in place within the next 6 months though funding is available to engage the consultant for one year. Legal cost of the merger has been estimated to be \$150k-\$300k. HCAC will continue to convene the downtown groups as needed including 3 times over the next year to keep all of the stakeholders apprised of the progress of the mergers and CAPRA.

- C. **New Cultural Center** – Recently met with Toby & Hal Orenstein and Mark Minnick to discuss agenda for a meeting with Senator Guzzone and present a draft MOU for the NCC capital campaign. Will be scheduling lunch meeting with the Senator to touch base on NCC project, apologize for lack cohesion from the partners and discuss whether he wants the NCC capital requests to come in with other MPP requests or whether we can move forward in FY20 as the project is shovel. Other partners indicated a desire to participate in this meeting however HCAC feels this is more of a relationship building meeting. Coleen is working on scheduling this meeting.

**VI. New Business**

- A. **Staff Updates** - Katie Wofford, Grants & Special Projects Coordinator, will be leaving HCAC, moving to Philadelphia for graduate school. Dana Whipkey, current Facilities & Visitor Services Assistant will be moving into that position. Currently in the process of hiring a new Facilities & Visitor Services Assistant.

**VII. Announcements:**

- A. **Current Exhibits • Resident Artists 2019 & No Boundaries • Through June 14** *Resident Visual Artists Exhibit 2019* features recent work created by artists who have studios at the Center for the Arts and who work in a variety of media including oil and watercolor painting, drawing, fiber art, and glass bead-making. *No Boundaries* features work by youth and adult artists with developmental disabilities, created in the *Exploring Art* and *Focus on Art* programs offered by the Department of Therapeutic Recreation and Inclusion Services.
- B. **Save the Date – Courtyard Mosaic Mural Unveiling • June 27 • 6pm**
- C. **Save the Date - PAINT IT! ELLICOTT CITY 2019 • June 28-July 1, 2019**  
Paint It! Ellicott City 2019, HCAC's annual plein air paint-out, will be held June 27-July 1, 2019 in Historic Ellicott City with a minimum of \$5,000 in awards presented to participating artists. To learn more, check out the Exhibits page on [www.hocoarts.org](http://www.hocoarts.org).

Meeting adjourned at 1:02pm.

**Next Meeting: Friday, July 19, 2019 at Noon**



**Meeting Minutes  
HCAC Board of Directors  
July 19, 2019**

*Attending:* Ellen Flynn Giles; Julie Hughes Jenkins; Mary Kay Kenney; Linda Rochelle; and Sharonlee Vogel.  
*Staff:* Coleen West, Director, Stephanie Schuster, Development Manager, non-voting.

Meeting Called to order at 12:07 PM

**Welcome: Julie Hughes Jenkins**

**I. Minutes: Friday, June 14, 2019**

Motion to approve: Sharonlee Vogel

Second: Mary Kay Kenney

Vote: Unanimous

**II. President's Report: Julie Hughes Jenkins**

- A. **Conflict of Interest Forms** – Board members received COF packets that included this year's form along with signed forms from previous year to review, sign, and return.

**III. Treasurer's Report: Coleen West for Adam Stull**

- A. Reviewed the unaudited FY19 financial statements through June 29. Please note that these reports are not final and we anticipate adjustments in both income and expenses however, we anticipate ending the fiscal year with a strong net which the Executive committee will make recommendations on how to allocate. HCAC's primary financial goal is to have one year of operating expenses in reserve and we are getting close. We will have better numbers in August.
- B. Typically, we would adjust the FY20 budget at this time, however we have not yet received our contracts from either the State or the County and we will revise as needed once those have been received.
- C. The Board noted that the increase in camp participation and income both allows HCAC to do more but is also reaching more people and serving our mission in many ways. Coleen noted that we are also drafting language for a small Creativity Mini Grants which will reach small organizations that do not come in through the other grant programs. This is another way that we will be reaching new and different audiences.

**IV. Committee on Grants: Mary Kay Kenney**

- A. The Committee on Grants and Artistic Review Panel met on July 11, 2019 for the Community Arts Development/JRT Subsidy Grant Interviews & Review. On July 12, 2019 the Committee on Grants met to approve the ARP recommendations.
- B. The total requested amount for 22 CAD applications was \$363,507 (7 in operating and 15 in project); the total requested amount for 5 JRT Subsidy applications was \$17,459. \$353,431 is available for CAD; \$17,000 is available for JRT.

The primary and alternate reviewers of each organization led discussions outlining the positives and negatives of the application based on: the merit of artistic, educational, or cultural activities; the ability of the applicant to carry out the proposed project; and service to Howard County residents.

The Board briefly discussed a new grantee, Cultura Plenera. They have been working in the community for the last 8 years but this is the first year they have applied for funding. They are very well organized and presenting high-quality cultural programming and the Committee on Grants was very pleased to be supporting their efforts.

Mary Kay also noted that David Phillips provided strong leadership in his efforts to reposition the Columbia Festival of the Arts as they continue to move forward.

The Committee on Grants is making a motion to approve the ARP's funding recommendations per the attached spreadsheet.

Motion: Committee on Grants

Second: Sharonlee Vogel

Vote: Unanimous

- C. **Baltimore Symphony Orchestra** – At their meeting on July 12, 2019, the Committee on Grants reviewed the additional information provided from the BSO and are maintaining their decision to require quarterly reports to release funding as the BSO works to meet and report on specific milestones throughout the year.

V. **Exhibits Committee: Linda Rochelle**

- A. The Exhibits Committee met on July 18, 2019 to do their bi-annual in-person review. They reviewed 50 general exhibitions applications, including 3 group shows. Of those reviewed, they held 31 and declined 19. At this time, no artists were accepted. Currently, we have exhibits scheduled through November 2021 with only two openings in May & July 2021 in Gallery II. In addition to the exhibit reviews, the Committee completed the Exhibition Program Assessment, which includes statistics indicating that HCAC is reaching broader audiences – geographically, artistically, and demographically.

VI. **Strategic Initiatives Report: Julie Hughes Jenkins**

- A. **Board Development/Nominations** – The Nominating Committee has been working on finalizing prospective and returning candidates for the Board of Directors. Resumes and bios for new candidates can be found in today's packet.

The Nominating Committee is making a motion to nominate the following candidates (both new & renewing) for Board membership and inclusion on the FY20 & FY21 Board Ballot to be sent to HCAC members in August 2019: Ellen Flynn Giles, Greg Lowe, Brian Rosenberg, Sharonlee Vogel, Thomas Engleman, Julia Kovacs and Sabina Taj.

Motion: Nominating Committee

Second: Ellen Flynn Giles

Vote: Unanimous

- B. **Physical Campus** – Coleen & Toby met with Senator Guy Guzzone at the end of June. He noted that the State Delegation has two large outstanding capital commitments in Howard County including Merriweather Post Pavilion and Sheppard Pratt that would be paid out in FY21 and advised us to wait until January of 2021 to request FY22 capital funds for the NCC. He also reiterated that as the NCC was a Downtown Columbia arts initiative that is should be reviewed through the new CAPRA process.
- C. **Long Reach** – Board had a brief discussion about the Long Reach/Orchard Development project being shuttered. Coleen reported that HCAC was approached by Howard County to potentially manage artist studios in the space with the library taking on a more active programming role and running several maker spaces in the old SafeWay.
- D. **Downtown Columbia Arts & Culture Mediation** – Coleen & Eliot met with Ian Kennedy in early July to review the merger process. Following that meeting, Coleen & Eliot also met with Nina Basu from IAT. Eliot also made a presentation to the DCP Board and advisory committee.

This week, Coleen & Eliot met with CFA's Board of Directors and have a similar meeting with IAT's Board scheduled for early August. In preparation, a draft letter of intent, draft merger committee purpose and board resolution and draft due diligence checklist was shared with each organization. It is our goal to have the letters of intent signed by August 31<sup>st</sup>.



Eliot also met with Milton Matthews who has indicated he is very supportive of the project and will consider moving some of CA's art programming to DCACC. Also working on scheduling three wider stakeholder meetings in September, November and January.

**VII. New Business**

- A. Staffing** – Coleen reported that Tammy Oppel is leaving for a new position at the Maryland State Arts Council. Coleen has interviewed two top candidates and called their references and will be making a decision shortly. Katie Wofford is also leaving and heading to grad school. Dana Whipkey has moved into the Grants & Special Projects Assistant role and Kathleen Bender-O'Keefe has joined the staff as the new Facilities & Visitor Services Assistant.
- B. Annual Recap** - Briefly reviewed the FY19 annual recap of activities included in today's packet. The audit has been scheduled for the last week of September.

**VIII. Announcements:**

- A. Annual Meeting & Grant Awards Ceremony** – Friday, September 13<sup>th</sup> from 6-8pm.

Motion to adjourn: Sharonlee Vogel

Second: Ellen Flynn Giles

Meeting adjourned at 1:07pm.

**Next Meeting: Friday, September 6**

**Meeting Minutes**  
**HCAC Board of Directors**  
**September 6, 2019**

*Attending:* Ellen Flynn Giles; Jordana Guzman, Julie Hughes Jenkins, Mary Kay Kenney; Greg Lowe; Janet Schreiberstein; Tracey Schutty; Adam Stull; Sharonlee Vogel and George Wilson. *Staff:* Coleen West, Director, Mary Baxter, Deputy Director, Stephanie Schuster, Development Manager.

Meeting Called to order at 12:12 PM

**Welcome:** Julie Hughes Jenkins

- I. Minutes: Friday, July 20, 2018**  
**Motion to approve:** Sharonlee Vogel  
**Second:** George Wilson  
**Vote:** Unanimous
- II. President's Report: Brian Rosenberg for Julie Hughes Jenkins**
  - A. Board Ballot Results** – All results are in and all Directors were elected as noted on the ballot.
  - B. Officer Ballot** – The Board Officer Ballot for FY20 is included in today's meeting packet.  
**The Nominating Committee made a motion to elect Sharonlee Vogel as President, Brian Rosenberg as Vice President, Jordana Guzman as Secretary, and Adam Stull as Treasurer and Julie Hughes Jenkins will serve as the immediate past president.**  
**Motion:** Ellen Flynn Giles  
**Second:** George Wilson  
**Vote:** Unanimous
  - C. Board Standing Committee** – The new Board Committee list was included in today's packet. Board members should review their assignments and contact Julie Hughes Jenkins or Sharonlee Vogel with any questions or concerns.
  - D. Upcoming Meetings** - Annual Meeting & Grant Awards Ceremony – Friday, September 13<sup>th</sup> from 6-8pm and Celebration Committee Kick-Off Meeting – Thursday, September 19<sup>th</sup> at 8:30am.
  - E. New Staff** – Mary Kay Baxter joined the staff in August as the new Deputy Director. Mary gave a brief overview of her background.
- III. Treasurer's Report: Adam Stull**
  - A. July Financials** - The FY20 financials through July 31st were presented with revenue totaling \$53,128 and expenses totaling \$89,995. Overall we trending as expected however there are still some outstanding July expenses that need to be reconciled. We have since received our 1<sup>st</sup> installment (\$445,000) of the FY20 Howard County Government grant.
  - B. Revised FY20 Budget** – As expected, we need to revise the FY20 Budget approved in June due to final award notification from MSAC. For FY20 HCAC received \$10,000 more than budgeted. A small portion of this funding was allocated to personnel and the remaining was added to Other Grants. In addition, the revised budget reallocates funding received for the ongoing Downtown Arts & Culture Mediation efforts and it was noted that we have received our PayGo contract from HoCo for this funding. The additional MSAC funding was attributed to Governor Hogan's continued support of the arts as well as the advocacy of MSAC and MD Citizens for the Arts/  
**Motion to approve revised FY20 Budget:** Ellen Flynn Giles  
**Second:** Sharonlee Vogel  
**Vote:** Unanimous
- IV. Committee on Grants: Mary Kay Kenney**
  - A.** Jordana Guzman will be co-chairing the Grant Committee with Mary Kay Kenney in FY20 as Mary Kay prepares to rotate off the Board in October 2020.



- B. The Artistic Review Panel met on August 14, 2019 to review 19 grant applications with a total requested amount of \$39,478.00, pending clarification of financials of two grants. Wilde Lake Middle School made an adjustment that had no impact on their grant request. Lake Elkhorn subsequently adjusted their request and included matching funds from the PTA, which lowered the total AiE requested amount to \$38,745. \$39,031.00 is available for AiE.
- C. The primary and alternate reviewers of each organization led discussions outlining the positives and negatives of the application based on: the merit of artistic, educational, or cultural activities; the ability of the applicant to carry out the proposed project; and service to Howard County residents.
- D. The Committee on Grants met on August 15, 2019 and accepted the ARP's recommendations.
- E. Board had a brief discussion on why the majority of funding goes to elementary and middle schools. It was noted that we rarely get requests from high schools as most of the arts programming is supported by the Booster Clubs rather than PTAs at the high school level. Board briefly reviewed the variety of the programming funded this year.
- F. Baltimore Symphony Orchestra – Board had a brief discussion on the status of the BSO and it was noted that we are waiting for their first quarterly report, due September 30, prior to releasing their 1<sup>st</sup> quarterly installment for FY20.
- G. The Committee on Grants made a motion to approve the ARP's funding recommendations total of \$38,529.00 per the attached spreadsheet.  
 Motion: Committee on Grants  
 Second: George Wilson  
 Vote: Unanimous

**V. Maryland State Arts Council: Ken Skrzysz, Executive Director & Steven Skerrett-Davis, Deputy Director**

- A. **MSAC Grant Revisions** – Ken Skrzysz & Steven Skerrett-Davis provided an overview of the work they have been undertaking over the last two years as they observed how MSAC grant programs were delivered while investigating how they could be improved specifically through a lens of equity, diversity and access. MSAC hosted regional listening sessions, a town hall meeting, and facilitated an editing process that was open to the public. In total, the process included more than 1,000 constituents.

One immediate finding was that MSAC was very good at reaching and engaging established arts organizations but it was missing startups as the application process was the same across the board. To address this, MSAC created a new program called Creativity Grant which is open to individual artists and arts organizations with budgets of \$50k or less.

MSAC will also be making major changes to the Grants for Organizations program by shifting the focus from how an organization's mission serves audience to how are you serving the geographic area you claim – does your Board look like your community, do your programs serve your community? HCAC is often used as an exemplary organization in these discussions.

MSAC has also extended their grants management staff positions to grants management and professional development so that MSAC staff is working to eliminate the problems before they are submitted and this has already elevated projects.

MSAC has also created a new professional development program which will be launched at the end of the calendar year to provide professional development and technical assistance to arts organizations. In addition, MSAC is now hosting three fall regional arts institutes across the state at which they will identify additional professional development opportunities that will be developed into webinars.

This work led MSAC to review the Community Arts Development grant program. This program will be renamed to the County Arts Development program and will now include specific



benchmarks in an effort to shift the relationship from grantee to partner. And while the application has always been based on an evaluated model, MSAC was granting equal amounts to every arts council. The new application will require a 3 year plan with annual updates identifying community need and outlining a plan to meet that need while addressing overall MSAC strategic goals.

- B. Board had a brief discussion on how these changes may affect HCAC as we have always ranked high and how MSAC will actually implement while working through a lens of equity, diversity and access. For example, will they accommodate for areas who have higher costs of delivery? How do they level it?

VI. **Center Committee: Mary Kay Baxter for Linda Rochelle**

- A. **Resident Studios** - We have 2 open studios for resident artists. Studio 7c is to be rented as an "Emerging Artist Opportunity." Program designed to offer a short-term lease (November 1- June 30 FY20) to a new or mid-career artist so they can "try-out" having their own studio. Applications due September 15. Studio 5a is to be rented as usual. Applications due September 30. No applications have been received as of yet for the emerging artist studio, however there has been interest.
- B. **Summer Camp** – Total Enrollments for Summer Camp 2019: 949 campers. 72 out of 84 (86%) of camps ran. This is a 19% increase in enrollment from last year (797 total enrollments in 2018).
- C. **Current Exhibits** - Current Exhibits are on view through October 11, 2019 include: Gallery I: *Transformations* features mixed media and installation works by artists who attribute the process of artmaking as integral to their work. These artists include Rachel Borgman, Artemis Herber, Chris Hornsby, and Sunyoung Lee and in Gallery II: *Fragments* showcases photographic works by local artists Willy Conley and Don James.
- D. **Facility** – HoCo Public WiFi was installed in the building.

VII. **Strategic Initiatives Report: Julie Hughes Jenkin**

- A. **Physical Campus** - At the end of July, the Housing Commission learned that they had been awarded the tax credit for the project which they applied for in May. We recently received an update from the developer indicating that they are continuing to work with the County to move the project forward. The County is working with MuniCap to update the TIF projections in an effort to finalize who will issue the needed bonds and for how much. DPW will be reviewing the capital cost assumptions. They are also working to bring Rec & Parks up to speed on the project as they are going to serve as the master tenant. This raises a series of questions regarding the Arts Council's role in the new facility as well as our existing facility.
- B. **Downtown Columbia Mediation** - Coleen & Eliot met with IAT's Board of Directors to present the report in early August and they continue to work with the three primary partners, IAT, CFA & DCACC to move the consolidation process forward. The partners have finalized a LOI and are in the process of getting that signed and are providing feedback on a draft NDA. The primary partners will be meeting bi-monthly throughout the process. In addition, we have scheduled the three larger stakeholder meetings for September, November & January.

VIII. **New Business**

- A. **Board of Directors** - Janet Schreiberstein, who has served on the HCAC Board for Directors for the last 6 years is rotating off at the conclusion of her term at the end of September and the Board and staff thanked her for her dedication and service.

IX. **Announcements:**

- A. Annual Meeting & Grant Awards Ceremony – Friday, September 13<sup>th</sup> from 6-8pm.

Meeting adjourned by consensus at 1:26pm.

**Next Meeting: Friday, November 15**



**FY 2020 ARTIST-IN-EDUCATION GRANTS FINANCIAL AND ATTENDANCE SPREADSHEETS FOR  
PROGRAMS SUPPORTED WITH COUNTY FUNDS**

FY20 Artists-in-Education

Applicant Organization	FY20 Award	HC Portion	MSAC Portion	Funds Returned	Funds Disbursed
Bonnie Branch MS PTA*	\$1,325.00	\$1,256.00	\$69.00	\$1,325.00	\$0.00
Bryant Woods ES PTA†	\$1,049.00	\$994.45	\$54.55		\$1,049.00
Burleigh Manor MS PTA*	\$1,667.00	\$1,580.48	\$86.52	\$1,667.00	\$0.00
Bushy Park ES PTA	\$1,531.00	\$1,451.54	\$79.46		\$1,531.00
Clarksville MS PTA	\$3,000.00	\$2,844.30	\$155.70		\$3,000.00
Cradlerock ES PTA†	\$2,498.00	\$2,368.35	\$129.65		\$2,498.00
Ducketts Lane ES PTA†	\$2,350.00	\$2,228.03	\$121.97		\$2,350.00
Dunloggin MS PTA*	\$3,000.00	\$2,844.30	\$155.70	\$3,000.00	\$0.00
Glenwood MS PTA*	\$3,000.00	\$2,844.30	\$155.70	\$3,000.00	\$0.00
Hammond ES PTA	\$1,170.00	\$1,109.28	\$60.72		\$1,170.00
Harpers Choice MS PTA*	\$1,200.00	\$1,137.72	\$62.28	\$1,200.00	\$0.00
Homewood Center†	\$2,500.00	\$2,370.25	\$129.75		\$2,500.00
Lake Elkhorn*	\$1,767.00	\$1,675.29	\$91.71	\$1,767.00	\$0.00
Lime Kiln MS PTA**	\$2,133.00	\$2,022.30	\$110.70	\$800.00	\$1,333.00
Longfellow ES PTA†	\$2,500.00	\$2,370.25	\$129.75		\$2,500.00
St. John's Parish Day School	\$1,686.00	1,598.50	\$87.50		\$1,686.00
Talbott Springs ES PTA†	\$2,373.00	\$2,249.84	\$123.16		\$2,373.00
Triadelphia Ridge ES PTA	\$2,000.00	\$1,896.20	\$103.80		\$2,000.00
Wilke Lake MS PTA	\$1,780.00	\$1,687.62	\$92.38		\$1,780.00
	\$38,529.00	\$36,529.00	\$2,000.00	\$12,759.00	\$25,770.00

† Access Challenge Index

\* Funds returned or unused due to cancellation of programming \$11,959.00 due to COVID-19. Funds moved to FY21 HOCO RISE Emergency Grant for Organizations.

\*\* Adjusted amount to \$1,333.33 due to interruption of programming due to COVID-19. Remaining funds moved to FY21 HOCO RISE Emergency Grant for Organizations.

Amount available: \$34,000.00 (\$32,000.00 Howard County, \$2,000.00 MSAC)

Carried over from Swansfield ES FY19 AIE Unused Funds: \$2,432.00

Total Amount Available: \$39,031.00



## AIE FY20 Revenue Sources

School	HCAC Grant	PTA Support	Corporate Support	State Support	Other Support	Funds Returned	Total Support
Bonnie Branch MS PTA*	\$1,325					-\$1,325.00	
Bryant Woods ES PTA	\$1,049						\$1,049.00
Burleigh Manor MS PTA*	\$1,667					-\$1,667.00	
Bushy Park ES PTA	\$1,531	\$1,531.00		\$840.00			\$3,902.00
Clarksville MS PTA	\$3,000						
Cradlerock ES PTA	\$2,498	\$3,169.00					\$5,667.00
Ducketts Lane PTA	\$2,350	\$105.00					\$2,455.00
Dunloggin MS PTA*	\$3,000					-\$3,000.00	
Glenwood MS PTA*	\$3,000					-\$3,000.00	
Hammond ES PTA	\$1,170	\$2,740.00			\$691.50		\$4,601.50
Harpers Choice MS PTA*	\$1,200					-\$1,200.00	
Homewood Center	\$2,500						
Lake Elkhorn MS PTA*	\$1,767					-\$1,767.00	
Lime Kiln MS PTA**	\$2,133					-\$800.00	\$1,333.00
Longfellow ES PTA	\$2,500						
St. John's Parish Dayschool	\$1,686						
Talbott Springs ES PTA*	\$2,373	\$86.00		\$1,564.00			\$4,023.00
Triadelphia Ridge ES PTA	\$2,000						
Wilde Lake MS PTA	\$1,780	\$2,087.00		\$1,687.00	\$375.00		\$5,929.00
<b>TOTAL</b>	<b>\$38,529.00</b>	<b>\$9,718.00</b>		<b>\$4,091.00</b>	<b>\$1,066.50</b>	<b>-\$12,759.00</b>	<b>\$28,959.50</b>

*Schools in italics have not completed their programming. Program was extended until December 2020.*

# FY20 AIE Attendance

School	# of Artists Served	# of Students Directly Involved	# of Students Indirectly Involved	Presentation to the Public?	Public Attendees	Total Attendance	Volunteer Hours
Bryant Woods ES PTA	1	0	448	No	0	449	100
Bushy Park Elementary PTA	1	120	200	Yes	50	371	0
Clarksville MS PTA*							
Cradlerock ES PTA	1	300	0	No	0	301	50
Ducketts Lane PTA	1	90	245	Yes	Not provided	Not provided	30
Hammond ES PTA	1	611	0	Yes	900	1,512	25
Homewood Center	1	12	20	Yes	17	50	0
Lime Kiln Middle School PTA*							
Longfellow ES PTA*							
St. John's Parish Day School*							
Talbott Springs ES PTA	1	154	250	Yes	50	455	500
Triadelphia Ridge ES PTA*							
Wilde Lake MS PTA	1	256	714	no	0	971	0
	8	1543	1877		1017	4109	

\* Program not completed. Deadline extended until December, 2020



## FY20 AIE Diversity

	INDIVIDUAL PARTICIPATION										ARTIST PARTICIPATION									
	African American, Black	American Indian	Asian American	Hispanic, Latino	Mexican American, Chicano	Native Hawaiian, Pacific Islander	Puerto Rican	White or Caucasian	Other	Total	African American, Black	American Indian	Asian American	Hispanic, Latino	Mexican American, Chicano	Native Hawaiian, Pacific Islander	Puerto Rican	White or Caucasian	Other	Total
Dispersation																				
Brent Woods ES PTA	55%	4.3%	4.0%	13.0%	0.0%	3.0%	0.0%	21.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	100.0%
Buist Park Elementary School PTA	6.00%	1.0%	8.0%	0.0%	3.0%	2.0%	0.0%	77.0%	3.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Constance MS PTA																				
Castlebrook ES PTA	46.0%	0.0%	7.0%	28.0%	0.0%	0.0%	0.0%	26.0%	3.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	100.0%
Duane's Lane PTA	36.0%	0.0%	9.0%	22.0%	0.0%	0.0%	0.0%	25.0%	4.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	100.0%
Hammond ES PTA	36.0%	0.0%	0.0%	33.0%	0.0%	0.0%	0.0%	33.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	100.0%
Hammond Center	30.0%	0.0%	10.0%	0.0%	0.0%	0.0%	0.0%	60.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Lane Hill Middle School PTA																				
Longfellow Elementary School PTA																				
St. John's Parish Day School																				
Talbot Springs Elementary School PTA	40.0%	1.0%	6.0%	20.0%	5.0%	1.0%	1.0%	22.0%	4.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Thaddeus Ridge ES PTA																				
Wilde Lake MS PTA	55.0%	0.0%	7.0%	14.0%	0.0%	0.0%	0.0%	24.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	100.0%

Schools in italics have not yet completed programming. Programming extended to December 2020.

**FY 2020 BALTIMORE CITY GRANTS FINANCIAL AND ATTENDANCE SPREADSHEETS FOR PROGRAMS  
SUPPORTED WITH COUNTY FUNDS**



# FY20 Baltimore City Arts and Culture

Organization	FY20 Award	FY20 Installments
American Visionary Art Museum	\$5,000.00	\$2,500.00
Baltimore Museum of Art	\$21,780.00	\$10,890.00
Baltimore Museum of Industry	\$12,165.00	\$6,082.50
Baltimore Symphony Orchestra	\$27,924.00	\$13,962.00
Center Stage Associates, Inc.	\$21,957.00	\$10,978.50
Maryland Historical Society	\$3,500.00	\$1,750.00
Maryland Science Center	\$14,748.00	\$7,374.00
Maryland Zoological Society, Inc.	\$21,497.00	\$10,748.50
National Aquarium, Inc.	\$18,000.00	\$9,000.00
Port Discovery Children's Museum	\$11,580.00	\$5,790.00
Walters Art Museum	\$12,849.00	\$6,424.50
	<b>\$171,000.00 *</b>	<b>\$85,500</b>

FY20 BCAC Funds Available: \$171,000.00

## FY20 BCAC Attendance

Organization	Number of Individuals Served	Number of Howard County Individuals Served	Number of Artists Served
American Visionary Art Museum	81,884	4,866	53
Baltimore Museum of Art	160,916	4,728	180
Baltimore Museum of Industry	74,068	15,454	5
Baltimore Symphony Orchestra	972,159	8,115	535
Center Stage Associates, Inc.	54,395	4,136	177
Maryland Historical Society	87,005	1,684	100
Maryland Science Center	244,107	12,709	0
The Maryland Zoo in Baltimore	252,069	42,563	75
National Aquarium	1,000,000	12,277	25
Port Discovery Children's Museum	157,099	9,591	196
Walters Art Museum	230,930	18,470	234
	3,314,632	134,593	1,580



VII

**FY 2020 COMMUNITY ARTS DEVELOPMENT GRANTS FINANCIAL AND ATTENDANCE SPREADSHEETS FOR  
PROGRAMS SUPPORTED WITH COUNTY FUNDS**

**FY20 CAD**

<b>Organization</b>		<b>FY20 Award</b>	<b>FY20 Installment</b>	<b>Funds Returned</b>	<b>FY20 JRT Award</b>	<b>JRT Funds Unused</b>
Candlelight Concert Society	Operating	\$34,039	\$17,019.50			
Columbia Bands	Project	\$5,000	\$2,500.00			
Columbia Center for Theatrical Arts	Operating	\$64,000	\$32,000.00			
Columbia Festival	Operating	\$66,364	\$33,182.00			
Columbia Orchestra	Operating	\$46,000	\$23,000.00		\$7,411	
Columbia Pro Cantare	Operating	\$30,605	\$15,302.50		\$4,020	
Cultura Plenera*	Project*	\$5,000	\$2,500.00	\$5,000	\$875	\$875
First Evangelical Lutheran Church	Project	\$5,000	\$2,500.00			
Glen Mar United Methodist Church*	Project*	\$4,500	\$2,250.00	\$4,500		
Hopeworks of Howard County	Project	\$5,000	\$2,500.00			
Howard County Chinese School	Project	\$3,080	\$1,540.00			
Howard County Concert Orchestra	Project	\$4,405	\$2,202.50			
Howard County Poetry and Literature Society	Operating	\$14,700	\$7,350.00			
Kinetics Dance Theatre	Operating	\$27,056	\$13,528.00		\$3,624	\$1,464
Little Patuxent Review	Project	\$4,500	\$2,250.00			
ManneqART	Project	\$5,000	\$2,500.00			
Misako Ballet Company	Project	\$5,000	\$2,500.00		\$1,070	
Red Branch Theatre Company	Project	\$5,000	\$2,500.00			
Rep Stage	Project	\$5,000	\$2,500.00			
ShowTime Singers	Project	\$5,000	\$2,500.00			
Silhouette Stages	Project	\$5,000	\$2,500.00			
Sundays at Three	Project	\$4,182	\$2,091.00			
		<b>\$353,431</b>	<b>\$176,716</b>	<b>\$9,500</b>	<b>\$17,000</b>	<b>\$2,339</b>

\*Funds returned/unused due to cancellation of programming \$11,839 due to COVID-19. \$11,339 allocated to FY21 HOCO RISE Emergency Grant for Organizations.  
\$500 allocated to FY20 Creative Howard grant.

**TOTAL CAD FUNDING FY20 \$373,000**

CAD Amount Available: \$353,431 Amount Distributed: \$343,931

JRT/CAD Amount Available: \$17,000 Amount Distributed: \$14,661

Organizational Effectiveness/CAD Available

\$2,569

Creative Howard/CAD Available \$500

Carry over to FY21 HOCO RISE \$9,000





## FY20 CAD Attendance

Organization	Individuals Served	Artists Served	Maryland Artists	Howard County Artists	Volunteer Hours
Candlelight Concert Society	20,581	23	11	1	650
Columbia Bands	4,785	162	162	125	400
Columbia Center for Theatrical Arts	18,603	1,027	877	860	200
Columbia Festival	6,009	100	35	5	200
Columbia Orchestra	7,059	204	201	161	26,420
Columbia Pro Cantare	1,689	250	154	151	8,516
First Evangelical Lutheran Church	748	150	138	50	4,000
Howard County Chinese School	5,529	9	7	3	771
HopeWorks of Howard County	724	77	58	52	32
Howard County Concert Orchestra	338	50	50	20	400
Howard County Poetry and Literature Society	96,788	62	55	22	252
Kinetics Dance Theatre	2,683	67	unknown	unknown	1,797
Little Patuxent Review	864	750	750	500	1,200
MannequART	49	24	24	10	900
Misako Ballet Company	963	34	33	16	756
Red Branch Theatre Company	172	16	16	10	40
Rep Stage	3,633	58	43	4	339
ShowTime Singers	649	57	57	33	4,500
Silhouette Stages	882	50	unknown	unknown	500
Sundays at Three	1,388	21	20	2	470
	174,136	3,191	2,691	2,025	52,343

## FY20 CAD Diversity

Organization	INDIVIDUAL PARTICIPATION										ARTIST PARTICIPATION									
	African American, Black	American Indian	Asian American	Hispanic, Latino	Mexican American, Chicano	Native Hawaiian, Pacific Islander	Puerto Rican	White or Caucasian	Other	Total	African American, Black	American Indian	Asian American	Hispanic, Latino	Mexican American, Chicano	Native Hawaiian, Pacific Islander	Puerto Rican	White or Caucasian	Other	Total
Candislight Co-ten Society	did not track									0.00%	did not track									0.00%
Columbia Bands	10.00%		15.00%	5.00%			70.00%			100.00%	5.00%		5.00%	5.00%				85.00%		100.00%
Columbia Center for "Theatrical Arts"	25.00%		5.00%	17.00%			45.00%	6.00%		100.00%	25.00%		5.00%	12.00%				58.00%		100.00%
Columbia Festival	25.00%		5.00%	5.00%			85.00%			100.00%	15.00%			15.00%			5.00%	65.00%		100.00%
Columbia Orchestra	did not track									0.00%	6.00%	1.00%	5.00%	1.00%				87.00%		100.00%
Columbia Pro Cinema	10.00%		12.00%	2.00%			76.00%			100.00%	9.50%		10.00%	1.00%				80.00%		100.00%
Fine Evangelical Lutheran Church	10.00%	5.00%	10.00%	10.00%		5.00%	55.00%			100.00%	10.00%		100.00%	5.00%				80.00%		100.00%
Howard County Chinese School			100.00%							100.00%										100.00%
Howard County Chinese School	38.00%		28.00%	4.00%			35.00%	4.00%		100.00%	5.00%		10.00%	5.00%				80.00%		100.00%
Howard County Conservatory Orchestra	10.00%		30.00%	5.00%	5.00%		50.00%			100.00%	35.00%							85.00%		100.00%
Howard County Party and Luncheon Society	22.00%	0.00%	8.00%		4.00%		64.00%	2.00%		100.00%	35.00%							85.00%		100.00%
Kramer Dance Theatre	13.00%	2.00%	18.00%	8.00%	2.00%	1.00%	2.00%			100.00%	42.00%		25.00%	15.00%				78.00%		100.00%
Little Payment Review	35.00%		15.00%	10.00%			40.00%			100.00%										100.00%
Mar-se-art	did not track																			
Milania Ballet Company	15.00%		30.00%	7.00%			48.00%			100.00%	15.00%	5.00%	30.00%	7.00%			5.00%	48.00%		100.00%
Red Branch Theatre Company	55.00%						45.00%			100.00%	46.00%			10.00%				50.00%		100.00%
Red State	8.00%		1.00%				88.00%	3.00%		100.00%	26.00%		3.00%	2.00%				69.00%		100.00%
Shew'ne Shew'ne	10.00%		5.00%	2.00%			83.00%			100.00%	5.00%		2.00%	2.00%				91.00%		100.00%
Silhouette Stage	did not track										did not track									
Sundance at 77-ee	10.00%		10.00%	5.00%			75.00%			100.00%	10.00%		25.00%				5.00%	60.00%		100.00%



VIII

FY 2020 JIM ROUSE THEATRE SUBSIDIES  
SUPPORTED WITH CAD FUNDS FROM HOWARD COUNTY

# FY20 JRT Subsidy Disbursement

Organization	FY20 Subsidy Award	Installment 1	Installment 2	Installment 3	Installment 4	Unused
Columbia Orchestra	\$7,411.00	\$1,360	\$1,360	\$2,795	\$1,896	
Columbia Pro Cantare	\$4,020.00	\$2,155	\$1,865			
Cultura Plenera*	\$875.00					\$875.00
Kinetics Dance Theatre**	\$3,624.00	\$1,080.00	\$1,080			\$1,464.00
Misako Ballet Company	\$1,070.00	\$622.50	\$447.50			
	<b>\$17,000</b>					<b>\$2,339.00</b>

\* Unused funds due to cancellation of programming due to COVID.

\*\* Only \$2,160.00 JRT funds paid out

Remaining funds (\$2,339.00) allocated to FY21 HOCO RISE Emergency Grant for Organizations

IX

**FY 2020 ORGANIZATIONAL DEVELOPMENT GRANTS SUPPORTED  
WITH CAD FUNDS FROM HOWARD COUNTY**



# Organizational Effectiveness

FY20 Organizational Effectiveness  
and FY20 Creative Howard Grants

FY20 Organizational Developer	Award	1st Paymen	2nd Pmt.	not disbursed	Amt. Disbursed
Candlelight Concert Society	2,980.00	\$1,490	\$1,490		2,980.00
CCTA*	4,017.00			4,017.00	0.00
Columbia Festival**	4,160.00	\$2,080	\$1,975.55	104.45	4,055.55
Columbia Orchestra	4,968.00	\$4,968			4,968.00
Cultura Plenera	2,327.00	\$1,163.50	\$1,163.50		2,327.00
Kinetics Dance Theatre	4,292.00	\$2,146	\$2,146		4,292.00
	<b>\$22,744</b>			<b>\$4,121</b>	<b>\$18,623</b>

\* Requested extension until FY21  
\*\* Budget adjustment

\$104.45 to FY20 COVID 19-Relief Fund

**Total Funding Available: \$22,744.00**

\$675.00 from FY18 Artist-in Education

\$19,500.00 from FY19 CAD

\$2,569.00 from FY20 CAD

## Creative Howard

Recipient	Award	Disbursed
Laurie Reynolds/Columbia Piano Studio	\$500.00	\$500.00

\$500 from FY20 CAD

X

FY 2020 OUTREACH HOWARD GRANTS SUPPORTED  
WITH RE-GRANT FUNDS FROM HOWARD COUNTY

# FY20 Outreach Howard

Organization	FY20 Award	FY20 Installments	Unused
American Visionary Art Museum	\$2,196.00	\$1,098.00	
Baltimore Museum of Industry	\$2,678.00	\$1,339.00	
Baltimore Symphony Orchestra *	\$12,508.00	\$6,254.00	\$8,970.01
Chesapeake Shakespeare Company	\$13,166.00	\$6,583.00	
Maryland Science Center	\$4,582.00	\$2,291.00	
Maryland Zoological Society, Inc.	\$6,001.00	\$3,000.50	
Port Discovery Children's Museum	\$4,301.00	\$2,150.50	
	<b>\$45,432.00</b>	<b>22,716.00</b>	<b>\$8,970.01</b>

\* Returned \$8,970.01 due to cancellation of program.

\$8,770.00 allocated to FY21 Outreach Howard. \$200.01 remaining.

FY20 Outreach Howard Funds Available: \$45,432.00



XI

**FY 2020 ARTsites SUPPORTED WITH RE-GRANT FUNDS  
FROM HOWARD COUNTY**

FY20 ARTsites Breakdown of Expenses  
Individual Artist Awards

Artist	Site	1st Installment 2nd Installment Total			Program Expenses
		Jul-19	Jun-20		
Mary Angers	HCPSS	\$1,250	\$1,250	\$2,500	Liability Insurance \$300.00
Charles Brouwer	HCLIS, Central Branch	\$1,250	\$1,250	\$2,500	Signage \$2,848.00
Jeff Chyatte	HCC	\$1,250	\$1,250	\$2,500	Otcast \$250.00
Craig Gray	NLCC	\$1,250	\$1,250	\$2,500	Postage \$75.00
Stephen Klema	Robinson Nature Center	\$1,250	\$1,250	\$2,500	Brochure Design & Printing \$1,232.67
Charles Pilkey	ARC	\$1,250	\$1,250	\$2,500	Travel \$103.36
Richard Pitts	Slayton House	\$1,250	\$1,250	\$2,500	
Richard Pitts	HCGH	\$1,250	\$1,250	\$2,500	
Chris Plaisted	Clarksville Commons	\$1,250	\$1,250	\$2,500	
Paul Steinkoenig	GJACC	\$1,250	\$1,250	\$2,500	
Glenn Zweygardt	George Howard Building	\$1,250	\$1,250	\$2,500	
William Wood	COPT/Aida Bistro	\$1,250	\$1,250	\$2,500	
		\$15,000	\$15,000	\$30,000	Expense Total
Net Total					\$ 4,509.03

Note: Each grant was for \$30,000.00. Final \$500 payment to each artist distributed in October, 2020.

Howard County FY20 Re-Grant Funds approved for use for ARTsites, a one-year outdoor sculpture exhibit at sites throughout the County from August 2019-July 2020.

XII

**STATUS: FY20 PAYGO FUNDS DESIGNATED TO  
DOWNTOWN COLUMBIA ARTS JOINT MERGER EXPLORATION**



In FY20, HCAHC received \$52,500 to facilitate merger discussions with DCCC, CFA, & AT. CA was also involved in the discussion due to their ownership of Symphony Woods and the associated easements and agreements. Draft report submitted to stakeholders in February 2020. Next steps: meetings to discuss recommended changes to the report; on hold due to COVID-15.

Draft report submitted to stakeholders in February 2020. Next steps: meetings to discuss recommended changes to the report; on hold due to COVID-19.

STATUS AS OF 6/30/20

Activity	Income	Date	Check #	Expenses	Item
PAYGO FUNDS Received	\$52,500	11/7/2019			
Howard Hughes Corporation Rec'd	\$10,000	12/26/2019			
Columbia Association Rec'd	\$10,000	8/27/2019			
Its My Amphitheatre Rec'd	\$5,000	9/13/2019			
Columbia Festival of the Arts Rec'd	\$2,500	7/17/2019			
Take Joy LLC Payment		3/14/2019	25057	\$2,500	Reimbursement
Take Joy LLC Payment		4/10/2019	25168	\$2,500	Reimbursement
Take Joy LLC Payment		8/8/2019	25460	\$5,000	Facilitation: \$5,000 from HHC
Take Joy LLC Payment		9/19/2019	2553	\$5,000	Facilitation: \$5,000 from CA
Take Joy LLC Payment		10/3/2019	25825	\$5,000	Facilitation: \$5,000 from IMA
Take Joy LLC Payment		11/15/2019	25659	\$5,000	Facilitation: \$2,500 CFA
Take Joy LLC Payment		12/19/2019	25701	\$5,000	Facilitation: \$5,000 from HHC
Take Joy LLC Payment		1/16/2020	25780	\$5,000	Facilitation: \$5,000 from CA
Take Joy LLC Payment		3/5/2020	25928	\$5,000	Facilitation:
					Charge H-CAC Administration Fee?
Total	\$80,000			\$40,000	

Remaining Funds Available

\$40,000	HoCo PAYGO Temporarily Restricted: DTC
\$40,000	HoCo PAYGO Temporarily Restricted: DTC
\$0	PRIVATE Temporarily Restricted: DTC

XIII

**STATUS: FY15 PAYGO FUNDS DESIGNATED TO  
LONG REACH ARTS PROGRAMMING**

In FY15, HCAC received \$202,450 to support community outreach activities in the Long Reach community.

Item

ARTreach 2015	FY15	7/1/14-6/30/15	See QB, Audit	\$112,048	Artreach Festival, Community Mosaic Mural, Community Announcement, and related activities.
ARTreach 2016	FY16	7/1/15-6/30/16	See QB, Audit	\$79,551	Artreach Festival, Courtyard Concert Series, Kidera Sculpture for one year
ARTreach 2016 incurred in FY17	FY17	7/7/2016	Paychex	\$663	Artreach Director, Amy Poff
ARTreach 2016 incurred in FY17	FY17	7/7/2016	Paychex	\$328	Artreach Assistant, Sierra Francis
ARTreach 2016 incurred in FY17	FY17	7/7/2016		\$485	Imprint, supplies
ARTreach 2016 incurred in FY17	FY17	7/19/2016		\$129	Staples, supplies
ARTreach 2016 incurred in FY17	FY17	7/19/2016		\$226	Crystal Springs, water
ARTreach 2016 incurred in FY17	FY17	8/16/2016		\$170	S&R Laundry, table clothes
ARTreach 2016 incurred in FY17	FY17	8/16/2016		\$125	Crystal Spring, water
ARTreach 2016 incurred in FY17	FY17	7/19/2016		\$258	HMC Display, signage
Long Reach High School	FY17	2/14/2017		\$2,350	20th Anniversary Mural Artist Fees
Long Reach Artist Studio Program	FY20	2/15/20-06/30/20	Paychex	\$1,399	Long Reach Artist Studio Program Administrator, Gena O'Brien
Total				\$197,731	

\$4,719 Temporarily Restricted: Long Reach



XIV

STATUS: FY15PAYGO FUNDS DESIGNATED TO WEBSITE DEVELOPMENT

# FY15 PAYGO Funds Designated for HCAC Website Breakdown of Expenses

In FY15 HCAC received PAYGO Funds of which \$80,000 was designated to develop a new website to include a county-wide on-line arts calendar of events. HCAC contracted with local web developer NextLOGIC to design, build and launch the site.

STATUS AS OF 6/30/20

Vendor	Check No.	Payment	Date	Item
NEXTlogik	17728	\$18,133	9/16/2015	Website Development Payment 1 of 3
Gray Pictures	22381	\$485	1/19/2016	Copywriter Deposit
SearchWP	17785	\$129	2/13/2016	SearchWPPlugin
Modern Tribe	17785	\$596	2/13/2016	Plugin
CLKBANK	17785	\$40	2/13/2016	Plugin
NEXTlogik	22505	\$18,133	3/1/2016	Website Development Payment 2 of 3
Gray Pictures	22855	\$4,365	8/16/2016	Copywriter Final Payment
Comm&Web Coordinator	Paychex	\$701	6 x \$15 07/01/15-6/30/2016	Hourly staff to administer and coordinate project Actual
Comm&Web Director	Paychex	\$1,939	@ \$17/hr 7/01/16-12/17/16	
NEXTlogik	23199	\$18,133	12/20/2016	Website Development Payment 3 of 3
Sendgrid	23081	\$12	11/21/2016	SendgridNewsletterservice
Woo Commerce	23192	\$29	12/20/2016	WooCommerce - Extension
Woo Commerce	23192	\$79	12/20/2016	WooCommerce - Themes
Sendgrid	23192	\$10	12/20/2016	SendgridNewsletterservice
Sendgrid	23211	\$10	1/17/2017	SendgridNewsletterservice
SearchWP	23211	\$77	1/17/2017	SearchWPPlugin Renewal
Sendgrid	23343	\$10	2/28/2017	SendgridNewsletterservice
Sendgrid	23354	\$10	3/16/2017	SendgridNewsletterservice
Sendgrid	23326	\$10	2/14/2017	SendgridNewsletterservice
Sendgrid	23500	\$10	4/25/2017	SendgridNewsletterservice
ModernTribe	23192	\$312	12/20/2016	ModernTribe Events Calendar License reimb to Pperna
NewsletterPro	23500	\$45	4/25/2017	Newsletterpro Plugin
Pam Perna	23588	\$71	6/20/2017	Travel Reimbursement
Go Daddy	25088	\$1,707	5/17/2019	Upgrade to Semi-Designated Host Service to Accommodate Usage
Total		\$65,047		

STATUS OF FY15 PAYGO FUNDS FOR WEBSITE:

\$14,953.14

Temporarily Restricted for Website Enhancement, Services, Update or Redesign

**FY 2020 HOWARD COUNTY ARTS COUNCIL  
AUDITED STATEMENT - DRAFT**



**THE HOWARD COUNTY ARTS COUNCIL, INC.**

**FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITOR'S REPORT  
JUNE 30, 2020 AND 2019**

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## Independent Auditor's Report

To the Board of Directors of  
The Howard County Arts Council, Inc.  
Columbia, MD

We have audited the accompanying financial statements of The Howard County Arts Council, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2020 and 2019, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Howard County Arts Council, Inc. as of June 30, 2020 and 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**Emphasis of Matter**

As discussed in Note B to the financial statements, in fiscal year 2020, The Howard County Arts Council adopted new accounting guidance, Accounting Standards Update ("ASU") 2014-09, *Revenue from Contracts with Customers*, and ASU 2018-08, *Clarifying the Scope of the Accounting Guidance for Contributions Received and Contributions Made*.

Columbia, MD  
November xx, 2020

**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**STATEMENTS OF FINANCIAL POSITION**  
**JUNE 30, 2020 AND 2019**

	<u>2020</u>	<u>2019</u>
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 504,932	\$ 398,314
Cash and cash equivalents - board designated	36,062	36,050
Total cash and cash equivalents	540,994	434,364
Pledges receivable	7,500	11,080
Certificates of deposit	22,711	22,690
Prepaid expenses	12,514	23,198
Total Current Assets	583,719	491,332
<b>OTHER ASSETS</b>		
Property and equipment, net	26,493	34,448
Investments - board designated reserve fund	454,486	398,610
Interest in assets held by the Community Foundation of Howard County	138,237	131,098
Total Other Assets	619,216	564,156
<b>TOTAL ASSETS</b>	<u>\$ 1,202,935</u>	<u>\$ 1,055,488</u>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ -	\$ 507
Accrued expenses	26,290	11,357
Deferred revenue	-	83,140
Total Current Liabilities	26,290	95,004
<b>OTHER LIABILITIES</b>		
Loan payable	66,500	-
Security deposits	4,342	4,279
Total Other Liabilities	70,842	4,279
Total Liabilities	97,132	99,283
<b>NET ASSETS</b>		
Without donor restrictions:		
Undesignated	359,389	347,449
Board designated	490,548	434,660
Total Without Donor Restrictions	849,937	782,109
With donor restrictions	255,866	174,096
Total Net Assets	1,105,803	956,205
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 1,202,935</u>	<u>\$ 1,055,488</u>

The accompanying notes are an integral part of these financial statements.

**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**STATEMENT OF ACTIVITIES**  
**YEAR ENDED JUNE 30, 2020**

	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUE AND SUPPORT</b>			
Grants	\$ 369,276	\$ 753,794	\$ 1,123,070
Contributions	74,824	-	74,824
Special events	89,060	-	89,060
Camp registrations, rental income, and other	229,818	-	229,818
In-kind contributions	170,958	-	170,958
Interest income	6,335	-	6,335
Other income	319	-	319
Net assets released from restrictions	678,613	(678,613)	-
Total Revenue and Support	<u>1,619,203</u>	<u>75,181</u>	<u>1,694,384</u>
<b>EXPENSES</b>			
Program services:			
Grant awards	681,750	-	681,750
Art center	424,191	-	424,191
Community services	190,834	-	190,834
Special projects	91,730	-	91,730
Total Program Services	<u>1,388,504</u>	<u>-</u>	<u>1,388,504</u>
Support services:			
Fundraising	115,186	-	115,186
Management and general	57,617	-	57,617
Total Support Services	<u>172,803</u>	<u>-</u>	<u>172,803</u>
Total Expenses	<u>1,561,307</u>	<u>-</u>	<u>1,561,307</u>
<b>CHANGE IN NET ASSETS FROM OPERATIONS</b>	57,896	75,181	133,077
<b>OTHER CHANGES</b>			
Net appreciation in fair value of investments	9,932	-	9,932
Gain on assets held by the Community Foundation of Howard County, net	<u>-</u>	<u>6,589</u>	<u>6,589</u>
Total Other Changes	<u>9,932</u>	<u>6,589</u>	<u>16,521</u>
<b>CHANGE IN NET ASSETS</b>	67,828	81,770	149,598
<b>NET ASSETS, beginning of year</b>	<u>782,109</u>	<u>174,096</u>	<u>956,205</u>
<b>NET ASSETS, end of year</b>	<u>\$ 849,937</u>	<u>\$ 255,866</u>	<u>\$ 1,105,803</u>

The accompanying notes are an integral part of these financial statements.



**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**STATEMENT OF ACTIVITIES**  
**YEAR ENDED JUNE 30, 2019**

	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUE AND SUPPORT</b>			
Grants	\$ 367,343	\$ 674,079	\$ 1,041,422
Contributions	50,758	1,941	52,699
Special events	97,655	-	97,655
Camp registrations, rental income, and other	256,064	-	256,064
In-kind contributions	157,431	-	157,431
Interest income	15,002	-	15,002
Other income	268	-	268
Net assets released from restrictions	681,117	(681,117)	-
Total Revenue and Support	<u>1,625,638</u>	<u>(5,097)</u>	<u>1,620,541</u>
<b>EXPENSES</b>			
Program services			
Grant awards	629,869	-	629,869
Art center	423,961	-	423,961
Community services	169,085	-	169,085
Special projects	107,325	-	107,325
Total Program Services	<u>1,330,240</u>	<u>-</u>	<u>1,330,240</u>
Support services			
Fundraising	123,389	-	123,389
Management and general	58,142	-	58,142
Total Support Services	<u>181,531</u>	<u>-</u>	<u>181,531</u>
Total Expenses	<u>1,511,771</u>	<u>-</u>	<u>1,511,771</u>
<b>CHANGE IN NET ASSETS FROM OPERATIONS</b>	113,867	(5,097)	108,770
<b>OTHER CHANGES</b>			
Net depreciation in fair value of investments	(4,370)	-	(4,370)
Gain on assets held by the Community Foundation of Howard County, net	-	5,838	5,838
Total Other Changes	<u>(4,370)</u>	<u>5,838</u>	<u>1,468</u>
<b>CHANGE IN NET ASSETS</b>	109,497	741	110,238
<b>NET ASSETS, beginning of year</b>	<u>672,612</u>	<u>173,355</u>	<u>845,967</u>
<b>NET ASSETS, end of year</b>	<u>\$ 782,109</u>	<u>\$ 174,096</u>	<u>\$ 956,205</u>

The accompanying notes are an integral part of these financial statements.

**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**YEAR ENDED JUNE 30, 2020**

	PROGRAM SERVICES				SUPPORT SERVICES		
	Grant Awards	Art Center	Community Services	Special Projects	Total Program Services	Fundraising	Management and General
Personnel expenses							
Salaries	\$ 21,641	\$ 186,155	\$ 64,923	\$ 23,040	\$ 295,758	\$ 46,889	\$ 18,035
Payroll taxes	1,618	14,019	4,853	1,855	22,345	3,505	1,109
Employee benefits	2,511	21,758	7,532	2,274	34,075	5,440	2,328
Employee retirement plan	244	2,116	733	244	3,337	529	204
Subtotal: Personnel Expenses	26,014	224,048	78,041	27,413	355,515	56,363	21,676
Accounting	-	-	-	-	-	-	24,195
Advertising	32	221	453	682	1,388	65	23
Artist and juror fees	3,900	15,961	-	14,963	34,824	5,175	-
Bank and credit card fees	179	1,551	537	179	2,446	388	149
Contract services	12,500	9,591	38,760	520	61,371	13,667	-
Depreciation and amortization	834	7,226	2,501	834	11,395	1,807	695
Dues, meetings and travel	234	2,027	702	234	3,197	507	195
Equipment	438	3,798	1,315	438	5,989	949	365
Grants disbursed	625,178	-	26,500	30,215	681,893	-	-
Insurance	466	4,040	1,398	466	6,370	1,010	389
Miscellaneous	5	45	15	5	70	11	5
Occupancy, utilities and maintenance	10,257	88,898	30,772	10,257	140,184	22,225	8,549
Office supplies and expense	885	12,675	2,656	1,031	17,247	2,896	738
Postage and delivery	345	3,857	1,241	350	5,793	2,969	246
Printing and copying	112	8,196	4,829	3,772	16,909	6,350	81
Professional fees	-	38,839	-	-	38,839	-	-
Repairs and maintenance	226	1,960	679	226	3,091	490	189
Telephone	145	1,258	435	145	1,983	314	122
<b>TOTAL EXPENSES</b>	<b>\$ 681,750</b>	<b>\$ 424,191</b>	<b>\$ 190,834</b>	<b>\$ 91,730</b>	<b>\$ 1,388,504</b>	<b>\$ 115,186</b>	<b>\$ 57,617</b>
							<b>\$ 1,561,307</b>

The accompanying notes are an integral part of these financial statements.

**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**YEAR ENDED JUNE 30, 2019**

	PROGRAM SERVICES				SUPPORT SERVICES		
	Grant Awards	Art Center	Community Services	Special Projects	Total Program Services	Fundraising	Management and General
Personnel expenses							
Salaries	\$ 20,949	\$ 181,560	\$ 62,848	\$ 20,949	\$ 286,306	\$ 45,390	\$ 17,458
Payroll taxes	1,694	14,680	5,081	1,694	23,149	3,670	1,411
Employee benefits	2,176	18,862	6,529	2,176	29,743	4,716	1,815
Employee retirement plan	233	2,023	700	233	3,189	506	195
Subtotal Personnel Expenses	25,052	217,125	75,158	25,052	342,387	54,282	20,879
Accounting	-	-	-	-	-	-	22,979
Advertising	-	-	-	-	-	-	690
Artist and juror fees	1,800	24,343	-	33,924	60,067	2,903	-
Bank and credit card fees	754	6,533	2,262	754	10,303	1,633	628
Contract services	-	9,311	8,516	-	17,827	4,782	293
Depreciation and amortization	789	6,839	2,367	789	10,784	1,710	658
Dues, meetings and travel	730	6,326	2,190	730	9,976	1,581	608
Equipment	285	2,473	856	285	3,899	618	239
Grants disbursed	589,478	-	40,403	30,923	660,804	13,500	-
Insurance	450	3,898	1,349	450	6,147	974	375
Miscellaneous	92	795	275	92	1,254	199	76
Occupancy, utilities and maintenance	9,446	81,864	28,338	9,446	129,094	20,466	7,871
Office supplies and expense	703	14,761	2,109	1,100	18,673	4,731	646
Postage and delivery	-	4,787	294	73	5,154	4,036	864
Printing and copying	-	12,241	4,097	3,417	19,755	11,345	1,094
Professional fees	-	30,149	-	-	30,149	-	-
Repairs and maintenance	168	1,456	504	168	2,296	364	140
Telephone	122	1,060	367	122	1,671	265	102
<b>TOTAL EXPENSES</b>	<b>\$ 629,869</b>	<b>\$ 423,861</b>	<b>\$ 169,085</b>	<b>\$ 107,325</b>	<b>\$ 1,330,240</b>	<b>\$ 123,389</b>	<b>\$ 58,142</b>
							<b>\$ 1,511,771</b>

The accompanying notes are an integral part of these financial statements.



**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**STATEMENTS OF CASH FLOWS**  
**YEARS ENDED JUNE 30, 2020 AND 2019**

	2020	2019
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 149,598	\$ 110,238
Adjustments to reconcile net income to net cash provided by operating activities:		
Depreciation and amortization	13,897	13,152
Gain on assets restricted for long-term use	(6,589)	(5,838)
Net (appreciation) depreciation in fair value of investments	(9,932)	4,370
Changes in operating assets and liabilities:		
Decrease (increase) in assets		
Pledges receivable	3,580	31,920
Certificates of deposit	(21)	(20)
Prepaid expenses	10,684	(16,827)
Assets held by the Community Foundation of Howard County	(7,139)	(7,779)
Increase (decrease) in liabilities		
Accounts payable	(507)	(3,168)
Accrued expenses	14,933	(15,195)
Deferred revenue	(83,140)	17,048
Security deposits	63	401
Net Cash Provided by Operating Activities	85,427	128,302
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Acquisition of property and equipment	(5,942)	(8,432)
Proceeds from loan payable	66,500	-
Sales of investments	100,000	-
Purchases of investments	(145,944)	(14,558)
Net Cash Provided by (Used for) Investing Activities	14,614	(22,990)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Gain on assets restricted for long-term use	6,589	5,838
Net Cash Provided by Financing Activities	6,589	5,838
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	106,630	111,150
<b>CASH AND CASH EQUIVALENTS, beginning of year</b>	434,364	323,214
<b>CASH AND CASH EQUIVALENTS, end of year</b>	<u>\$ 540,994</u>	<u>\$ 434,364</u>

The accompanying notes are an integral part of these financial statements.

**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2020 AND 2019**

**NOTE A – NATURE OF ORGANIZATION AND PROGRAM DESCRIPTION**

Established in 1981 as a not-for-profit corporation, The Howard County Arts Council, Inc. (the "Council") was formed by a resolution of the County Council of Howard County, Maryland, to foster the arts and cultural development in the Howard County community. As the county's designated arts council, it is authorized to administer state and county public funds by awarding grants to qualifying organizations that promote the arts, art education, and culture.

The Council provides the following program services:

*Grant Awards* - To advance and support the arts, the Council administers the following six grant programs: Community Arts Development, Artists-in-Education, Baltimore City Arts and Cultural Organizations, Organizational Development, Outreach Howard, and the Jim Rouse Theatre Subsidy Program. A volunteer Artistic Review Panel is charged with evaluating all grant applications received from eligible organizations. The Board of Directors votes on the panel's recommendations and has final approval of the grant awards.

*Art Center* - To encourage an active and supportive relationship between artists and the public, the Council manages a 32,000 square foot multi-purpose arts center, which provides affordable studio and meeting space to artists, a black box theatre, and dance studio for performances and rehearsals, classrooms for arts education, and two exhibit spaces for the display of various forms of visual art work.

*Community Services* - To foster and promote the arts, the Council maintains a website that promotes upcoming programs and performances, develops partnerships to advance the arts, publishes a quarterly newsletter, offers awards and scholarships, and provides various resources, technical assistance, advice and guidance on artistic development and art education.

*Special Projects* - To ensure that the arts are accessible to all citizens, the Council develops programs that reach out to underserved or new audiences. These programs may be ongoing or one-time pilot projects.

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of Accounting

The financial statements of the Council have been prepared using the accrual basis of accounting. Therefore, revenue and related assets are recognized when earned, and expenses and related liabilities are recognized as the obligations are incurred.



**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2020 AND 2019**  
(continued)

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

Adoption of New Accounting Pronouncement

The Financial Accounting Standards Board (“FASB”) *Accounting Standards Codification Topic 606, Revenue from Contracts with Customers*, as amended, supersedes or replaces nearly all GAAP revenue recognition guidance. These standards establish a new contract and control-based revenue recognition model, change the basis for deciding when revenue is recognized over time or at a point in time, and expand disclosures about revenue. The Council has implemented Topic 606 and has adjusted the presentation in the financial statements accordingly. The amendments have been applied retrospectively to all periods presented, with no effect on net assets.

In June 2018, FASB issued ASU 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. This standard assists entities in evaluating whether transactions should be accounted for as contributions or exchange transactions and determining whether a contribution is conditional. The Council has implemented the provisions of ASU 2018-08 applicable to both contributions received and to contributions made in the accompanying financial statements under a modified prospective basis. Accordingly, there is no effect on net assets in connection with our implementation of ASU 2018-08.

Financial Statement Presentation

Financial statement presentation follows Financial Accounting Standard Board (“FASB”) Accounting Standards Codification (“ASC”) Topic *Not-for-Profit Entities*. In accordance with the topic, the Council is required to report information regarding its financial position and activities according to two classes of net assets. Accordingly, net assets of the Council and changes therein are classified and reported as follows:

*Net Assets without Donor Restrictions* – Net assets not subject to donor-imposed restrictions or stipulations.

*Net Assets with Donor Restrictions* – Net assets subject to donor-imposed stipulations that may or will be met by either actions of the Council and/or the passage of time, or that must be maintained permanently by the Council. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and are reported in the statement of activities as net assets released from restrictions. Contributions received with donor restrictions that are met in the same reporting period are reported as support without donor restrictions as an increase net assets without donor restrictions.



**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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(continued)

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

Cash and Cash Equivalents

The Council considers all highly liquid investments with original maturities of three months or less to be cash equivalents. Money market accounts held in accounts that are professionally managed by investment advisors are reported in investments.

The Council maintains its cash balances in bank deposit accounts which are insured by the Federal Deposit Insurance Corporation up to \$250,000 per institution. At times, the accounts may exceed these limits. The Council believes it is not exposed to any significant credit risk on cash or cash equivalents.

Pledges Receivable

Pledges receivable are stated at the amount management expects to collect from balances outstanding at year end. Throughout the year, management determines if an allowance for doubtful accounts is necessary based upon a review of outstanding receivables, historical collection of information, and existing economic conditions. Accounts deemed uncollectible are charged off based on specific circumstances of the parties involved. Based on management's evaluation of uncollectible accounts at the end of the year, bad debts are provided for on the allowance method. Management expects to collect all outstanding receivables. Therefore, no allowance for doubtful accounts was established as of June 30, 2020 and 2019.

Property and Equipment

Property and equipment are stated at cost or, if donated, at fair value as of the date of donation. The Council capitalizes all property and equipment with a cost basis greater than \$500 and a useful life greater than one year. Expenditures which extend the useful life of an asset are capitalized while repairs and maintenance are expensed. Depreciation and amortization is provided using the straight-line method over the estimated useful lives of the assets as follows:

Furniture, fixtures and equipment	5 – 7 years
Leasehold improvements	10 – 20 years

Investments

Investments are accounted for at fair value and consist of money market funds and certificates of deposit, which are maintained in an investment brokerage account. The fair value of certificates of deposit held in brokerage accounts is based on their quoted market price, and is provided by the Council's investment fund manager. Interest and dividends are recognized as earned. Unrealized and realized gains and losses on the fair value of investments are recognized in the statement of activities in the period in which such changes occur.

**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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(continued)

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

Deferred Revenue

Deferred revenue consists of unearned registration fees received in advance for participation in the summer camp programs held by the Council.

Revenue Recognition

The Council recognizes grants and contributions when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met. Contributions received with donor stipulations are recorded as contributions with donor restrictions based on the donor's intent. Unless otherwise stated by the donor, individual donations are recorded as contributions without donor restrictions. Contributions with donor restrictions that are met in the same reporting period as the contribution is received are reported as contributions without donor restrictions support.

In addition, the Council receives funding from the state and local government agencies, which is considered a conditional contribution. State and other government grants are subject to audit by the grantor agencies, which could result in a request for reimbursement by the agency for expenditures disallowed under the terms and conditions of the appropriate grantor. Any amounts received prior to incurring qualifying expenditures would be reported as deferred revenue in the statement of financial position. Furthermore, any unexpended funds received from government agencies are subject to be returned to the funding authority, unless the funding authority allows the Council to retain such excess. For the years ended June 30, 2020 and 2019, there were no unexpended funds due back to granting authorities.

Camp registrations is recognized at the time the related camp programs are held. Rental income is recognized in the period earned. Rents collected in advance are deferred as a liability until earned.

Agency Transactions

The Council receives grants and contributions from government and private sources for purposes of furthering the Council's stated mission: to enrich and serve the Howard County community, by fostering the arts, artists and arts organizations. Funds received and distributed by the Council for purposes for which it acts as an agent, trustee or intermediary for resource providers are not included in the statement of activities in cases where the Council does not have discretion or variance power over the distributions.



**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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(continued)

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

Donated Facilities

The Council receives donated facilities from the Howard County government, which is reported as an in-kind contribution and rent expense in the statement of activities in the period in which such facilities are used. The estimated fair rental value of donated facilities is based on an estimated market rental rate and the allocated utilities, facilities, and maintenance costs from the County.

Method Used for Allocation of Expenses from Management and General Activities

The financial statements report certain categories of expenses that are attributable to one or more program or supporting function as management and general activities. Expenses of this nature are allocated on a reasonable basis that is consistently applied. Allocated expenses include depreciation, occupancy costs, and other general organizational costs, which are allocated on the basis of time and effort expended.

Reclassifications

Certain amounts for the year ended June 30, 2019 have been reclassified to conform to the New Accounting Standards described in Footnote B. The reclassification had no effect on the previously reported net assets or change in net assets.

Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**NOTE C – INCOME TAXES**

The Council is a 501(c)(3) organization that is exempt from federal income tax under Section 501(a) of the Internal Revenue Code. The Council is, however, subject to tax on business income unrelated to the Council's exempt purpose. No provision for income taxes is reflected in the accompanying financial statements for the years ended June 30, 2020 and 2019, since the Council had no taxable income from unrelated business activities.

The Council recognizes the effect of income tax positions only if those positions are more likely than not of being sustained. The Council does not believe its financial statements include any uncertain tax positions.



**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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(continued)

**NOTE C – INCOME TAXES - continued**

The Council's information returns are subject to examination by the Internal Revenue Service for a period of three years from the date they were filed, except under certain circumstances. The Council's information returns for the years ended June 30, 2017 through 2019 are open for a tax examination by the Internal Revenue Service, although no request has been made as of the date of these financial statements.

**NOTE D – AVAILABLE RESOURCES AND LIQUIDITY**

The Council strives to maintain liquid financial assets to cover 12 months of general expenditures. As part of the liquidity management plan, the Council invests cash in excess of daily requirements in short-term money market and short-term bonds. The Council has various sources of liquidity at its disposal including cash and cash equivalents, pledges receivable, and investments. In addition, the Council anticipates receiving additional grants and contributions that will sufficiently cover its operating expenses over 12-month period. Although the Council had net assets with donor restrictions totaling \$256,301 and \$174,096 as of June 30, 2020 and 2019, respectively, \$191,333 and \$109,678 of these funds are expected to be available for spending over the next 12 months. Additionally, although the Council does not intend to spend board designated funds other than amounts appropriated for general expenditures as part of its annual budget approval and appropriation, these amounts could be made available through a board resolution, if necessary.

In determining the adequacy of liquidity sources to cover general operating expenditures over a 12-month period, the Council considers all expenditures related to its program services, general and administrative, and fundraising activities, to be general operating expenditures.

As of June 30, 2020 and 2019, total financial assets held by the Council and the amounts of those financial assets that could readily be made available within one year of the balance sheet date to meet general expenditures were as follows:

**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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(continued)

**NOTE D – AVAILABLE RESOURCES AND LIQUIDITY - continued**

	2020	2019
Cash and cash equivalents	\$ 540,994	\$ 434,364
Certificates of deposit	22,711	22,690
Investments	454,486	398,610
Investments endowment funds	138,237	131,098
Pledges receivable	7,500	11,080
Total Financial Assets	1,163,928	997,842
Less: board designated reserves	(490,548)	(434,660)
Less: net assets encumbered by donor restrictions - perpetual in nature	(64,968)	(64,418)
Total Financial Assets Available to Meet Cash Needs for General Expenditures within One Year	<u>\$ 608,412</u>	<u>\$ 498,764</u>

**NOTE E – PROPERTY AND EQUIPMENT**

Property and equipment consisted of the following as of June 30:

	2020	2019
Leaschold improvements	\$ 510,026	\$ 510,026
Furniture, fixtures and equipment	108,405	102,463
Website	37,517	37,517
	655,948	650,006
Less: accumulated depreciation and amortization	(629,455)	(615,558)
Property and Equipment, Net	<u>\$ 26,493</u>	<u>\$ 34,448</u>

Depreciation and amortization expense was \$13,897 and \$13,152 for the years ended June 30, 2020 and 2019, respectively.

**NOTE F – INVESTMENTS AND FAIR VALUE MEASUREMENTS**

FASB ASC 820, *Fair Value Measurements and Disclosures*, establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). Level 1 of the fair value hierarchy under FASB ASC 820 is described as inputs to the valuation



**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**NOTE F – INVESTMENTS AND FAIR VALUE MEASUREMENTS – continued**

methodology that are unadjusted quoted prices for identical assets or liabilities in active markets that the Council has the ability to access.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The three levels of the fair value hierarchy are described as follows:

- |                |   |
|----------------|---|
| <i>Level 1</i> | Inputs are based on unadjusted quoted prices for identical assets traded in   |
| <i>Level 2</i> | Inputs are based upon quoted prices for similar assets in active markets, quoted prices for identical or similar assets in inactive markets, or model based valuation techniques for which all significant assumptions are observable in the market or can be corroborated by observable market data. |
| <i>Level 3</i> | Inputs are unobservable and significant to the fair value measurement.  |

The following valuation methods may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although management believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The Council's investments in money markets funds are valued by carrying amount, which approximates fair value. The fair value of certificates of deposit and the interest in assets held by the Community Foundation of Howard County (the "Foundation") have been provided by the Council's investment managers and the Foundation, respectively, and use a variety of pricing sources to determine market valuations, including indexes for each sector of the market.



**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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(continued)

**NOTE F – INVESTMENTS AND FAIR VALUE MEASUREMENTS – continued**

The following tables set forth by level, within the fair value hierarchy, the Council's investments at fair value on a recurring basis as of June 30, 2020 and 2019, respectively:

Assets at Fair Value as of June 30, 2020				
	Level 1	Level 2	Level 3	Total
Certificates of deposit	\$ -	\$ 343,498	\$ -	\$ 343,498
Money market funds	110,988	-	-	110,988
Interest in assets held by the Foundation	-	138,237	-	138,237
Total assets at fair value	<u>\$ 110,988</u>	<u>\$ 481,735</u>	<u>\$ -</u>	<u>\$ 454,486</u>

Asset at Fair Value as of June 30, 2019				
	Level 1	Level 2	Level 3	Total
Certificates of deposit	\$ -	\$ 316,773	\$ -	\$ 316,773
Money market funds	81,837	-	-	81,837
Interest in assets held by the Foundation	-	131,098	-	131,098
Total assets at fair value	<u>\$ 81,837</u>	<u>\$ 447,871</u>	<u>\$ -</u>	<u>\$ 529,708</u>

**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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(continued)

**G – NET ASSETS**

Board Designated Reserves

The board of directors set aside four separate bank accounts for the purpose of segregating designated funds for the re-grants program, Jim Rouse Theatre (JRT) Subsidies, JRT equipment fund, and the studio escrow.

To ensure the long-term viability of the Council, an investment account was also established by the board of directors for rainy day working capital reserves to be utilized by the Council in the case of an emergency. As of June 30, 2020 and 2019, the aggregate total balance amounts of the board designated cash and investment accounts were as follows:

	2020	2019
Cash	\$ 36,062	\$ 36,050
Investments	454,486	398,610
Total	<u>\$ 490,548</u>	<u>\$ 434,660</u>

Net Assets with Donor Restrictions

For the years ended June 30, 2020 and 2019, net assets with donor restrictions were designated as follows:

	2020	2019
Head start program	\$ 62,828	\$ 12,500
Various programs and projects	45,261	7,877
Re-grants to other non-profit organizations and special projects	9,975	22,621
Donor designated endowment	64,968	64,418
Accumulated earnings in endowment fund	73,269	66,680
Total	<u>\$ 256,301</u>	<u>\$ 174,096</u>

**NOTE H - AGENCY TRANSACTIONS**

The Council re-grants designated funds from the Howard County government and the Maryland State Arts Council in accordance with the grant award contract with those organizations. Any funds received and distributed by the Council for which the Council has no variance power were not included in the Council's statements of activities.

For the years ended June 30, 2020 and 2019, there were no grants awarded for which the Council did not have variance power.

**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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(continued)

**NOTE I - DONATED FACILITIES**

The Council leases office, exhibit, studio, performance hall, and meeting space in the Howard County Center for the Arts for an annual rent of one dollar under an operating lease with Howard County, Maryland. The lease provides for annual extensions, thereafter, based on an agreement of the parties involved.

The lease may be terminated at the discretion of either party with 60 days written notice. For the years ended June 30, 2020 and 2019, the value of donated rent and utilities was estimated at \$170,958 and \$157,431, respectively.

**NOTE J - INVESTMENT ENDOWMENT FUNDS**

The Council has assets held in by the Community Foundation of Howard County (the "Foundation") to be designated for the Howard County Arts Council Future for the Arts Fund endowment and is classified as net assets with donor restrictions in the accompanying statements of financial position.

The Community Foundation of Howard County (formerly, the Columbia Foundation) holds the Howard County Arts Council's Future for the Arts Fund (the "Fund"), an endowment established in 1999 under an agreement between the Howard County Arts Council and the Community Foundation of Howard County (the "Foundation").

Since the Council has a beneficial interest in those funds, the transaction is considered reciprocal. As required by generally accepted accounting principles, net assets associated with endowment funds are classified and reported based on the existence of donor-imposed restrictions. Funds held by the Foundation consist of both donor designated endowment funds and board designated endowment funds.

*Return objectives and spending policy*

The Foundation will hold the net assets with donor restriction endowment principal in perpetuity and invest the assets to provide income to the Council. The Foundation has the authority to redirect the monies accumulated in the Fund should the Council discontinue its business operations. Net assets with donor restriction contributions are recorded by both the Foundation and the Council since contributions are received by the Council and remitted to the Foundation. Per the agreement, the annual distributions available to the Council will be 5% of the market value of the Fund's assets as of December 31 of the preceding year, subject to specified conditions and limitations. The Council has the option to reinvest these funds or place them in the operating account and are classified as net assets without donor restrictions due to time restrictions. Currently, these funds are being reinvested. The endowment assets are managed in accordance with the investment policy established by the Foundation.



**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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(continued)

**NOTE J – INVESTMENT ENDOWMENT FUNDS - continued**

The accumulated earnings on both the board designated endowment assets and the donor designated net assets with restrictions are reported as net assets without donor restrictions. These accumulated earnings are available only in accordance with the spending policy established with the Foundation.

The Council's investment endowment net assets consist of the following as of June 30, 2020:

	Without Donor Restrictions	With Donor Restrictions	Total
Original donor-restricted gift amount and amounts required to be retained by donor	\$ -	\$ 64,968	\$ 64,968
Portion subject to appropriation for expenditures	-	73,269	73,269
Balance at June 30, 2020	<u>\$ -</u>	<u>\$ 138,237</u>	<u>\$ 138,237</u>

The Council's investment endowment net assets consist of the following as of June 30, 2019:

	Without Donor Restrictions	With Donor Restrictions	Total
Original donor-restricted gift amount and amounts required to be retained by donor	\$ -	\$ 64,418	\$ 64,418
Portion subject to appropriation for expenditures	-	66,680	66,680
Balance at June 30, 2019	<u>\$ -</u>	<u>\$ 131,098</u>	<u>\$ 131,098</u>

Changes in the investment endowment net assets for the year ended June 30, 2020, are as follows:

	Without Donor Restrictions	With Donor Restrictions	Total
Beginning of year, June 30, 2019	\$ 25,000	\$ 106,098	\$ 131,098
Contributions	-	550	550
Interest and dividends	-	834	834
Net appreciation in fair value of investments	-	5,755	5,755
End of year, June 30, 2020	<u>\$ 25,000</u>	<u>\$ 113,237</u>	<u>\$ 138,237</u>

**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**NOTE J – INVESTMENT ENDOWMENT FUNDS - continued**

Changes in the investment endowment net assets for the year ended June 30, 2019, are as follows:

	Without Donor Restrictions	With Donor Restrictions	Total
Beginning of year, June 30, 2018	\$ 25,000	\$ 98,319	\$ 123,319
Contributions	-	1,941	1,941
Interest and dividends		1,377	1,377
Net appreciation in fair value of investments	-	4,461	4,461
Appropriation of endowment assets for expenditure	-	(900)	(900)
End of year, June 30, 2019	<u>\$ 25,000</u>	<u>\$ 106,098</u>	<u>\$ 131,098</u>

Net assets without donor restrictions are reflected as board endowment and net assets with donor restrictions are reflected as accumulated earnings and appreciation in fair value on the above tables pertaining to the assets held by the Foundation.

**NOTE K – CARES PPP LOAN**

On May 7, 2020, the Council received loan proceeds from the United States Small Business Administration ("U.S. SBA") in the amount of \$66,500 under the Paycheck Protection Program ("PPP"). The PPP, established as part of the Coronavirus Aid, Relief and Economic Security Act ("CARES Act"), provides for loans to qualifying businesses for amounts up to 2.5 times of the average monthly payroll expenses of the qualifying business. Loans and accrued interest are forgivable after eight weeks as long as the borrower uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities, provided the business entity maintains its payroll levels. The Council was granted the loan from PNC Bank pursuant to the PPP under the CARES Act. The loan bears an interest of one percent and matures on May 15, 2022. Management believes that the loan in full will be forgiven. As of June 30, 2020 and 2019, the PPP loan balance totaled \$66,500 and \$0, respectively.

**NOTE L - SUBLEASES**

As per the lease agreement established with the Howard County government, the Council may sublease building space to artists and related organizations. Such space consists of studios, classrooms, a theatre, and meeting rooms, which are subleased to tenants under operating lease agreements with varying terms up to June 30, 2021. For the years ended June 30, 2020 and 2019, rent received by the Council under the subleases totaled \$92,104 and \$116,203, respectively.

**THE HOWARD COUNTY ARTS COUNCIL, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**NOTE M - RETIREMENT PLAN**

The Council established a retirement savings plan which covers all eligible employees. Employees are permitted to contribute up to the maximum amount prescribed by law. The Council is required to make dollar-for-dollar matching contributions of up to 3% of compensation for each employee making salary-reduction contributions under the SIMPLE Plan (Savings Incentive Match Plan for Employees). The Council may, however, elect out of this requirement or reduce the contribution amount provided, within a reasonable time before the annual election period. Eligible employees are notified of the decision to make one of the other permissible employer contributions in which the minimum matching contribution may not go below one percent. For the years ended June 30, 2020 and 2019, the Council's contributions to the SIMPLE Plan totaled \$4,070 and \$3,890, respectively.

**NOTE N - SUBSEQUENT EVENTS**

In preparing these financial statements, the Council has evaluated events and transactions for potential recognition or disclosure through November xx, 2020, the date the financial statements were available to be issued. There were no additional events or transactions that were discovered during the evaluation that required further recognition or disclosure.