



**HOWARD COUNTY ARTS COUNCIL
ANNUAL REPORT TO THE HOWARD COUNTY COUNCIL
FISCAL YEAR 2018**



November 27, 2018

The Honorable Mary Kay Sigaty, Chair
Howard County Council
3430 Court House Drive
Ellicott City, MD 21043

Dear Chairman Sigaty,

Mary Kay -

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, 2018.

This past year, the Arts Council successfully managed a number of programs and services which reached 311,110 people and provided opportunities for 10,541 artists. Program highlights include:

GRANT ADMINISTRATION

The administration of grant programs is one of the Arts Council's most important responsibilities. In FY18, the Arts Council administered 7 grant programs:

1) Community Arts Development (CAD)

CAD grants of \$327,116 were awarded to 22 Howard County organizations in two categories: general operating and project. 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 Development

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. In FY18, no grants were awarded.

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; \$33,070 was awarded to 15 PTAs and Head START in Art.

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; \$162,350 was awarded to 11 organizations.

OFFICERS

President
Julie Hughes Jenkins
Corporate Office Properties Trust

Vice President
Brian Rosenborg
Rosenberg & Pina, LLC

Secretary
Sharon Lee Vogel
Community Union & Visual Arts

Treasurer
Jim Henshaw
Severn Bank

DIRECTORS

Robert Allen
Howard Bank

Carl Aminger
Orchard Development Corporation

Ellen Flynn Giles
EPG Enterprises

Jordana Guzman
Davis, Agnor, Rapoport & Skelly, LLC

David Kay
MET Bank

Mary Kay Kennedy
Maryland University of Integrative Health

Freida Lee-McClann
Visual Artist

Greg Lowe
Lowe Wealth Advisors

Linda Rochelle
ADG Creative

Janet Schreiber
Community Union

Daniel T. Sch
Community Union & Musician

Chesler Stacy
Chesler Creates

George Wilson
HCFSS Fine Arts Advisory Council

LEAD COORDINATOR

Jeff Agnor
Davis, Agnor, Rapoport & Skelly, LLC

STAFF

Executive Director
Cotton West

Deputy Director
Tammy Oppel

Grants & Special Projects Manager
Dan Vellucci

Development Manager
Stephanie Schuster

Gallery & Programs Coordinator
Katherine Wofford

Visitor & Facilities Services Assistant
Janio Driek

Community & Web Relations Director
Pamela Perna

Development Assistant
Heather Wendell

Building Attendants
George Durgott
Edwin Jansen
Doug Newhouse

5) Outreach Howard

This grant program was established in 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; \$43,868 was awarded to 7 organizations.

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; \$16,136 was awarded to 5 organizations for rental subsidies.

In addition to these grant programs, the Arts Council awarded funds to individuals through its Arts Scholarship Program, Rising Star Competition, Mark Ryder Original Choreography Grant, and ARTsites public art competition and exhibition.

HOWARD COUNTY CENTER FOR THE ARTS

In addition to the grant programs, the Arts Council operates the Howard County Center for the Arts, a 27,000 sq.ft. multi-purpose incubator space devoted to providing a wide variety of opportunities in the arts for citizens of Howard County. In FY18, 34,154 people visited the Center to attend classes and summer camps, view an exhibit, enjoy a performance, or take a workshop; 4,590 artists benefited from Center programs.

In order to maintain a vital arts community in the county, the Center provides affordable studio space to professional artists and office space for arts organizations. In FY18, the Center was home to 14 visual artists (full capacity): Stanley Agbontean (oil painting), James Adkins (painting and drawing), Joan Bevelacqua (watercolor and oil painting), Myungsook Ryu Kim (painting and drawing), Arthur Landerman (painting and illustration), Diana Marta (painting, drawing and mixed media), Brendan Nass (painting, mixed media, graphics); 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 Heralds of Hope .

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 FY18 special projects are described below:

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

The Arts Council hosted its 21st annual *Celebration of the Arts in Howard County* fundraiser at the stunning Horowitz Visual and Performing Arts Center at HCC. The 2018 *Celebration* showcased the visual and performing arts in Howard County and focused critical attention on the local arts community. This year's main stage performance featured the Rising Star Competition.

Over 500 people attended the gala evening, which included a reception featuring culinary delights by local restaurants and caterers, silent auction of local visual artwork, entertainment, and the Howie Awards. The event netted \$72,400- - which has been re-invested into initiatives such as grants, scholarships, outreach programs, and capital improvements at the art center.

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 went to Ric Ryder, vocalist, actor (Outstanding Artist), Tolly Rumbaugh Peddicord, St. John's Lane Elementary school art teacher (Outstanding Arts Educator), and Michael J. Clark (Outstanding Arts Supporter). HCAC Executive Director, Coleen West, received the inaugural Leadership in the Arts Award, to mark her 20 years of service at HCAC.

Fabulous 50+ Players

In FY18, the Arts Council continued its support for the Fabulous 50+ Players senior performance troupe. The troupe participated in an Outreach program of "Hear America Singing" at Vantage House (2 times), Lighthouse Ellicott (2 times), Harmony Hall, Bain Center, Ellicott City and Elkridge Senior Centers. 10-14 senior cast members took part in each of the 8 shows. Auditions and rehearsals took place at HCCA.

Head StART in ART

In 2000, the Arts Council established Head StART in ART, an artists-in-residence program that provides children enrolled in the Ellicott City Head Start Center (ECHSC) with hands-on

artistic experiences with at least one professional artist in the classroom. For FY18, the Arts Council received funding for the project from the Isadore and Bertha Gudelsky Family Foundation, Inc., PNC, and Wells Fargo, and the Community Foundation of Howard County, enabling the Arts Council to expand the program to include the Old Cedar Lane Head Start Center in Columbia and sponsor a total of 4 artists/groups: : Slim Harrison, American Folk heritage music; Suzanne Herbert-Forton, visual arts; and visual artist Susan Stockman conducted a mosaic residency at ECHSC and a bird house residency at OCL.. Each residency 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.

Paint It Ellicott City

From July 6-19, 2017, HCAC partnered with Howard County Tourism & Promotion and Howard County Public School System to host a three-day *en plein air* paint-out event, *Paint It! Ellicott City*. Thirty artists were selected by juror Hai-Ou Hou, local plein air artist/instructor and owner of Chesapeake Fine Art Studio. After a kick-off and welcome event on Thursday night at the Howard County Welcome Center, the artists painted in the historic district of downtown Ellicott City on Friday, Saturday, and Sunday along with 51 additional artists and students from the community. 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 \$6,250 were awarded to Paint It! artists.

Scholarships

A total of \$10,000 in scholarships was awarded to 7 Howard County high school seniors to continue their education in the arts.

Rising Star Professional Development Award

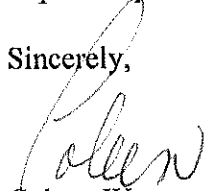
The Rising Star Emerging Performing Artist Professional Development Award process is modeled after hit television series competitions, such as *American Idol* and *The Voice*, with finalists performing in front of a live audience and the audience selecting the winner. In this case, finalists are selected 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. In FY18, ten finalists from four arts disciplines competed; pianist Junghoon Park received the award.

HOWARD COUNTY ARTS COUNCIL FY18 Final Report
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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,

A handwritten signature in cursive script, appearing to read "Coleen West", written in dark ink.

Coleen West
Executive Director

cc: Allan Kittleman, County Executive
Craig Glendenning, County Auditor
Nancy Gray, Deputy Chief Administrative Officer
Norm Schnobrich Budget Analyst
Melanie Bishop, Chief, Real Estate Services Division

**HOWARD COUNTY ARTS COUNCIL
ANNUAL REPORT TO THE HOWARD COUNTY COUNCIL
FISCAL YEAR 2018**

List of Attachments

- I. Howard County Grant Agreement with Howard County Arts Council**
- II. Request Forms for Disbursement of Funds**
- III. FY18 Howard County Center for the Arts Attendance**
- IV. Minutes from Howard County Arts Council Board Meetings
Approving FY18 Grant Awards**
- V. FY18 AiE Grants Financial and Attendance Spreadsheets for Programs
Supported with County Funds**
- VI. FY18 Baltimore City Grants Financial and Attendance Spreadsheets for
Programs Supported with County Funds**
- VII. FY18 Howard County Community Arts Development (CAD) Grants
Financial and Attendance Spreadsheets for Programs Supported with
County Funds**
- VIII. FY18 Jim Rouse Theatre Subsidies Supported with CAD Funds from
Howard County**
- IX. FY18 Outreach Howard Grants Supported with County Re-Grant Funds**
- X. FY18 ARTsites Program Supported with County Re-Grant Funds**
- XI. FY18 Organizational Development Grants supported with CAD Funds from
Howard County**
- XII. STATUS: FY15 Operating Funds Designated To Long Reach Arts
Programming**
- XIII. STATUS: FY15 PAYGO Funds Designated To Website Development**
- XIV. FY18 Howard County Arts Council Audited Statement - Draft**

I.

**HOWARD COUNTY and HOWARD COUNTY ARTS COUNCIL
GRANT AGREEMENT – FY2018**

GRANT AGREEMENT

THIS GRANT AGREEMENT (this "Agreement") is entered into this 18th day of July, 2017, 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 12.804(b) of the Code, Grantee is responsible for the disbursement of grant funds provided by the County for the purposes set forth in Section 12.804.
- 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.
- F. By authority of the Annual Budget and Appropriation Ordinance for Fiscal Year 2017-2018 (FY 2018), 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, 2018 (Fiscal Year 2018).

II. GRANT AMOUNT

The County agrees to provide the Grantee with funds for Fiscal Year 2018 in an amount not to exceed amount Eight Hundred Thirty-Two Thousand Dollars (\$832,000) (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.

- One Hundred Seventy-Eight Thousand, One Hundred Dollars (\$178,100) shall be used for general support for HCAC administration and operations.
- Thirty-Five Thousand, Five Hundred Dollars (\$35,500) shall be used for program support for the production of arts activities produced by the Arts Council.
- Three Hundred Fifty-One Thousand, Fifty Dollars (\$351,050) shall be used for funds for re-grants to Howard County arts organizations and arts projects sponsored by local non-profits.
- Thirty-Five Thousand Dollars (\$35,000) shall be used for funds to support temporary public art installations in Howard County.
- Thirty Thousand Dollars (\$30,000) shall be used for funds for re-grants to Howard County PTAs/PTSAs to place visiting artists in the schools.
- One Hundred Sixty-Two Thousand, Three Hundred Fifty Dollars (\$162,350) shall be used for funds for re-grants to Baltimore City arts/cultural organizations that provide significant services to Howard County residents.
- Forty Thousand Dollars (\$40,000) shall be used for funds to encourage Baltimore City arts/cultural organizations to present programs in Howard County.

A. 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 of 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 2018.

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, 2018.

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

In the event that during the term of this Agreement, any dispute arises between the parties in connection with the performance of this Agreement, each party shall make a reasonable effort to resolve such dispute by mutual negotiation, adjustment and compromise. Under no

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 and every 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 of 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.

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.

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 virtue of 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 any and all claims, actions, damages, liability and expense, including attorney's fees, in connection with 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
Fax#:	410-313-3051
E-Mail:	lrobbins@howardcountymd.gov

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
Fax#:	410-313-2790
E-Mail:	coleen@hocoarts.org

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]

ATTEST:

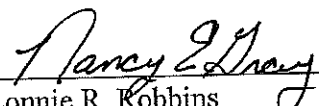


THE HOWARD COUNTY ARTS
COUNCIL, INC.

BY: 

Colleen West
Executive Director

ATTEST:


for Lonnie R. Robbins
Chief Administrative Officer


HOWARD COUNTY, MARYLAND

BY: 

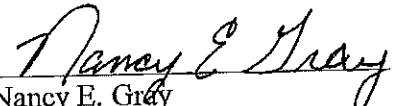
Allan H. Kittleman
County Executive

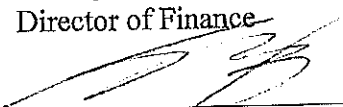
Date Signed: 7/18/17

APPROVED FOR SUFFICIENCY OF
FUNDS:

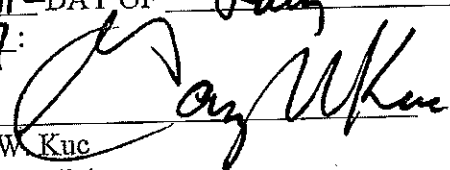

Stanley J. Milesky
Director of Finance

APPROVED FOR PROGRAM
SUFFICIENCY:

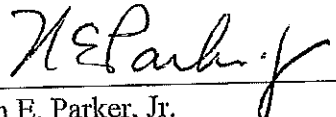

Nancy E. Gray
Deputy Chief Administrative Officer


Holly Sun
Budget Director

FORM AND
APPROVED FOR LEGAL SUFFICIENCY
THIS 11th DAY OF July,
20 17:


Gary W. Kuc
County Solicitor

Reviewing Attorney:


Norman E. Parker, Jr.
Senior Assistant County Solicitor

II

HOWARD COUNTY ARTS COUNCIL REQUEST FOR FUNDS – FY2018

HOWARD COUNTY ARTS COUNCIL REQUEST FOR GRANT FUNDS

DATE: June 26, 2017

TO: Nancy Gray
Deputy Chief Administrative Officer
Howard County Government

FROM: Coleen West
Executive Director
Howard County Arts Council

RE: Request for the first of two payments for approved FY18 grant funds for the period of
July 1 – December 31, 2017.

AMOUNT: \$416,000

DUE: Upon receipt

Total Amount	Amount Requested	Purpose
General Operating \$178,100	\$89,050	General support for HCAC administration and operations.
Programs \$35,500	\$17,750	Program support for the production of arts activities produced by the Arts Council.
Community Arts Development Grants \$351,050	\$175,525	Funds for re-grants to Howard County arts organizations and arts projects sponsored by local non-profits.
Community Arts Development Public Art \$35,000	\$17,500	Funds to support temporary public art installations in Howard County
Artist in Education Grants \$30,000	\$15,000	Funds for re-grants to Howard County PTAs/PTSAs to place visiting artists in the schools.
Baltimore City Arts and Culture Grants \$162,350	\$81,175	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 \$40,000	\$20,000	Funds to encourage Baltimore City arts/cultural organizations to present programs IN Howard County.
Total FY18 appropriation: \$832,000	SUB TOTAL \$416,000	

HOWARD COUNTY ARTS COUNCIL INVOICE

DATE: December 21, 2017

TO: Nancy Gray
Deputy Chief Administrative Officer
Howard County Government

FROM: Coleen West
Executive Director
Howard County Arts Council

RE: Invoice for the second of two payments for approved FY18 funds for the period of
January 1 – June 30, 2018.

AMOUNT: \$400,000

DUE: Upon receipt

Total Amount	Amount Requested	Purpose
General Operating \$178,100	\$89,050	General support for HCAC administration and operations.
Programs \$35,500	\$17,750	Program support for the production of arts activities produced by the Arts Council.
Community Arts Development Grants \$351,050	\$175,525	Funds for re-grants to Howard County arts organizations and arts projects sponsored by local non-profits.
Community Arts Development Public Art \$35,000	\$17,500	Funds to support temporary public art installations in Howard County
Artist in Education Grants \$30,000	\$15,000	Funds for re-grants to Howard County PTAs/PTSAs to place visiting artists in the schools.
Baltimore City Arts and Culture Grants \$162,350	\$81,175	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 \$40,000	\$20,000	Funds to encourage Baltimore City arts/cultural organizations to present programs IN Howard County.
Total FY18 appropriation: \$832,000	SUB TOTAL \$416,000	

III

HOWARD COUNTY CENTER FOR THE ARTS FY2018 ATTENDANCE

Howard County Center for the Arts Usage Report FY18
Total Attendance July, 1 2017-June 30, 2018

Resident Artists		Theater Rentals	
Jim Adkins	276		
Joan Bevelaqua	133	CMTA	31
Stanley Agbontaen	119	Columbia Center for Theatrical Arts	19
Art Landerman	113	Columbia Chamber Ballet	127
Myungsook Ryu Kim	149	Columbia Jazz Orchestra	40
Diana Marta	281	Drama Rocks, LLC	160
Brendan Nass	135	Get Your Joy in the Morning	167
Joyce Ritter	230	Head Start	1061
Jereme Scott	125	Howard County Music Teachers Assn	286
Alice St. Germain-Gray	110	Kinetics Dance Theatre	180
Andrei Trach	111	Kuperstein Piano	50
Jamie Travers	48	MMTA	150
Mary Jo Tydlacka	157	Movie	50
David Zuccarini	255	Ruby Grant Workshop	6
Resident Groups		Russian New Year	212
Ballet Mobile, Inc.	1,210	Schoolhouse Theater Arts	2171
The Columbia Orchestra	1194	Thunderous Productions	88
Heralds of Hope Theatre Company	117	Young Columbians	637
Arts Advancement Organizations		Opus Concert Theatre	238
Baltimore Bead Society	957	Hua Sha Dance Classes	100
Baltimore Watercolor Society	287	Room Rentals	
Black Eyed Susan Button Club	82	Abakadoodle	16
Embroiderers' Guild of America	353	Animal Illustration	519
Howard County Music Teachers Association	162	Arts Bus Trip	11
Weavers Guild of Greater Baltimore	560	Ballet Mobile, Inc.	205
Howard County Arts Council Usage		CCTA	869
Portrait Sessions (Tues. AM)	128	Columbia Bands	19
Model Sessions (Tues. PM)	298	Columbia Bands - Flute Cocktail	284
Diana Marta Class	224	Fall Into Art	180
David Zuccarini Class	1767	GBCA	10
Drawing and Composition	251	Gesture Drawing	126
No Boundaries	1970	Hearts and Crafts	243
Fabulous 50+ Players	246	Heart for Art	25
HCAC Classes & Camps	6085	Normandy Heights HOA	40
HCAC Staff/Board Meetings	239	Oak Housing	28
Gallery Visits		Howard Co. Teachers Assoc.	20
Gallery Visitors	1795	Hua Sha Chinese Dance Theater	84
Receptions	1877	Kinetics Dance Theatre	150
General Visitors- Misc.	545	Model Monday	15
Facilities/Other	118	Natya Kala Mandir, Inc.	571
		Open Theatre	17
		Opus Concert Theater	255
	22707	Painting Miniatures	90
		Portrait Painting	77
		Saturday Art Studio	986
		Schoolhouse Theater Arts, Inc.	696
		Vaughan, Tom (Upholstery class)	68
		Young Columbians	70
			11447
		Howard County Center for the Arts Usage Report FY18	34154

IV

**HOWARD COUNTY ARTS COUNCIL BOARD MINUTES
APPROVING FY2018 GRANT AWARDS**

**Meeting Minutes
HCAC Board of Directors
June 16, 2017**

Attending: Buzz Bartlett; Julie Hughes Jenkins; Sharonlee Vogel; Mary Kay Kenney; Robert Altieri; Earl Armiger; Ellen Flynn Giles; Jordana Guzman. *Staff:* Coleen West, Director, Stephanie Schuster, Development Coordinator.

Meeting Called to order at 12:08 PM

Welcome: Buzz Bartlett

I. Minutes: Friday, May 12, 2017

Motion to approve: Sharonlee Vogel
Second: Ellen Flynn Giles
Vote: Unanimous

II. President's Report: Buzz Bartlett

- A. Reviewed materials provided to the Board for major sponsor thank you notes which include list of donors, gifts amounts, note cards, guidelines & suggested language.
- B. Board Nominations are in process and will be presented at the July meeting.
- C. Personnel Reviews were completed on June 2.

III. Treasurer's Report: Coleen West for Jim Henstrand

- A. The FY17 budget through May was reviewed and is on track, with income at \$1,340,925 and expenses at \$1,195,137.
- B. Finance Committee met at the end of the May 18th to review FY17 year-end projections and FY18 draft budget. FY17 income is anticipated to be about \$1.36 million compared to \$1.29m budgeted. Expenses projected to be around \$1.33m versus \$1.44m budgeted. Because of the increase in income and reduction in expenses, we will not be transferring as much from the approved fund transfer.
- C. The proposed \$1.4m FY18 budget does still include a fund transfer carrying over from FY17. Coleen also noted that we have not yet received our FY18 appropriation from the State and have been advised to budget for flat funding which is reflected in the budget presented for approval.

The Finance Committee made a motion to approve the FY18 budget.

Vote: Unanimous

IV. Committee on Grants

- A. FY18 Baltimore City Arts & Cultural (BCAC) Grant Review - The Artistic Review Panel met on June 14, 2017 to review 11 BCAC grant applications with a total requested funds of \$169,850. Available funds were \$162,350. 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 met on June 15, 2017 to consider the Baltimore City Arts & Cultural & Outreach Howard grant recommendations and accepted the funding recommendations of the ARP.
The Committee on Grants made a motion to approve the ARP's funding recommendations per the attached spreadsheet.
Vote: Unanimous
- B. FY18 Outreach Howard (OH) Grant Review - Immediately following the BCAC review, the ARP reviewed 7 OH grant applications with a total requested amount of \$50,855. Available funding was \$40,000. During the review, the Committee on Grants learned that Manneqart had

returned \$3,868 in FY7 Organization Development funds and would like to move those funds to increase the FY18 OH funds to \$43,868.

The Committee on Grants made a motion to transfer the returned \$3,868 to the FY18 Outreach Howard funds available:

Vote: Unanimous

The Committee on Grants made a motion to accept ARP's recommendation for Outreach Howard FY18 grant awards:

Vote: Unanimous

V. Strategic Initiatives Report: Buzz Bartlett

A. **Physical Campus** – Buzz Bartlett reported that consultants from Schultz & Williams presented the capital campaign training to HCAC/CCTA Boards on Monday, June 12th and a preliminary meeting to discuss the structure of the Task Force and potential members has been scheduled for Monday, June 19th. Buzz noted that we are looking for candidates who have the following characteristics:

- interest and commitment to the development and sustainability of the NCC
- experience in the arts, a passion for the arts and/or values the impact the arts have on our quality of life and our community
- experience in business, government, non-profit, or arts management necessary to address the critical planning issues
- ability to understand complex finance models and explain them to others
- strong organizational skills with a knack for developing operational plans for both large and small projects
- a creative problem solver
- committed to the common good
- a consensus builder, able to work in a group with diverse points of view and working styles, and make decisions
- a community leader capable of getting others to endorse the outcomes
- able to make a 1-2 year commitment to the project (or X number of meetings)

The Board then discussed the following topics/issues that came up during the capital campaign training and other recent events:

MOU's – The Board once again reiterated the importance of drafting and adopting MOU's with all project partners that address the governance and operations of the new facility and the roles and responsibilities of all partners in the capital campaign before moving forward with any fundraising efforts. The Board also discussed the possibility that Howard County government may want to drive the MOU process as they need to resolve the issue of long-term facility management which could play a critical role in the MOU's.

Donor Impact – The Board discussed the importance of developing a donor centered capital campaign and critical value of maintaining donor relationships beyond the initial gift.

Partner Relationships – The Board discussed the challenges of working with partners who have a specific, internally focused agenda and the importance and value of keeping the Arts Council's more global agenda at the forefront of our activities. During the capital campaign training it became apparent that we are not working together effectively and we have a lot of work to do.

Organizational Awareness – The Board noted that they felt it will be critical for all partners to be thoroughly educated about each other. Increased understanding will afford us the ability

to all speak knowledgeably and fluently about our partners and to work together more effectively.

Capital Campaign Administration – The Board discussed the potential for the Arts Council to administer the capital campaign and the importance of including project partner's contacts and capitalizing on their existing relationships and impactful stories.

Howard County Government – Diane Wilson has communicated her desire to pull all project partners together to get everyone on the same page regarding the County's role in the project. HCAC staff will continue to follow up to try to expedite this meeting.

Project Design – The Board discussed the recent request from DPZ to remove the plaza from the project designs. The Board felt strongly that this space was a critical element to the project and that the boulevard that potentially will be created adjacent to the NCC will be detrimental to the overall project design.

- B. **NCC Board Statement** – Presented and reviewed the NCC Board Statement which aims to provide the Board with talking points when discussing the project in public. Sharonlee Vogel noted that she would like the statement to clarify that the affordable housing is for artists and others.

Motion to approve the statement with requested revision: Sharonlee Vogel

Second: Robert Altieri

Vote: Unanimous

- C. **Board Development** – Executive Committee is preparing a roster of candidates that will be put forth at the July meeting. We are currently seeking four candidates. Julie Hughes Jenkins will also be following up with current members whose terms are up for renewal.

- VI. **New Business** – Buzz reported that he will be resigning from HCAC Board effective today and that Julie Hughes Jenkins will be stepping up into the role of president.
The Executive Committee made a motion to elect Julie Hughes Jenkins to the position of President.
Vote: Unanimous

Announcements:

- Current Exhibits – May 5 – June 23: Gallery I: *Resident Visual Artists Exhibit 2017* and Gallery II: *Reconstructions*. Artists' reception: June 22, 6–8pm in conjunction with the Columbia Festival of the Arts, with entertainment by All County Improv at 6:30pm and Open Studios from 7–8pm.
- *Paint It! Ellicott City* – July 6-10. Reception for *Paint It! Ellicott City* – Monday, July 10 @ 6:00PM.
- *Howard Hughes*, September 6, 6:30-9pm, Private reception & artist presentation.

Meeting adjourned: 1:08pm

Next Meeting: Friday, July 21 at 12:00PM

**Meeting Minutes
HCAC Board of Directors
July 21, 2017**

Attending: Deborah Chen; Ellen Flynn Giles; Jordana Guzman; Mary Kay Kenney; Freda Lee-McCann; Brian Rosenberg; Chester Stacy; and Sharonlee Vogel. *Staff:* Coleen West, Director, Tammy Oppel, Deputy Director, Stephanie Schuster, Development Coordinator.

Meeting Called to order at 12:08 PM

Welcome: Sharonlee Vogel

I. Minutes: Friday, June 16, 2017

Motion to approve: Chester Stacy

Second: Mary Kay Kenney

Vote: Unanimous

II. President's Report: Sharonlee Vogel for 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.
- B. Schedule of FY18 Meetings** was distributed in meeting packet.

III. Treasurer's Report: Coleen West for Jim Henstrand

- A.** The unaudited FY17 financial through June 29 were reviewed. Coleen noted that due to overestimated expenses and underestimated income no fund transfer will be necessary this year. She also noted one of the most significant changes is the increase of nearly 20% in camp revenue.
- B.** FY18 Budget Adjustments – Coleen reviewed the limited budget adjustments which include an additional \$6,000 of income and an additional \$9,000 in expenses resulting in a total fund transfer of approximately \$75,000.
Motion to accept FY18 Budget: Mary Kay Kenney
Second: Ellen Flynn Giles
Vote: Unanimous

IV. Committee on Grants: Mary Kay Kenney

- A.** The Grants Committee met on July 12, 2017 for the Community Arts Development / JRT Subsidy Grant Interviews & Review and on July 14, 2017 for the Committee on Grants Meeting.
- B.** The total requested amount for 22 CAD applications was \$331,116; the total requested amount for 7 JRT Subsidy applications was \$20,456. \$327,116 is available for CAD; \$18,934 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.

Two grants in the Project category are on hold pending receipt of additional project details and required supplementary materials. The two groups are Glen Mar United Methodist Church and Howard County Chinese School.

The Committee on Grants is making a motion to approve the ARP's funding recommendations and pend grant awards for Glen Mar and HoCo Chinese School, per the attached spreadsheet.

Motion: Committee on Grants

Second: Freda Lee McCann

Vote: Unanimous

V. Strategic Initiatives Report: Sharonlee Vogel

A. Board Development/Nominations

The Nominating Committee is making a motion to re-elect Ellen Flynn Giles, Brian Rosenberg, Janet Schreiberstein and Sharonlee Vogel and to elect of David Kay, M&T Bank, Vice President / Relationship Manager, Greg Lowe, Lowe Wealth Advisors, Vice President & Chief Operating Officer and Linda Rochelle, ADG Creative, Creative Director for general membership to the Howard County Arts Council Board of Directors.

Second: Mary Kay Kenney

Vote: Unanimous

B. Physical Campus – Sharonlee reported that a small group of HCAC/CCTA Board members and staff met on June 19th to discuss potential candidates for the NCC Task Force. We are currently reaching out to those individuals identified for prospective leadership positions.

The Board then discussed the following topics/issues related to the New Cultural Center project:

Community Awareness – Discussed the limited community understanding of the project and common misperception that it is the "Toby's Project" and the importance of working to address this. In addition, there is an underlying question of how will this facility truly serve the larger arts community and whether the facility offers enough new/better space for the cost of the project.

Task Force – Discussed the positive and collaborative nature of the most recent meeting to discuss Task Force candidates. Unfortunately, while we have reached out to potential leadership candidates, we have not successfully made contact. Coleen noted that once up and running, HCAC staff will support the Task Force until the capital campaign is launched and at that time, those responsibilities will need to shift to the campaign staff.

Prospective Donors – It was noted that Toby & Earl have identified and met with several prospective donors, however we are not aware of any commitments except Earl's at this time.

County Participation – Discussed the importance of confirming the county's support for and participation in this project. Diane Wilson is still looking to bring partners together. However, it was noted that the County is currently facing other significant capital needs including a new Court House, Ellicott City, water, etc. and their revenues are not high as administration would like. Spending Affordability Committee is now recommending lower investments.

MOU's – The Board again reiterated the need for executed MOU's prior to moving forward with the capital campaign. The Board and staff are working on what we can move forward, namely the creation of the Task Force, without the needed MOU's.

Other Potential Sites – Briefly discussed whether HCAC should be looking at other potential sites in Downtown. Board reiterated the value of being included in this project.

VI. New Business

- A. Annual Recap was reviewed by Coleen.

VII. Announcements:

- A. *Howard Hughes*, September 6, 6:30-9pm, Private reception & artist presentation.
- B. Annual Meeting & Grant Awards Ceremony – Friday, September 15th from 6-8pm.

Motion to adjourn: Ellen Flynn Giles

Second: Freda Lee-McCann

Meeting adjourned at 1:00pm.

Next Meeting: Friday, September 8

**Meeting Minutes
HCAC Board of Directors
September 8, 2017**

Attending: Ellen Flynn Giles; Jordana Guzman; Mary Kay Kenney; Freda Lee-McCann; Brian Rosenberg; Chester Stacy; and George Wilson. *Staff:* Coleen West, Director, Tammy Oppel, Deputy Director, Stephanie Schuster, Development Management.

Meeting Called to order at 12:10 PM

Welcome: Coleen West for Julie Hughes Jenkins

I. Minutes: Friday, July 21, 2017

Motion to approve: Ellen Flynn Giles

Second: Mary Kay Kenney

Vote: Unanimous

II. President's Report: Coleen West for Julie Hughes Jenkins

- A. Board Ballot Results** – All results are in and all Directors were elected as noted on the ballot. David Kay has joined us today and is auditing the meeting.
- B. Officer Ballot** – The Board Officer Ballot for FY17 is included in today's meeting packet.
The Nominating Committee made a motion to re-elect Julie Hughes Jenkins as President, Jim Henstrand as Treasurer and Sharonlee Vogel as Secretary.
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 with any questions or concerns.
- D. Celebration Honorary Chair** – MD State Arts Council's 50th anniversary this year and it was suggested in light of the 50th anniversary that we may want to invite Yumi Hogan to serve as the Honorary Chair of the Celebration. Coleen noted that typically we do not ask politicians to serve in this role and while Yumi is not technically a politician, she is closely connected. However, Yumi is an important arts figure in MD and an active ambassador for the arts. (Yumi & Governor Hogan actually met here at the Arts Council.) The Board briefly discussed this option and determined they would like to move forward with the invitation.

III. Treasurer's Report: Coleen West for Jim Henstrand

- A.** The FY18 financials through August 31 were presented. Income and expenses were reviewed with income at \$495,877 and expenses at \$140,491. Coleen noted that in comparison to last year, the significant decrease in expenses is because the FY18 grant funds have not been paid out yet. In general, we are tracking as expected.
- B.** Staff has been compiling data for the FY17 audit. Auditors will be on site on October 2.

IV. Committee on Grants: Mary Kay Kenney

- A.** The Artistic Review Panel met on August 16, 2017 to review 15 grant applications. The total requested amount was \$31,325. \$32,000 is available for AIE. 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.

- B. The Committee on Grants met on August 17, 2017 and accepted the ARP's recommendations. **The Committee on Grants made a motion to approve the ARP's funding recommendations per the attached spreadsheet.**

Second: Chester Stacy

Vote: Unanimous

- C. **The Committee on Grants made a motion to approve Grace Anastasiadis to serve as a review panelist on the Artistic Review Panel.**

Second: Ellen Flynn Giles

Vote: Unanimous

- D. Mary Kay Kenney encouraged Board members to join us for the Annual Meeting & Grant Awards Ceremony next Friday, September 15 and extended her thanks to Jordana and a warm welcome to Ellen Flynn Giles who recently joined the Committee on Grants.

V. Center Committee: Freda Lee-McCann

- A. Freda reported that the Center for the Arts had passed the required fire inspection in June. She also reported that Summer Camp saw a significant increase this year with 754 total registrations and 58 classes running. In comparison, last year there were 584 total registrations and 53 classes ran. The increase is attributed to new course content, the new website, and multiple sessions of the same course offered at different times and at different levels.

- B. Freda also reported the special reception on September 6th for the current exhibition, *Selections from the Rouse Company | The Howard Hughes Corporation Art Collection*: An exhibit of work from The Rouse Company collection in celebration of Columbia's 50th birthday, was well attended with approximately 100 guests. Former Rouse Company employees served as guest docents, three current Columbia public artists, Vicki Scuri, Mary Ann Mears and Rodney Carroll, presented Q&A sessions with Coleen moderating, and William Cochran presented a talk about the transformational role of public art. The Board also noted that Rodney Carroll's message that because Howard County has the resources to support the arts, we have a responsibility to do so was of particular importance.

VI. Strategic Initiatives Report: Coleen West for Julie Hughes Jenkins

- A. **Physical Campus** – Coleen reported that we have not yet moved forward with the formation of the NCC Task Force. Julie Hughes Jenkins has reached out to a potential leadership candidate but has not heard back. Coleen will be moving forward with another potential candidate. Coleen also reported that Earl Armiger wrote to Governor Hogan to request \$6 million for the project.

VII. New Business

- A. The new online Board Portal was presented by Stephanie Schuster.

VIII. Announcements:

- A. Annual Meeting & Grant Awards Ceremony – Friday, September 15th from 6-8pm.
- B. Celebration Committee Kick-Off Meeting – Thursday, September 28th at 8:30am.

Motion to adjourn: Ellen Flynn Giles

Second: Freda Lee-McCann

Meeting adjourned at 12:53pm.

Next Meeting: Friday, November 17

**FY2018 ARTIST-IN-EDUCATION GRANTS FINANCIAL AND ATTENDANCE
SPREADSHEETS FOR PROGRAMS SUPPORTED WITH COUNTY FUNDS**

FY18 Artists-in-Education

Applicant Organization	FY18 Award	HC Portion	MSAC Portion
Bonnie Branch Middle School PTA	\$1,325	\$1,242.19	\$82.81
Burleigh Manor Middle School PTA	\$1,833	\$1,718.44	\$114.56
Clarksville Middle School PTA	\$3,056	\$2,865.00	\$191.00
Dayton Oaks Elementary School PTA	\$2,166	\$2,030.63	\$135.38
Dunloggin Middle School PTA	\$3,000	\$2,812.50	\$187.50
Glenwood Middle School PTSA	\$3,000	\$2,812.50	\$187.50
Hammond Elementary School PTA	\$1,489	\$1,395.94	\$93.06
Harpers Choice Middle School PTA	\$1,000	\$937.50	\$62.50
Ilchester Elementary School PTA	\$700	\$656.25	\$43.75
Lime Kiln MS PTA	\$1,600	\$1,500.00	\$100.00
Mount View Middle School PTA	\$2,137	\$2,003.44	\$133.56
Patuxent Valley Middle School PTA * **	\$4,333	\$4,062.19	\$270.81
Talbott Springs Elementary School PTA*	\$2,500	\$2,343.75	\$156.25
Thunder Hill Elementary School PTA	\$1,353	\$1,268.44	\$84.56
Wilde Lake Middle School PTA	\$1,833	\$1,718.44	\$114.56
Head Start in Art	\$1,745	\$1,635.70	\$109.05
*Title I	\$33,070	\$31,002.89	\$2,066.86

**PVMS was originally issued \$4333 but returned \$2333 of unused funds, which were moved to FY19 AIE

Amount Available: \$32,000

Carryover from FY17: \$1,069.75

Total Amount Available: \$33,069.75

Amount Awarded: \$31,325

Howard County: \$30,000 (93.75%)

MSAC: \$2,000 (6.25%)

HCAC: \$0

FY18 Artists-in-Education Budget

School	HCAC Grant	PTA Support	Corporate Support	State Support	Other Support	Total Support
Bonnie Branch Middle School PTA	\$1,325	\$1,650.00			\$1,200.00	\$4,175.00
Burleigh Manor Middle School PTA	\$1,833	\$2,667.00				\$4,500.00
Clarksville Middle School PTA	\$3,056	\$1,800.00			\$3,141.00	\$7,997.00
Dayton Oaks Elementary School PTA	\$2,166	\$2,334.00				\$4,500.00
Dunloggin Middle School PTA	\$3,000	\$4,999.00				\$7,999.00
Glenwood Middle School PTSA	\$3,000	\$4,999.00				\$7,999.00
Hammond Elementary School PTA	\$1,489	\$1,978.00			\$2,139.00	\$5,606.00
Harpers Choice Middle School PTA	\$1,000	\$1,335.00		\$2,315.00	\$500.00	\$5,150.00
Ilchester Elementary School PTA	\$700	\$745.00				\$1,445.00
Lime Kiln Middle School PTA	\$1,600	\$1,450.00				\$3,050.00
Mount View Middle School PTA	\$2,137	\$1,700.00				\$3,837.00
Patuxent Valley Middle School PTA*	\$4,333	\$2,000.00			\$4,000.00	\$10,333.00
Talbot Springs Elementary School PTA*	\$2,500	\$220.00				\$2,720.00
Thunder Hill Elementary School PTA	\$1,353	\$2,822.00		\$985.00		\$5,160.00
Wilde Lake Middle School PTA	\$1,833	\$1,000.00			\$1,266.00	\$4,099.00
Head Start in Art	\$1,745					
	\$33,070.00	\$31,699.00		\$3,300.00	\$12,246.00	\$78,570.00

* Title I School

FY18 Artists-in-Education Attendance

School	# of Artists Served	# of Students Directly Involved	# of Students Indirectly Involved	Presentation to the Public?	Public Attendees	Total Attendance	Volunteer Hours
Bonnie Branch Middle School PTA	4	250	250	no	0	504	0
Burleigh Manor Middle School PTA	3	255		No	0	258	4
Clarksville Middle School PTA	4	190	220	yes	200	614	150
Dayton Oaks Elementary School PTA	1	715		No	0	716	900
Dunloggin Middle School PTA	4	200	250	Yes	0	454	10
Glenwood Middle School PTSA	4	192	192	Yes	75	463	0
Hammond Elementary School PTA	1	344	312	Yes	600	1257	0
Harpers Choice Middle School PTA	2	184	40	yes	100	326	10
Ilchester Elementary School PTA	1	115	115	No	0	231	300
Lime Kiln Middle School PTA	2	270	30	Yes	200	502	25
Mount View Middle School PTA	4	263	0	No	0	267	0
Patuxent Valley Middle School PTA	4	207	0	Yes	50	261	30
Talbott Springs Elementary School PTA	1	80	440	yes	90	611	450
Thunder Hill Elementary School PTA	1	105	400	yes		506	5
Wilde Lake Middle School PTA	4	212	185	no	0	401	120
	40	3582	2434		1315	7371	2004

FY18 Artists-in-Education 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
Bonnie Branch Middle School PTA	2%	1.0%	15.0%	14.0%		1.0%		45.0%	5.0%	100.0%								100.0%		100.0%
Burleigh Manor Middle School PTA	11.0%		47.0%	4.0%				32.0%	5.0%	100.0%								100.0%		100.0%
Clarksville Middle School PTA	6.0%		39.0%	4.0%				46.0%	5.0%	100.0%	25.0%							75.0%		100.0%
Dayton Oaks Elementary School PTA	8.0%	2.0%	23.0%	5.0%	5.0%			57.0%	4.0%	100.0%	25.0%							75.0%		100.0%
Dunlap Middle School PTA	16.0%		34.0%	7.0%				39.0%	4.0%	100.0%	50.0%	25.0%						25.0%		100.0%
Elmwood Elementary School PTA	5.0%		8.0%	5.0%				78.0%	4.0%	100.0%								25.0%	100%	100.0%
Harmon Elementary School PTA	30%		14.0%	11.0%				37.0%	8.0%	100.0%								100%		100.0%
Harpers Choice Middle School PTA	48%		9.0%	13.0%				29.0%	7.0%	100.0%								100.0%		100.0%
Heather Elementary School PTA	15.0%		20.0%	10.0%	10.0%			35.0%		100.0%								100.0%		100.0%
Line Kin Middle School PTA	11.0%		27.0%	6.0%				49.0%	7.0%	100.0%								75.0%		100.0%
Mount View Middle School PTA	6.0%		30.0%					64.0%		100.0%	25.0%					25.0%		75.0%		100.0%
Paruxent Valley Middle School PTA*	65%	2.0%	3.0%	4.0%	2.0%		4.0%	20.0%		100.0%										100.0%
Thunder Hill Elementary School PTA*	32%	1.0%	6.0%	25.0%	2.0%		2.0%	28.0%	4.0%	100.0%							100.0%			100.0%
Thunder Hill Elementary School PTA	24.0%	1.0%	19.0%	8.0%	1.0%	1.0%	22.0%	6.0%	7.0%	100.0%								100.0%		100.0%
Wade Lake Middle School PTA	35.0%		6.0%	10.0%						100.0%	25.0%							75.0%		100.0%

* Title I School

VI

**FY2018 BALTIMORE CITY GRANTS FINANCIAL AND ATTENDANCE SPREADSHEETS
FOR PROGRAMS SUPPORTED WITH COUNTY FUNDS**

FY18 Baltimore City Arts and Culture

Applicant Organization	FY18 Award	FY18 Installment
American Visionary Art Museum	\$4,500	\$2,250.00
Baltimore Museum of Art	\$18,919	\$9,459.50
Baltimore Museum of Industry	\$9,650	\$4,825.00
Baltimore Symphony Orchestra	\$27,450	\$13,725.00
Center Stage Associates, Inc.	\$24,141	\$12,070.50
Maryland Historical Society	\$3,833	\$1,916.50
Maryland Science Center	\$14,412	\$7,206.00
Maryland Zoological Society, Inc.	\$17,766	\$8,883.00
National Aquarium, Inc.	\$15,000	\$7,500.00
Port Discovery Children's Museum	\$11,723	\$5,861.50
Walters Art Museum	\$14,956	\$7,478.00

\$162,350

\$81,175

FY18 BCAC Funds Available: \$162,350

FY18 Baltimore City Arts and Culture Attendance

Organization	Number of Individuals Served	Number of Howard County Individuals Served	Number of Artists Served
American Visionary Art Museum	110,144	7,008	84
Baltimore Museum of Art	219,000	7,400	0
Baltimore Museum of Industry	173,100	20,427	12
Baltimore Symphony Orchestra	277,468	16,625	748
Center Stage Associates, Inc.	66,698	2,128	342
Maryland Historical Society	55,387	4,491	5
Maryland Science Center	416,686	22,658	25
The Maryland Zoo in Baltimore	430,223	31,702	172
National Aquarium	1,305,895	13,590	25
Port Discovery Children's Museum	254,560	14,410	190
Walters Art Museum	152,975	12,933	392
	3,462,136	153,372	1,995

VII

**FY2018 COMMUNITY ARTS DEVELOPMENT GRANTS FINANCIAL AND ATTENDANCE
SPREADSHEETS FOR PROGRAMS SUPPORTED WITH COUNTY FUNDS**

FY18 CAD

Organization	Type of Grant	FY18 Award	FY18 Installment
Candlelight Concert Society	Operating	\$39,390	\$19,695.00
Columbia Bands	Project	\$5,000	\$2,500.00
Columbia Center for Theatrical Arts	Operating	\$64,520	\$32,260.00
Columbia Festival	Operating	\$64,663	\$32,331.50
Columbia Orchestra	Operating	\$39,019	\$19,509.50
Columbia Pro Cantare	Operating	\$24,481	\$12,240.50
First Evangelical Lutheran Church	Project	\$5,000	\$2,500.00
Glen Mar United Methodist Church	Project	\$2,540	\$1,270.00
Howard County Chinese School	Project	\$2,390	\$1,195.00
HopeWorks of Howard County	Project	\$5,000	\$2,500.00
Howard County Concert Orchestra	Project	\$5,000	\$2,500.00
Howard County Poetry and Literature Society	Operating	\$14,100	\$7,050.00
Kinetics Dance Theatre	Operating	\$18,000	\$9,000.00
Little Patuxent Review	Project	\$4,500	\$2,250.00
ManneqArt	Project	\$2,100	\$1,050.00
Misako Ballet Company	Project	\$5,000	\$2,500.00
Red Branch Theatre Company	Project	\$5,000	\$2,500.00
Rep Stage	Project	\$5,000	\$2,500.00
ShowTime Singers	Project	\$4,188	\$2,094.00
Silhouette Stages	Project	\$5,000	\$2,500.00
Sundays at Three	Project	\$2,500	\$1,250.00
Vantage House	Project	\$4,725	\$2,362.50
		\$327,116	\$163,558

CAD Amount Available: \$327,116

JRT Amount Available: \$18,934

OD Amount Available: \$5,000*

TOTAL CAD/JRT AVAILABLE: \$351,050

**awarded but not used. Funds allocated to FY19 Re-Create Ellicott City.*

FY18 Community Arts Development Revenue

[illegible]

FY18 Community Arts Development Attendance

Organization	Award	Address	Address 2	Individuals Served	Artists Served	Maryland Artists	Howard County Artists	Volunteer Hours
Candlelight Concert Society	\$39,390	9030 Red Branch Road, Suite 230	Columbia, MD 21045	5,585	79	7	0	309
Columbia Bands	\$5,000	PO Box 2713	Columbia, MD 21045	5,000	180	180	120	260
Columbia Center for Theatrical Arts	\$64,520	6655 Dobbin Road Unit #4	Columbia, MD 21045	38,670	1,483	1,300	950	350
Columbia Festival	\$64,663	9190-G Red Branch Road	Columbia, MD 21045	22,178	366	149	130	1,070
Columbia Orchestra	\$39,019	8510 High Ridge Road	Ellicott City, MD 21043	14067	212	201	161	55398
Columbia Pro Cantare	\$24,481	5404 Iron Pen Place	Columbia, MD 21044	1,837	423	411	298	11,245
First Evangelical Lutheran Church	\$5,000	3604 Chatham Road	Ellicott City, MD 21042	381	228	228	150	8,000
Glen Mar United Methodist Church	\$2,540	4701 New Cut Rd	Ellicott City, MD 21043	1,285	17	17	unknown	280
Howard County Chinese School	\$2,390	PO Box 1547	Ellicott City, MD 21041	1,000	150	150	100	300
Hopewoods of Howard County	\$5,000	5457 Twin Knolls Rd, Suite 310	Columbia, MD 21045	613	97	80	64	45
Howard County Concert Orchestra	\$5,000	PO Box 1653	Ellicott City, MD 21041-1653	750	80	80	30	550
Howard County Poetry and Literature Society	\$14,100	10901 Little Patuxent Pkwy, DH 239	Columbia, MD 21044	1,624	69	38	22	267
Kinetics Dance Theatre	\$18,000	3280 Pine Orchard Lane	Ellicott City, MD 21042	6,412	61	55	50	988
Little Patuxent Review	\$4,500	PO Box 6084	Columbia, MD 21045	1,500	110	33	15	7,200
MannegArt	\$2,100	9010 Maier Rd., Unit 104	Laurel, MD 20723	1,000	41	31	13	600
Misako Ballet Company	\$5,000	5485 Harpers Farm Road, Suite 203	Columbia, MD 21044	1649	14	10	4	1179
Red Branch Theatre Company	\$5,000	9130-I Red Branch Rd.	Columbia, MD 21045	746	23	20	12	60
Rep Stage	\$5,000	10901 Little Patuxent Pkwy	Columbia, MD 21044	6,677	48	44	4	618
ShowTime Singers	\$4,188	4920 Decker Way	Ellicott City, MD 21043	835	57	57	27	900
Silhouette Stages	\$5,000	8792 Endless Ocean Way	Columbia, MD 21045	2897	147	145	unknown	5000
Sundays at Three	\$2,500	6258 Soft Shade Way	Columbia, MD 21045	1387	23	unknown	unknown	900
Vantage House	\$4,725	5400 Vantage Point Rd	Columbia, MD 21044	100	8	11	11	26
\$327,116				116,213	3,916	3,247	2,161	95,545

FY18 Community Arts Development 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
Candlelight Concert Society	did not track									0.00%	did not track									0.00%
Columbia Bands	4.00%		4.00%	3.00%	2.00%		2.00%	85.00%		100.00%	4.00%		4.00%	2.00%				90.00%		100.00%
Columbia Center for Theatrical Arts	25.00%		8.00%	15.00%				47.00%	5.00%	100.00%	20.00%		8.00%	10.00%				62.00%		100.00%
Columbia Festival	18.00%		7.00%	4.00%				71.00%		100.00%	48.00%		9.00%	15.00%			2.00%	26.00%		100.00%
Columbia Orchestra	did not track									0.00%	8.00%		8.00%	2.00%				82.00%		100.00%
Columbia Pro Canare	2.00%	3.00%	25.00%	20.00%		15.00%		35.00%		100.00%	6.00%		4.00%	1.00%				89.00%		100.00%
First Evangelical Lutheran Church	10.00%		15.00%	10.00%		5.00%		55.00%		100.00%	10.00%		5.00%					85.00%		100.00%
Glenn Mar United Methodist Church	5.00%		15.00%	5.00%	5.00%			70.00%		100.00%								70.00%		100.00%
Howard County Chinese School			90.00%					10.00%		100.00%			90.00%					10.00%		100.00%
Hopewoods of Howard County	43.00%		17.00%	5.00%				33.00%	2.00%	100.00%	20.00%		8.00%	7.00%				63.00%		100.00%
Howard County Concert Orchestra	10.00%		8.00%	5.00%				80.00%		100.00%	5.00%		5.00%					90.00%		100.00%
Howard County Poetry and Literature Society	23.00%		17.00%	7.00%	2.00%			45.00%	6.00%	100.00%	5.00%		5.00%	10.00%				55.00%		100.00%
Kinetix Dance Theatre	12.00%	1.00%	10.00%	10.00%	5.00%		2.00%	60.00%		100.00%	15.00%		10.00%	10.00%				70.00%		100.00%
Little Patuxent Review	20.00%		8.00%	2.00%				70.00%	4.00%	100.00%	6.00%	1.00%	2.00%			3.00%		85.00%		100.00%
Maneque Art	10.00%	2.00%	2.00%	5.00%		1.00%		65.00%		100.00%				7.00%				57.00%		100.00%
Metaco Ballet Company	24.00%		5.00%	6.00%				65.00%		100.00%	36.00%							57.00%		100.00%
Red Branch Theatre Company	15.00%		10.00%	10.00%				65.00%		100.00%	5.00%			5.00%				50.00%		100.00%
Rep Stage	10.00%		1.00%	1.00%	0.00%			88.00%	3.00%	100.00%	13.00%			6.00%				81.00%		100.00%
Show/Time Singers	10.00%		5.00%	2.00%				83.00%		100.00%	7.00%		4.00%					89.00%		100.00%
Silhouette Stages	did not track									did not track			5.00%					95.00%		100.00%
Sundays at Three	5.00%		5.00%					90.00%		100.00%								95.00%		100.00%
Vantage House	13.00%							85.00%	2.00%	100.00%	9.00%							82.00%	9.00%	100.00%

VIII

**FY2018 JIM ROUSE THEATRE SUBSIDIES
SUPPORTED WITH CAD FUNDS FROM HOWARD COUNTY**

FY18 JRT Subsidy Disbursement

Organization	FY18 Subsidy Award	Installment 1	Installment 2	Installment 3	Installment 4	Installment 5	Installment 6	Total Used
Columbia Festival*	\$4,192	\$1,586						\$1,586
Columbia Orchestra	\$7,148	\$1,218	\$1,218	\$1,365	\$1,721	\$1,218	\$408	\$7,148
Columbia Pro Cantare	\$2,670	\$1,934.50	\$735.50					\$2,670
Kinetics Dance Theatre	\$2,340	\$2,340						\$2,340
Misako Ballet Company**	\$2,584	\$1,508	\$885					\$2,393
	\$18,934							\$16,137

*Columbia Festival did not use all of their JRT funding. The remaining \$2,606 was re-allocated to the FY19 AIE funding pool.

**Misako Ballet Company was issued an incomplete check in FY18. A check for the remaining \$192 was issued in FY19.

Remaining Funds To Disburse	
Columbia Festival	\$2,606
Columbia Orchestra	\$0
Columbia Pro Cantare	\$0
Kinetics Dance Theatre	\$0
Misako Ballet Company	\$192**
	\$2,798

<--Carryover to FY19 AIE

XI

**FY2018 ORGANIZATIONAL DEVELOPMENT GRANTS SUPPORTED
WITH CAD FUNDS FROM HOWARD COUNTY**

FY18 CAD

Organization	Type of Grant	FY18 Award	FY18 Installment
Candlelight Concert Society	Operating	\$39,390	\$19,695.00
Columbia Bands	Project	\$5,000	\$2,500.00
Columbia Center for Theatrical Arts	Operating	\$64,520	\$32,260.00
Columbia Festival	Operating	\$64,663	\$32,331.50
Columbia Orchestra	Operating	\$39,019	\$19,509.50
Columbia Pro Cantare	Operating	\$24,481	\$12,240.50
First Evangelical Lutheran Church	Project	\$5,000	\$2,500.00
Glen Mar United Methodist Church	Project	\$2,540	\$1,270.00
Howard County Chinese School	Project	\$2,390	\$1,195.00
HopèWorks of Howard County	Project	\$5,000	\$2,500.00
Howard County Concert Orchestra	Project	\$5,000	\$2,500.00
Howard County Poetry and Literature Society	Operating	\$14,100	\$7,050.00
Kinetics Dance Theatre	Operating	\$18,000	\$9,000.00
Little Patuxent Review	Project	\$4,500	\$2,250.00
ManheqArt	Project	\$2,100	\$1,050.00
Misako Ballet Company	Project	\$5,000	\$2,500.00
Red Branch Theatre Company	Project	\$5,000	\$2,500.00
Rep Stage	Project	\$5,000	\$2,500.00
ShowTime Singers	Project	\$4,188	\$2,094.00
Silhouette Stages	Project	\$5,000	\$2,500.00
Sundays at Three	Project	\$2,500	\$1,250.00
Vantage House	Project	\$4,725	\$2,362.50
		\$327,116	\$163,558

CAD Amount Available: \$327,116

JRT Amount Available: \$18,934

OD Amount Available: \$5,000 *

TOTAL CAD/JRT AVAILABLE: \$351,050

**awarded but not used. Funds allocated to FY19 Re-Create Ellicott City.*

IX

**FY2018 OUTREACH HOWARD GRANTS SUPPORTED
WITH RE-GRANT FUNDS FROM HOWARD COUNTY**

FY18 Outreach Howard

Applicant Organization	FY18 Award	FY18 Installment
American Visionary Art Museum	\$2,464	\$1,232.00
Baltimore Museum of Industry	\$3,342	\$1,671.00
Baltimore Symphony Orchestra	\$8,959	\$4,479.50
Chesapeake Shakespeare Company	\$17,747	\$8,873.50
Maryland Science Center	\$3,570	\$1,785.00
Maryland Zoological Society, Inc.	\$5,474	\$2,737.00
Port Discovery Children's Museum	\$2,312	\$1,156.00
	\$43,868	\$21,934.00

FY18 OH Funds Available: \$43,868

X

**FY2018 ARTsites SUPPORTED WITH RE-GRANT FUNDS
FROM HOWARD COUNTY**

FY18 ARTsites Breakdown of Expenses
Individual Artist Awards

Artist	Site	1st Installment			2nd Installment			Total
		Aug-17			Jun-18			
Mary Angers	Central Library	\$	1,250.00	\$	1,250.00	\$	2,500.00	
Carl Billingsley	Slayton House	\$	1,250.00	\$	1,250.00	\$	2,500.00	
Mark Chatterley	Robinson Nature Center	\$	1,250.00	\$	1,250.00	\$	2,500.00	
Jeff Chyatte	Glenwood Library	\$	1,250.00	\$	1,250.00	\$	2,500.00	
Steven Durow	George Howard Building	\$	1,250.00	\$	1,250.00	\$	2,500.00	
David Friedheim	COP/ALDA Bistro	\$	1,250.00	\$	1,250.00	\$	2,500.00	
Stephen Klema	HCCA	\$	1,250.00	\$	1,250.00	\$	2,500.00	
Craig Gray	ARC	\$	1,250.00	\$	1,250.00	\$	2,500.00	
Craig Gray	NLCC	\$	1,250.00	\$	1,250.00	\$	2,500.00	
Hanna Jubran	HCC	\$	1,250.00	\$	1,250.00	\$	2,500.00	
Hanna Jubran	HCPS	\$	1,250.00	\$	1,250.00	\$	2,500.00	
Glenn Zweygardt	HCGH	\$	1,250.00	\$	1,250.00	\$	2,500.00	
		\$	15,000.00	\$	15,000.00	\$	30,000.00	

Program Expenses

Liability Insurance	\$	620.00
Signage	\$	2,534.00
Postage	\$	85.00
Brochure Design & Printing	\$	1,425.00
Travel	\$	125.00
Misc.	\$	211.00
Expense Total	\$	5,000.00

Net Total

\$ 35,000.00

Howard County FY18 Re-Grant Funds approved for use for ARTsites, a one-year outdoor sculpture exhibit at sites throughout the County from August 2017-July 2018.

XII

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

Status: 6/30/18
Activity

Activity	Date	Check #	Expenses	Item
ARTreach 2015	FY15	7/1/14-6/30/15	See QB, Audit	Artreach Festival, Community Mosaic Mural, Community Announcement, and related activities.
ARTreach 2016	FY16	7/1/15-6/30/16	See QB, Audit	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 Imprint, supplies
ARTreach 2016 incurred in FY17	FY17	7/19/2016		\$485 Staples, supplies
ARTreach 2016 incurred in FY17	FY17	7/19/2016		\$129 Crystal Springs, water
ARTreach 2016 incurred in FY17	FY17	8/16/2016		\$226 S&R Laundry, table clothes
ARTreach 2016 incurred in FY17	FY17	8/16/2016		\$170 Crystal Spring, water
ARTreach 2016 incurred in FY17	FY17	7/19/2016		\$125 HMC Display, signage
Long Reach High School	FY17	2/14/2017		\$2304 20th Anniversary Mural Artist Fees
				\$2,350
Total				\$196,332

\$6,118 Temporarily Restricted: Long Reach

XIII

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 6/30/18

Vendor	Check No.	Payment	Date	Item
NextLogic	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	SearchWP Plugin
Modern Tribe	17785	\$596	2/13/2016	Plugin
CKBANK	17785	\$40	2/13/2016	Plugin
NextLogic	22505	\$18,133	3/11/2016	Website Development Payment 2 of 3
Gray Pictures	22855	\$4,365	8/16/2016	Copywriter Final Payment
Comm&Web Coordinator	Paychex	\$701	5 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		
NextLogic	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	SearchWP Plugin Renewal
Sendgrid	23343	\$10	2/28/2017	SendgridNewsletterservice
Sendgrid	23354	\$10	3/16/2017	SendgridNewsletterservice
Sendgrid	23326	\$10	4/25/2017	SendgridNewsletterservice
Sendgrid	23500	\$10	4/25/2017	SendgridNewsletterservice
ModernTribe	23192	\$312	12/20/2016	ModernTribe Events Calendar License reimb to Perna
NewsletterPro	23500	\$45	4/25/2017	Newsletterpro Plugin
Pam Perna	23588	\$71	6/20/2017	Travel Reimbursement
Total		\$63,340		

STATUS OF FY15 PAYGO FUNDS FOR WEBSITE: \$16,660.12 Temporarily Restricted for Website Enhancement, Services, Update or Redesign

XIV

**FY2018 HOWARD COUNTY ARTS COUNCIL
AUDITED STATEMENT - DRAFT**

THE HOWARD COUNTY ARTS COUNCIL, INC.

**FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORT**

JUNE 30, 2018 AND 2017

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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, 2018 and 2017, 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.

Independent Auditor's Report
The Howard County Arts Council, Inc.
Page Two

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, 2018 and 2017, 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.

Columbia, MD
November XX, 2018

THE HOWARD COUNTY ARTS COUNCIL, INC.
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
<u>ASSETS</u>		
CURRENT ASSETS		
Cash and cash equivalents	\$ 287,181	\$ 278,794
Cash and cash equivalents - board designated	36,033	36,819
Total cash and cash equivalents	<u>323,214</u>	<u>315,613</u>
Grant receivable	-	7,500
Pledges receivable	43,000	-
Certificates of deposit	22,670	22,649
Prepaid expenses	6,371	6,284
Total Current Assets	<u>395,255</u>	<u>352,046</u>
OTHER ASSETS		
Property and equipment, net	39,168	49,322
Investments - board designated reserve fund	388,422	355,070
Interest in assets held by the Community Foundation of Howard County	<u>123,319</u>	<u>114,573</u>
Total Other Assets	<u>550,909</u>	<u>518,965</u>
TOTAL ASSETS	<u><u>\$ 946,164</u></u>	<u><u>\$ 871,011</u></u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Accounts payable	\$ 3,675	\$ 1,323
Accrued expenses	26,552	28,416
Deferred revenue	66,092	50,820
Total Current Liabilities	<u>96,319</u>	<u>80,559</u>
OTHER LIABILITIES		
Security deposits	3,878	4,139
Total Liabilities	<u>100,197</u>	<u>84,698</u>
NET ASSETS		
Unrestricted	248,157	260,815
Board designated	424,455	391,889
Total Unrestricted	<u>672,612</u>	<u>652,704</u>
Temporarily restricted	110,358	71,132
Permanently restricted	62,997	62,477
Total Net Assets	<u>845,967</u>	<u>786,313</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 946,164</u></u>	<u><u>\$ 871,011</u></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, 2018

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUE AND SUPPORT				
Grants	\$ 313,895	\$ 709,700	\$ -	\$ 1,023,595
Contributions	48,800	-	-	48,800
Special events	96,958	-	-	96,958
Camp registrations, rental income, and other	220,766	-	-	220,766
In-kind contributions	206,703	-	-	206,703
Interest income	3,737	-	-	3,737
Other income	10,006	-	-	10,006
Net assets released from restrictions	678,700	(678,700)	-	-
Total Revenue and Support	1,579,565	31,000	-	1,610,565
EXPENSES				
Program services				
Grant awards	640,950	-	-	640,950
Art center	486,935	-	-	486,935
Community services	153,880	-	-	153,880
Special projects	81,937	-	-	81,937
Total Program Services	1,363,702	-	-	1,363,702
Support services				
Fundraising	121,214	-	-	121,214
Management and general	74,454	-	-	74,454
Total Support Services	195,668	-	-	195,668
Total Expenses	1,559,370	-	-	1,559,370
CHANGE IN NET ASSETS FROM OPERATIONS	20,195	31,000	-	51,195
OTHER CHANGES				
Unrealized loss on investments	(287)	-	-	(287)
Gain on assets held by the Community Foundation of howard county	-	8,226	520	8,226
Total Other Changes	(287)	8,226	520	7,939
CHANGE IN NET ASSETS	19,908	39,226	520	59,134
NET ASSETS, beginning of year	652,704	71,132	62,477	786,313
NET ASSETS, end of year	\$ 672,612	\$ 110,358	\$ 62,997	\$ 845,447

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

THE HOWARD COUNTY ARTS COUNCIL, INC.
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2017

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUE AND SUPPORT				
Grants	\$ 305,532	\$ 660,266	\$ -	\$ 965,798
Contributions	60,561	-	-	60,561
Special events	101,715	-	-	101,715
Camp registrations, rental income, and other	238,725	-	-	238,725
In-kind contributions	214,168	-	-	214,168
Interest income	2,869	-	-	2,869
Other income	259	-	-	259
Net assets released from restrictions	696,422	(696,422)	-	-
Total Revenue and Support	1,620,251	(36,156)	-	1,584,095
EXPENSES				
Program services				
Grant awards	605,734	-	-	605,734
Art center	410,304	-	-	410,304
Community services	232,551	-	-	232,551
Special projects	87,904	-	-	87,904
Total Program Services	1,336,493	-	-	1,336,493
Support services				
Fundraising	119,698	-	-	119,698
Management and general	121,373	-	-	121,373
Total Support Services	241,071	-	-	241,071
Total Expenses	1,577,564	-	-	1,577,564
CHANGE IN NET ASSETS FROM OPERATIONS	42,687	(36,156)	-	6,531
OTHER CHANGES				
Unrealized gains on investments	(1,481)	-	-	(1,481)
Gain on assets held by the Community Foundation of howard county	-	10,721	-	10,721
Total Other Changes	(1,481)	10,721	-	9,240
CHANGE IN NET ASSETS	41,206	(25,435)	-	15,771
NET ASSETS, beginning of year	611,498	96,567	62,477	770,542
NET ASSETS, end of year	\$ 652,704	\$ 71,132	\$ 62,477	\$ 786,313

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, 2018

	PROGRAM SERVICES				SUPPORT SERVICES		
	Grant Awards	Art Center	Community Services	Special Projects	Total Program Services	Fundraising	Management and General
Personnel expenses							
Salaries	\$ 21,364	\$ 185,156	\$ 64,093	\$ 21,364	\$ 291,977	\$ 46,289	\$ 17,804
Payroll taxes	1,671	14,481	5,013	1,671	22,836	3,620	1,392
Employee benefits	2,275	19,717	6,825	2,275	31,092	4,929	1,896
Employee retirement plan	223	1,936	670	223	3,052	484	187
Subtotal Personnel Expenses	25,533	221,290	76,601	25,533	348,957	55,322	21,279
Accounting	-	-	-	-	-	-	20,508
Artist and juror fees	1,600	32,541	-	8,254	42,395	4,190	-
Bank and credit card fees	495	4,291	1,486	495	6,767	1,073	418
Contract services	12,000	16,394	3,451	500	32,345	5,943	15,710
Depreciation and amortization	779	6,751	2,337	779	10,646	1,688	649
Dues, meetings and travel	502	11,617	2,459	632	15,210	2,915	665
Equipment	475	4,119	1,426	475	6,495	1,030	396
Grants disbursed	585,799	2,600	21,150	30,600	640,149	-	-
Insurance	444	3,848	1,332	444	6,068	962	370
Miscellaneous	26	225	78	26	355	56	384
Occupancy, utilities and maintenance	12,402	107,486	37,207	12,402	169,497	26,871	10,335
Office supplies and expense	657	16,516	1,982	733	19,888	4,171	2,420
Postage and delivery	-	4,606	481	104	5,191	3,437	288
Printing and copying	-	14,666	3,177	722	18,565	13,041	484
Professional fees	-	37,925	-	-	37,925	-	-
Repairs and maintenance	168	1,456	504	168	2,296	364	140
Telephone	70	604	209	70	953	151	58
TOTAL EXPENSES	\$ 640,950	\$ 486,935	\$ 153,880	\$ 81,937	\$ 1,363,702	\$ 121,214	\$ 74,454
							\$ 1,559,370

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, 2017

	PROGRAM SERVICES				Total Program Services	SUPPORT SERVICES		Total Expenses
	Grant Awards	Art Center	Community Services	Special Projects		Fundraising	Management and General	
Personnel expenses								
Salaries	\$ 23,004	\$ 161,032	\$ 69,014	\$ 16,432	\$ 269,482	\$ 42,723	\$ 16,432	\$ 328,637
Payroll taxes	1,781	12,469	5,344	1,272	20,866	3,308	1,410	25,584
Employee benefits	2,443	17,104	7,330	1,745	28,622	4,538	1,746	34,906
Employee retirement plan	191	1,337	573	137	2,238	355	137	2,730
Subtotal Personnel Expenses	27,419	191,942	82,261	19,586	321,208	50,924	19,725	391,857
Accounting	-	-	-	-	-	-	16,498	16,498
Artist and juror fees	2,000	27,423	-	20,275	49,698	8,264	-	57,962
Bank and credit card fees	521	3,650	1,565	372	6,108	968	372	7,448
Contract services	5,250	5,263	12,599	510	23,622	6,221	54,905	84,748
Depreciation and amortization	526	4,650	1,755	439	7,370	965	7,541	15,876
Dues, meetings and travel	476	3,431	2,694	420	7,021	2,483	618	10,122
Equipment	162	3,029	485	115	3,791	1,050	115	4,956
Grants disbursed	550,753	-	72,726	30,000	653,479	-	-	653,479
Insurance	536	3,704	1,643	883	6,766	1,013	383	8,162
Miscellaneous	-	1,064	-	-	1,064	-	3,864	4,928
Occupancy, utilities and maintenance	14,992	103,872	45,725	10,708	175,297	28,163	10,708	214,168
Office supplies and expense	819	13,963	2,457	585	17,824	5,736	1,416	24,976
Postage and delivery	-	3,082	586	84	3,752	3,728	3,080	10,560
Printing and copying	-	9,159	6,644	3,458	19,261	9,380	1,570	30,211
Professional fees	-	31,200	-	-	31,200	-	-	31,200
Repairs and maintenance	195	3,500	588	140	4,423	364	140	4,927
Telephone	2,085	1,372	823	329	4,609	439	438	5,486
TOTAL EXPENSES	\$ 605,734	\$ 410,304	\$ 232,551	\$ 87,904	\$ 1,336,493	\$ 119,698	\$ 121,373	\$ 1,577,564

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, 2018 AND 2017

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 59,134	\$ 15,771
Adjustments to reconcile net income to net cash provided by operating activities:		
Depreciation and amortization	12,983	15,876
Gain on assets restricted for long-term use	(8,226)	(10,721)
Unrealized (gain) loss on investments	287	1,481
Changes in operating assets and liabilities:		
Decrease (increase) in assets		
Grants receivable	7,500	(2,500)
Pledges receivable	(43,000)	
Certificates of deposit	(21)	(19)
Prepaid expenses	(87)	(836)
Assets held by the Community Foundation of Howard County	(8,746)	(10,721)
Increase (decrease) in liabilities		
Accounts payable	2,352	503
Accrued expenses	(1,864)	4,498
Deferred revenue	15,272	(860)
Security deposits	(261)	154
Net Cash Provided by Operating Activities	35,323	12,626
CASH FLOWS FROM INVESTING ACTIVITIES		
Acquisition of property and equipment	(2,829)	(12,359)
Sales of investments	-	120,000
Purchases of investments	(33,639)	(192,710)
Net Cash Used for Investing Activities	(36,468)	(85,069)
CASH FLOWS FROM FINANCING ACTIVITIES		
Gain on assets restricted for long-term use	8,226	10,721
Net Cash Provided by Financing Activities	8,226	10,721
NET INCREASE IN CASH AND CASH EQUIVALENTS	7,081	(61,722)
CASH AND CASH EQUIVALENTS, beginning of year	315,613	377,335
CASH AND CASH EQUIVALENTS, end of year	<u>\$ 322,694</u>	<u>\$ 315,613</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, 2018 AND 2017

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. The Council also administers state and county 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 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, 2018 AND 2017
(continued)

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES- continued

Financial Statement Presentation

Financial statement presentation follows Financial Accounting Standards Board ("FASB") Accounting Standards Codification ("ASC") Topic *Not-for-Profit Entities*. In accordance with the topic, net assets, revenue, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Council and changes therein, are classified and reported as follows:

Unrestricted Net Assets - Net assets not subject to donor-imposed restrictions.

Temporarily Restricted Net Assets - Net assets subject to donor-imposed restrictions that will be met by either actions of the Council and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and are reported in the statement of activities as net assets released from restrictions.

Permanently Restricted Net Assets - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Council.

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. 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 and Grants Receivable

Pledges and Grants receivable are stated at the amount management expects to collect from balances outstanding at year end. Annually, management determines if an allowance for doubtful accounts is necessary based upon 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, 2018 and 2017.

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017
(continued)

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

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.

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 majority of revenue is received as either grants from both the state and local government, or as contributions from corporations and individuals, and is recognized when awarded by the granting authority. Grants and contributions received with donor restrictions are recorded as temporarily or permanently restricted revenue based on the donor's intent. Expirations of temporary restrictions are reported as reclassifications from temporarily restricted net assets to unrestricted net assets. Additionally, unexpended funds received from government agencies may be due back to the funding authorities, unless the funding authority allows the Council to retain such excess. For the years ended June 30, 2018 and 2017, there were no unexpended funds due back to granting authorities. Camp registrations is recognized on pro-rata basis through the duration of the related camp. Rental income is recognized in the month to which the revenue relates

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017
(continued)

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Agency Transactions

The Council receives grants and contributions from government and private sources for purposes of furthering the Council's stated mission: to serve the citizens of Howard County, Maryland, 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.

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.

Functional Expense Classification

The costs of providing various programs and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among the program and supporting services that benefited from such costs.

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

501(a) of the Internal Revenue Code. The Council is, however, subject to tax on business income unrelated to the Organization's exempt purpose. No provision for income taxes is reflected in the accompanying financial statements for the years ended June 30, 2018 and 2017, 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
JUNE 30, 2018 AND 2017
(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, 2015 through 2017 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 – PROPERTY AND EQUIPMENT

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

	2018	2017
Leasehold improvements	\$ 510,026	\$ 510,026
Furniture, fixtures and equipment	94,031	91,202
Website	37,517	37,517
	641,574	638,745
Less accumulated depreciation and amortization	(602,406)	(589,423)
Property and Equipment, Net	<u>\$ 39,168</u>	<u>\$ 49,322</u>

Depreciation and amortization expense was \$12,983 and \$15,876 for the years ended June 30, 2018 and 2017, respectively.

NOTE E – 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 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:

Level 1 Inputs are based on unadjusted quoted prices for identical assets traded in active markets that the Council has the ability to access.

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017
(continued)

NOTE E – INVESTMENTS AND FAIR VALUE MEASUREMENTS- continued

Level 2 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.

Level 3 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.

Investments

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, 2018 and 2017, respectively:

Assets at Fair Value as of June 30, 2018				
	Level 1	Level 2	Level 3	Total
Certificates of deposit	\$ -	\$ 343,962	\$ -	\$ 343,962
Money market funds	44,461	-	-	44,461
Interest in assets held by the Foundation	-	123,839	-	123,839
Total assets at fair value	<u>\$ 44,461</u>	<u>\$ 467,801</u>	<u>\$ -</u>	<u>\$ 512,262</u>

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017
(continued)

NOTE E – INVESTMENTS AND FAIR VALUE MEASUREMENTS - continued

Assets at Fair Value as of June 30, 2017

	Level 1	Level 2	Level 3	Total
Certificates of deposit	\$ -	\$ 299,249	\$ -	\$ 299,249
Money market funds	55,821	-	-	55,821
Interest in assets held by the Foundation	-	114,573	-	114,573
Total assets at fair value	<u>\$ 55,821</u>	<u>\$ 413,822</u>	<u>\$ -</u>	<u>\$ 469,643</u>

Unrealized gains (losses) on these investments totaled \$7,509 and \$9,240 for the years ended June 30, 2018 and 2017, respectively.

NOTE F – BOARD DESIGNATED NET ASSETS

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, 2018 and 2017, the aggregate total balance amounts of the board designated cash and investment accounts were as follows:

	2018	2017
Cash	\$ 36,033	\$ 36,819
Investments	388,422	355,070
Total	<u>\$ 424,455</u>	<u>\$ 391,889</u>

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017
(continued)

NOTE G – TEMPORARILY RESTRICTED NET ASSETS

For the years ended June 30, 2018 and 2017, temporarily restricted net assets were designated for the following:

	2018	2017
Head start program	\$ 7,500	\$ 12,500
Various programs and projects	35,500	-
Re-grants to other non-profit organizations and special projects	7,036	6,536
Accumulated earnings in endowment fund	60,842	52,096
Total	<u>\$ 110,878</u>	<u>\$ 71,132</u>

NOTE H – PERMANENTLY RESTRICTED NET ASSETS

The board has also invested \$25,000 in the assets held 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 permanently restricted in the accompanying statements of financial position. For the years ended June 30, 2018 and 2017, permanently restricted net assets consisted of the following:

	2018	2017
Board designated endowment	\$ 25,000	\$ 25,000
Donor designated endowment	37,997	37,477
Total	<u>\$ 62,997</u>	<u>\$ 62,477</u>

NOTE I - 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, 2018 and 2017, there were no grants awarded for which the Council did not have variance power.

NOTE J - 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 expires on June 30, 2017, and provides for annual extensions thereafter on agreement of the parties involved. The lease may be terminated at the discretion of either party with 60 days written notice.

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017
(continued)

NOTE J - DONATED FACILITIES - continued

For the years ended June 30, 2018 and 2017, the value of donated rent and utilities was estimated at \$206,703 and \$214,168, respectively.

NOTE K - 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, 2017. For the years ended June 30, 2018 and 2017, rent received by the Council under the subleases totaled \$100,482 and \$104,219, respectively.

NOTE L - 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, 2018 and 2017, the Council's contributions to the SIMPLE Plan totaled \$3,723 and \$2,730, respectively.

NOTE M - ASSETS HELD BY COMMUNITY FOUNDATION OF HOWARD COUNTY

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.

THE HOWARD COUNTY ARTS COUNCIL, INC.
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JUNE 30, 2018 AND 2017
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NOTE M – ASSETS HELD BY COMMUNITY FOUNDATION OF HOWARD COUNTY -
continued

Return objectives and spending policy

The Foundation will hold the permanently restricted 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 operations. The permanently restricted 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 temporarily restricted 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 board of directors has authorized funds to be added to the Howard County Arts Council's Future for the Arts Fund endowment from reserves. The accumulated board designated endowment assets totaled \$25,000 as of both June 30, 2018 and 2017.

The accumulated earnings on both the board designated endowment assets and the donor designated permanently restricted net assets are reported as temporarily restricted net assets. These accumulated earnings are available only in accordance with the spending policy established with the Foundation.

The accumulated interest, dividends, and net appreciation in fair value of assets held by the Foundation totaled \$52,096 and \$41,735 as of June 30, 2018 and 2017, respectively.

Endowment net assets consist of the following as of June 30, 2018:

	Board Endowment	Accumulated Earnings and Appreciation in fair value	Permanently Restricted	Total
Interest in assets held by the Foundation	\$ 25,000	\$ 60,322	\$ 37,997	\$ 123,319

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NOTE M – ASSETS HELD BY COMMUNITY FOUNDATION OF HOWARD COUNTY -
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Endowment net assets consist of the following as of June 30, 2017:

	Board Endowment	Accumulated Earnings and Appreciation in fair value	Permanently Restricted	Total
Interest in assets held by the Foundation	\$ 25,000	\$ 52,096	\$ 37,477	\$ 114,573

The change in endowment net assets for the year ended June 30, 2018 was as follows:

	Board Endowment	Accumulated Earnings and Appreciation in fair value	Permanently Restricted	Total
Beginning of year, June 30, 2018	\$ 25,000	\$ 52,096	\$ 37,477	\$ 114,573
Net appreciation on fair value of investments	-	8,226	520	8,746
End of year, June 30, 2018	\$ 25,000	\$ 60,322	\$ 37,997	\$ 123,319

The change in endowment net assets for the year ended June 30, 2017 was as follows:

	Board Endowment	Accumulated Earnings and Appreciation in fair value	Permanently Restricted	Total
Beginning of year, June 30, 2016	\$ 25,000	\$ 41,375	\$ 37,477	\$ 103,852
Net appreciation on fair value of investments	-	10,721	-	10,721
End of year, June 30, 2017	\$ 25,000	\$ 52,096	\$ 37,477	\$ 114,573

THE HOWARD COUNTY ARTS COUNCIL, INC.
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JUNE 30, 2018 AND 2017
(continued)

NOTE M – ASSETS HELD BY COMMUNITY FOUNDATION OF HOWARD COUNTY -
continued

Unrestricted net assets are reflected as board endowment and temporarily restricted net assets are reflected as accumulated earnings and appreciation in fair value on the above tables pertaining to the assets held by the Foundation.

NOTE N - SUBSEQUENT EVENTS

In preparing these financial statements, the Council has evaluated events and transactions for potential recognition or disclosure through November XX, 2018, 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.