

**Seabury Academy of Music and the Arts  
Board of Directors Quarterly Meeting  
March 12, 2019, 6:30-8:00 PM  
ARTWorks Gallery**

**Members Present:** Susan Leggitt (Board Vice President), Nick Revel, Jake Street (Artistic Director), David Ward (Treasurer), Steve Worth, Susan Cole (Secretary)

**Members not Present:** Elia Kopreski, Jackie Lightfield

**The meeting was called to order.**

- Previous December 4, 2018 minutes approved.

**Documents distributed:** Agenda, Seabury Academy Budget (July 2018 through June 2019), Seabury Academy Profit & Loss Previous Year Comparison (July through December 2018), HK Consulting Group Consultant Proposal to Seabury Academy of Music and the Arts, Conversation with Rebekah Harriman-Stites, HK Consulting

**Proposal of new Board member exploration**

- Several people were suggested to consider how their associations would enhance the Board's connections to publicity, advertising, and fund raising opportunities
- Jake offered to follow up on some connections

**Treasurer's Report**

- David explained that Seabury is doing well this year compared to last year.
- Currently we have total assets of approximately \$33,545.93. Of course funds need to be set aside for Chorister trips, and the major Washington, DC summer trip, as well as the usual ongoing general administrative expenses, and program expenses.
- David did a thorough review of profit and loss for the current year compared to last year.
- Jake is proud of our efforts to date on financial transparency. He pointed out that Seabury Academy is doing much better than many non-profit organizations affiliated with churches.
- Do we want to move to a fiscal year for accounting purposes? If Seabury moves to a programmatic year of September through August, its bylaws would have to be changed.
- A discussion about the purpose of fundraisers ensued. Is the purpose to make money? Is the purpose to increase community awareness of Seabury's programs. We need to weigh both these sides. But if the fundraising expenses are very high, are they still worth running? We need to ensure that there is significant buy-in with any fundraiser.

**Artistic Director's Report on Program Updates**

- The Chorister Program: There will be two services at St. Thomas Church in New York City the following Sunday.
- The cost for the Washington, DC summer program will be over \$6000.
- Exploring Music & Art Camp is set for June 24<sup>th</sup>- 28<sup>th</sup>.
- Midday Music: The program has made a marginal profit so far this year, thanks to a few generous donations. Should we consider moving the program to a different time when more people would be free to come, as opposed to its current time in the middle of a workday?
- Possibly a Friday night, or Saturday noon, or Sunday afternoon at 3:00 could work.

- In addition to a time change we could consider getting less expensive performers, and even ask some of our talented choir members to perform.
- Sunday and other concerts: Let's consider getting sponsorships for these concerts. Would the quality of the program brochure matter to corporations who might want to sponsor a concert?

#### **Vice President's Report**

- Susan explained that the ARTWorks Gallery 2019 calendar is set up already.
- She has a wish list for gallery signage and keeping the Gallery open on weekends.

#### **Other Updates**

- Clergy transitions were discussed.
- Seabury's bylaws say a member of the clergy must be on the Board. We will need to speak with the interim about this.

#### **Consideration of HK Consulting Group**

- Jake shared his conversation with Rebekah Harriman-Stites with us. HK Consulting Group charges around \$6000. a year for their grant writing process. Currently Seabury does have a surplus in its budget.
- A general conversation arose about spending money to make money. There were concerns about the high cost. Are there other grant writing professionals who do the same kind of work for less? Could we find a free-lancer to do grant writing? Does Rebekah apply to the same corporations and foundations for all her clients? If we used HK Consulting, we would need audited financials.
- Some grants are program based, and some are more operational based.
- It was decided that we should look further for a consultant that costs less.
- It was decided that each member of the Board could ask other 501(c)3 groups how they have gone about getting grants.
- The Board needs to get aboard of the financial end of Seabury Academy. We need to take ownership of this.

#### **Next meeting**

- Tuesday, June 25<sup>th</sup>, 2019 6:30 PM

**The meeting was adjourned.**

