



MEETING AGENDA

ARTS ADVISORY BOARD

Governing Body: Arts Advisory Board

Date of Meeting: January 19, 2023 (SPECIAL MTG)

Time of Meeting: 5:00 p.m.

Place of Meeting: Boone Airport Conference Room

1. Call Meeting to Order.
2. Roll Call.
3. Approval of Agenda.
4. Financial Review.
 - A. Financial Overview – David Byrd.
5. Arts Board/Council/Committees.
 - A. Arts Board Ordinance.
 - B. Grant Guidelines.
6. Sponsors/Events/Projects Discussion.
 - A. Nights on the Green.
7. Other Business.
 - A. Board Comments.
 - B. Public Comments.
8. Motion to Adjourn.

Fiscal Year 2023 Cash Flow Statement

Beginning Cash Balance		9,092.01
FY2023 Membership Dues		
FY2023 Donations	3,263.00	
FY2023 Expenditures		4,224.44
Cash Balance as of 1/11/2023		8,130.57

Cash Flow History Statement

	Revenue	Expenditures	Cash Balance
FY2021 Economic Development Transfer	5,000.00		
FY2021 Membership Due	240.00		
FY2021 Donations	-		
FY2021 Expenditures		222.03	
FY2022 Donations	2,577.28		
FY2022 Membership Dues	660.00		
FY2022 Expenditures		2,663.24	
FY2023 General Fund Transfer	3,500.00		
Cash Balance as of 6/30/2022	11,977.28	2,885.27	9,092.01

REVENUE & EXPENSE REPORT
CALENDAR 1/2023, FISCAL 7/2023

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	AMOUNT UNEXPENDED
009-599-4705	DONATIONS	.00	.00	3,263.00	.00	3,263.00-
009-599-4750	MEMBERSHIP DUES-PIN SALES	.00	.00	.00	.00	.00
009-910-4830	TRANSFER IN-ART COMMISSIO	3,500.00	.00	.00	.00	3,500.00
	TOTAL REVENUE	3,500.00	.00	3,263.00	93.23	237.00
009-599-6413	ART GRANTS	.00	.00	.00	.00	.00
009-599-6499	CONTRACT SERVICES	9,000.00	.00	2,836.71	31.52	6,163.29
009-599-6503	MERCHANDISE FOR RESALE	.00	.00	.00	.00	.00
009-599-6506	OFFICE SUPPLIES	.00	.00	1,387.73	.00	1,387.73-
009-910-6910	TRANSFER OUT-ART COMMISSI	.00	.00	.00	.00	.00
	TOTAL EXPENSES	9,000.00	.00	4,224.44	46.94	4,775.56
	ART COMMISSION TOTAL	5,500.00-	.00	961.44-	17.48	4,538.56-
	TOTAL ARTS COMMISSION BAL	5,500.00-	.00	961.44-	17.48	4,538.56-

Amount Available to Spend.

CHAPTER 33 ARTS ADVISORY BOARD TO THE CITY OF BOONE

[33.01](#) Purpose

[33.02](#) Membership of Advisory Board

[33.03](#) Organization of Board

[33.04](#) Officers to be Selected

[33.05](#) Subcommittee Structure

[33.06](#) Bylaws/Policies

[33.07](#) Duties and Responsibilities

[33.08](#) Commission Termination

33.01 PURPOSE.

The purpose of this chapter is to provide for the appointment, powers and duties of the Arts Advisory Board to the City of Boone in accordance with State law.

33.02 MEMBERSHIP OF ADVISORY BOARD.

The Board shall consist of five (5) members. Each member shall be chosen by the Mayor and approved by the Council. No member may be an officer or employee of any agency seeking approval for funding; an employee of the City nor may they be an elected official other than one (1) member of the Board shall be a current member of the Boone City Council. All members serve voluntarily and without compensation and shall be bona fide citizens and residents of the City.

33.03 ORGANIZATION OF BOARD.

The organization of the Board shall be as follows:

1. All members shall serve staggered terms of two (2) years as set forth below with the exception that the member of the Boone City Council so designated shall serve only one (1) year terms. This provides continuity with each term beginning on January 1st of each year. Any vacancy created would be filled by an immediate appointment to fill any unexpired term. No member shall serve more than two (2) consecutive terms (4 years). At the adoption of this ordinance the Mayor, subject to Council approval, shall select two (2) members for a two (2) year term, two (2) members for a one (1) year term and one Boone City Council member for a one year term. All of those terms shall be from January 1, 2022 for purposes of calculating the term.

2. A member shall be deemed to have vacated their term if they move outside the City or they are absent from three (3) consecutive regular meetings of the Board, except in the case of sickness.

33.04 OFFICERS TO BE SELECTED.

The Mayor shall select the Chairperson of the Board. The Board shall choose members to serve as, Vice Chairperson, and Secretary on a yearly basis. Each officer will serve for one (1) year. The Chairperson should serve no more than two (2) consecutive terms.

33.05 SUBCOMMITTEE STRUCTURE.

The Board may create subcommittees to assist it in its duties. However, subcommittees may not assume primary advisory board responsibilities. All ultimate

recommendations for approval and actual funding must come from the entire Board and not a subcommittee.

33.06 BYLAWS/POLICIES.

The Board may pass bylaws/policies to assist in its operation. However, all bylaws/policies or amendments thereto must be approved by the Council prior to enactment by the Board and once approved by a City resolution shall be effective until modified by any future resolution. All matters to be considered by the Boone City Council shall first be directed to the Economic Development Committee of the Boone City Council and if approved by that Committee they may then be presented to the full Council.

33.07 DUTIES AND RESPONSIBILITIES.

The Board shall have the following duties and responsibilities:

1. Create a structure for review of applications for grants from individuals and organizations which would strengthen and promote the arts and cultural creativity within the City of Boone for the benefit of all ages. The structure shall be approved by the Council before implementation of the review process along with the approval of bylaws/policies.
2. Require all requesting individuals or organizations to present Articles of Incorporation or charter documents where appropriate.
3. Require all requesting individuals or organizations to present financial documentation for the past year, where possible, and a budget projection for the period for which funds are being sought.
4. Organize grant considerations based upon the funds directed to the Board by the Boone City Council.
5. Require individuals or organizations to submit audited financial reports or other documents evidencing financial responsibility as a requirement for a grant if deemed necessary.
6. Analyze every requesting individual or organizations to determine if any duplication of services or overlapping of services exists and no individual or organization shall be entitled to a grant if they have received other City funding in the current fiscal year.
7. The Board activities and facilities shall not be used for political purposes of any nature.

33.08 COMMISSION TERMINATION

The Boone City Council may at any time dissolve the Arts Advisory Board when it determines there is no further benefit to the City of Boone for its continued existence or for any other reason.