

CAC EXECUTIVE COMMITTEE MEETING MINUTES

Denise Reppert Presiding

Thursday, September 11, 2025 at 4:30PM

Zoom Meeting

Present: R. Fuller; S. Green; M. McKown; A. O'Neil; D. Reppert

I. Call to order at 4:35PM by D. Reppert.

II. Review Minutes – August 2025 Executive Committee Minutes are accepted as presented.

III. Treasurer's Report – Presented by R. Fuller

- Income – R. Fuller provided an overview of revenue YTD.
 - Admission Ticket Sales started as a negative #; needed corrected. Bookkeeper looking at
 - Looking at donations
 - Theater caught up on back rent
 - Annual Appeal
 - Rent from Plumbers & Pipefitters came in later. Report on a cash basis, not accrual.
 - Endowment

Revenue for the YTD is: \$62,802; a little front loaded; 17% above budgeted revenue.

- Expenses – Total Expenses is currently at: \$36,274
- R. Fuller Reviewed the Account Balances:
 - General Checking is at \$36,152K
 - Line of Credit: Have not used; \$80K is available.
 - Endowment is at \$426,078.63
 - Still have \$62K due to NBT; showing \$9,399.39 in late fees, being investigated by Joe Skundrich. R. Fuller did not put in amended budget.

Amended Budget:

- Income – R. Fuller looked at changes from July & August.
 - Community Foundations increased to \$20K
 - Program & Workshop Fees income; increased to \$9K due to already making \$2K+ in two months. A. O'Neil recommended putting it back to \$7.5K since Kids Summer Art Camp was in the summer
 - Annual Appeal – Increased to \$5K due to what has already come in being over prior budgeted amount
- Expenses –
 - 6110 Credit Card Fees – Increased due to actual credit card fee expense last year. Will have a lot more fees coming in as people buy tickets; increased to \$3.5K
 - Insurance – Was budgeted to \$3.5K; increased \$4K as insurance prices go up

- Interest Paid – Increased to \$1.6 based on first two months of fiscal year.
- Gallery Sales – Increased to \$1K for the rest of the fiscal year
- Gallery Supplies – Increased to \$2K; A. O’Neil thinks that is reasonable
- Workshop Supplies – Budgeted \$4K; decided to keep it at that since summer art camp concluded.
- With these changes, deficit of \$22K for the year. If CAC had to start making monthly payments for 8 months of the year, \$7648, without the late fee; so total deficit would be \$30,289.
 - Had surplus in last fiscal year; may have to do additional endowment of another 5% of budget, \$23-24K
 - Discussed that CAC could receive \$40K grant again. If received and had qualifying expenses in first 6 months of 2026, would wipe out that additional endowment. Did not project that as it has not been received. Will be a Gala year.
- R. Fuller would like to have a Finance Committee Meeting in October 2025; will hopefully know about the NBT loan and can brainstorm covering the deficit. R. Fuller to send back out to be approved by the CAC BOD
- Executive Committee all in favor of sending budget to the full Board. Will present during September BOD Meeting.

IV. Committees

a. Committees of the Board

i. Executive

ii. Audit / Finance – Will schedule meeting for October 2026

b. Committees of the Corporation

i. Board Development – No report at this time.

i. Membership –

- Moving forward with Square for membership; A. O’Neil is uploading old names and gathering email addresses; will launch Square after Beatlemania.

- A. O’Neil has not spoken with G. LaMonica or R. Fuller recently about deciding between Give Butter & Zeffy. There is a fee for Give Butter, not Zeffy. Many companies have subscription programs, including Fire Spring, for our website. A. O’Neil is still researching; farthest ahead with Thundertix which uses Square.

iii. Performance – Beatlemania; 60 tickets sold

iv. Gallery – Gallery Opening on Saturday, September 13, 2025 at 1:00PM; artist Beth

Landon set up the show. Featuring music during the show.

v. Facilities – Gas leak had been identified and repaired

c. CAC Ad Hoc Committees

i. Fundraising – To set up next Committee Meeting after the first week of October to debrief past events and move forward, after Dinner & a Show.

- A lot of interest in another bus trip going

- **Dinner & A Show** – Only 2 board members purchased tickets and 32 tickets sold; A. O’Neil to provide D. Reppert with Volunteers’ contact information

- M. McKown shared that the visibility for the dinner on the CAC website and Facebook was less than the gallery show, and the link did not take directly to the dinner tickets purchasing option on the website. Discussed user friendly level. Suggested making a post using what MB Miller put on the website and boost the Facebook posts. The dinner/improv did not appear to be a sponsored post like the gallery show.

- **Book Sale** at Saturdays in the Park at Chobani in October; Jason Miller went through all the books. Majority valued at around \$200 each. Theater company suggested fundraiser with books; will help man the tables. Had been giving the books away. Jason to contact library it came from.

iii. Grants for Teachers

Awards Ceremony was on August 20, 2025 at 5:00PM in the Theater; all recipients were in attendance.

V. Executive Director’s Report

a. DRI Update– Received the remaining letter needed; submitted to Katherine, DRI point person 3 days ago. This afternoon, A. O’Neil received invitation to attend a meeting at 10AM on 09/12/2025. A. O’Neil not available; asked to move the meeting. Eric offered to attend and fill A. O’Neil in. It is about the letter. A. O’Neil resending the entire packet with the letter for them to review with Eric again. No funding yet received from the state. A. O’Neil to update Executive Committee afterwards.

b. DRI Bridge Loan/Late Fees – Had discussed late fees already; no updates

c. R. Fuller & A. O’Neil met with F. Doller and team at NBT; no word of contribution to CAC yet.

- Inquired about the percentage of NBT funds toward the budget; A. O’Neil to send an outreach and offer to send an invoice to F. Doller.

d. BID New Executive Director – Dana Wall

- Public Art Projects: Wants to move forward; looking at a mural on the building across the street from the former Blue Bird, from north to south. Also interested in statues. A. O’Neil reminded Dana of fruit wall and fire hydrants. A. O’Neil is on their marketing committee. Wall is

going to be renovated. CAC is responsible for public artwork. A. O'Neil wants to keep CAC involved; would be BID funding.

e. Chenango County Supervisors' Meeting

- A. O'Neil met with Supervisors this morning; approved \$10K. Goes to the County Finance Committee next. A. O'Neil invited to present at the Finance Meeting on September 19, 2025 at 11:30AM. County wanted to see 2024 & 2025 Budget. Had asked for \$11K.
- Mike Corey, head of the Supervisors came over last week. Gave pointer to A. O'Neil on content to present ahead of today's meeting. Due to tax caps and new County Office building project; cuts may be made throughout County.
- Emphasize the amount of CAC staff and all that CAC does throughout the county.

VI. Continuing Business

- Celebration of Life for Mary El Emerson on October 18, 2025 at their home. J. Skundrich and A. O'Neil have cards with the information

VII. New Business

- Received Letter from Post Office for Bulk Mailing Permit Renewal
 - o \$350 annually; have not done bulk mailing in some time.
 - o A. O'Neil asked if CAC can hold off on renewing it at this time; last use of bulk mailing was for a gallery opening. Used stamps for the gala and do electronic promotion primarily.

VIII. Adjourned at 5:38PM

Next Exec Meeting: Thursday, October 9, 2025 at 4:30 via Zoom

Next Full Board Meeting: Thursday, September 18, 2025 at 4:30 at CAC

[Minutes Submitted by S. Green, CAC Secretary]