

MINUTES OF A MEETING OF THE BOARD OF CONTROL OF THE ART STUDENTS LEAGUE OF NEW YORK HELD JUNE 2, 2020, PURSUANT TO NOTICE DULY GIVEN, VIA INTERNET TELECONFERENCE (ZOOM).

1. The meeting was called to order at 6:00 p.m. with President Robin Frank in the chair.

Board of Control (BoC) Members Present: Robin Frank, Beth Berns, Cathy Blake, Ezra Bookstein, Charlotte Bialek, Nelsena Burt-Spano, Michael Jacobs, Julia Salinas, Jeff Sundheim.
Absent: Thomas Greenbaum, Nancy Smith

Also present: Executive Director Michael Rips, Karen Gaines, CFO; Eric Raff, HR Officer; and Manager Thomas Tacik, taking minutes.

2. **Presentation of the Fiscal Year 2020 Budget**

CFO Karen Gaines reviewed key employee salaries and the overall staff salaries by department. The budget assumes students could return to the building in September.

There followed a discussion regarding the difference between staff lay-offs and staff furloughs.

Executive Director Michael Rips volunteered a reduction in his salary and waved his bonus. The Board thanked him for this action.

There followed a discussion regarding building hours and eliminating the overnight maintenance shift. President Frank discussed meeting sufficient staffing requirements. Mr. Rips stated that he was working with Facilities Director Kenneth David to meet maintenance staffing needs.

Ms. Gaines continued the budget presentation with a review of the Budget Memo

Vice President Charlotte Bialek asked when cuts will be communicated to staff. Ms. Gaines responded by reviewing the timeline of the Payroll Protection Program Grant, which would be during the month of June, taking effect June 29, 2020.

Ms. Gaines went on to discuss the timing of conducting the art store inventory and reopening the store for business.

Ms. Gaines continued the review of the Budget Memo.

There followed a discussion regarding paying instructors.

Next, Vice President and Chair of the Building Committee Ezra Bookstein completed a review of the capital budget.

Ms. Berns presented a motion for approval of the capital budget of \$384,500 to be drawn down from the Board of Control Temporary Restricted Funds (also known as the Cantilever Air Rights Sale Fund). The motion was seconded by Ms. Bialek and was approved unanimously.

Ms. Berns presented a motion for approval of key employee salaries. The motion was seconded by Ms. Bialek and was approved unanimously.

Ms. Berns then continued the presentation of the budget, noting that the Model to Monument Program was not included in this year's budget. Ms. Berns stated that the focus would be on obtaining grants to fund the program. There followed a discussion regarding previous funding of the M2M program and the recent Spielberger Spanierman grant.

Next, Ms. Gaines reviewed the Cash Planning Forecast.

There followed a discussion regarding the salary of the Technical Assistant position.

Ms. Gaines then reviewed consultant line items.

There followed a discussion regarding credit card fees. Mr. Bookstein proposed adding these fees to every credit card transaction. Mr. Sundheim agreed. Ms. Salinas proposed an increase to the Annual Registration fee. Upon a motion duly made and seconded, the Board of Control voted unanimously to pass through the credit card processing fee on all transactions.

Board Member Michael Jacobs requested that students be notified in advance regarding implementation of the new fee.

President Frank then discussed a request for grant writing assistance from development consultant Rachel Weingeist. Upon a motion duly made and seconded, the Board of Control vote unanimously to approve hiring an independent contractor at \$280 per week over 16 weeks, for a total sum of \$4,500 to be added to the budget for professional fees.

Mr. Jacobs led a discussion on the role of technical assistants as crucial to support instructors in online classes. The importance of budgeting for this new role was noted. The discussion included online platform development.

Finance Chair Beth Berns presented a motion for funding of Board of Control activities and expenses in the amount of \$5,000. The motion, having been seconded, was approved unanimously.

Mr. Sundheim proposed a Board retreat. All responded favorably.

Ms. Gaines then went on to further review the Operating Budget.

President Frank discussed investigating installation of a CASPR HVAC unit in the League building.

Ms. Salinas led a discussion regarding workshops and asked when they might restart. Ms. Gaines stated that Programs Director Robert Telenick was working on test workshops for the summer, possibly to take place in August, as well new online workshops.

Ms. Salinas raised a question regarding travel expenses in the budget. Ms. Gaines stated that this will be addressed by eliminating expenses for June and July.

Ms. Berns made a motion to approve the \$9,700,167 Operating Budget with a draw-down of \$3,400,000 from the portfolio. The motion was seconded and approved unanimously.

President Frank led a discussion regarding student requests for tuition relief. There followed a discussion regarding the process of providing tuition relief, prioritizing giving aid to members, creating criteria for aid, and the importance of tracking metrics.

It was agreed to provide tuition relief to those who have requested it to date.

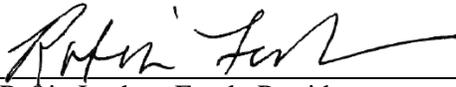
Ms. Gaines called for approval to continue paying staff salaries for the month of June. There followed a discussion regarding model salaries and model status. Upon a motion duly made and seconded the Board of Control voted unanimously to pay all employees scheduled to work in the month of June.

11. New Business

Vice President Bookstein led a discussion regarding filling the vacancy on the Board and stated that he is looking to previous applicants for candidates.

Executive Director Rips discussed recent events sparked by racial tensions and requested that the Board review his communication regarding the current crisis.

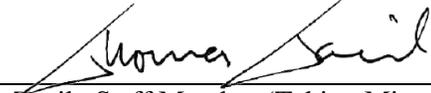
There being no further business, and upon a motion duly made and seconded, the meeting was adjourned at 8:00 p.m. to Executive Session.



Robin Lechter Frank, President

6/13/2020

Date



Thomas Tacik, Staff Member (Taking Minutes)

6/13/2020

Date