

Corrales Arts, Community, Education Center Committee Meeting Minutes November 7, 2022

I. **Call to order: 9:35 a.m.**

Appointed Committee Members present: John Schumann, Barbara Boyd, Jon Young, Tony Messec, Ken Duckert, Linda Parker.

Advisors Present: Jim Kruger, Angela Gutierrez, Sandy Rasmussen

Village Staff and Leadership Present: None present

We started the meeting in the parking lot where John Schumann had placed rocks/markers to help us visualize the size of the classrooms and the storage area. We were then concerned these were too small. See further discussion later in the minutes.

Approval of Minutes from October 31st Meeting: On a motion by Jon Young and a second by Linda Parker, the minutes from the committee meeting on October 31st were unanimously approved as prepared.

II. **Updates on Action Steps:**

Review and Update Due Dates for Action Steps in Objective I of the Strategic/Business Plan: We reviewed the plan dates for the action steps. The actual dates are now reflected for the design of the conceptual drawing. We also updated the remaining dates to make them all December 15 to give us time to get some messaging and an updated conceptual drawing in place. The only December date was moved to January. The change of dates is reflected later in this document.

III. **Feedback from the meeting with the Village Mayor:** John Schumann, Jim Kruger, Ken Duckert, and Barbara Boyd met with Jim Fahey on November 4.

a. John Schumann stated our case well to the mayor to keep moving at our current pace. Jim Fahey was supportive and encouraged us to keep moving.

b. Main take aways from the meeting:

- i. Prepare a budget for the first year of operating a new nonprofit itemized with enough detail so the expenditures can easily be put in a purchase order format.
- ii. May be able to use retainer the Village has with Facility Build for the model development
- iii. Need to be ready to present budget to Village Council in January. Council meetings are the second and fourth Tuesday at 6:30. The exact meeting is yet to be established. Jim Fahey will let us know.
- iv. Jim Fahey was supportive of developing a new nonprofit that would operate the ACE Center for the Village much like the Historic Society does for the Old Church. He liked the concept of seeking donations from within the team now.
- v. The mayor would like the conceptual drawing to be placed in the Village offices to allow comments. We will consider this after the marketing/branding is further along to help with the messaging.
- vi. We established with the mayor that the ACE Center will not house or be an extension of Village offices or that the Village staff is not directly involved in the center operations or management. He agreed.

IV. Adopt a Budget and Develop a timeline for the Goals and Action Steps in Objective I

- a. We need to obtain nonprofit status from the IRS for a new entity.
 - i. Costs for this include \$100 to establish an entity with the NM Secretary of State, complete a 1023 form with the IRS with a filing fee of \$850, and obtain legal counsel to review prior to filing at a currently unknown cost.
 - ii. Other costs include building of a model, marketing/branding, obtaining counsel from a lawyer, and D&O insurance. We need to continue to flesh this out.

V. Adopt a name for the nonprofit that will raise capital for the ACE Center and ultimately operate the center

a. Information necessary to file for nonprofit status

- i. Name – Friends of the Corrales ACE Center or Friends of the ACE Center in Corrales, using FACE as the acronym.
- ii. Address – use physical address of the Village Offices – 4324 Corrales Road, 87048-8607

- iii.** Organization structure:
 - 1.** John Schumann – President
 - 2.** Barbara Boyd – Secretary
 - 3.** Jim Kruger – Treasurer
 - 4.** Board of Directors – include all committee members and advisors.
- iv.** Will need to establish a URL with corresponding emails. Consider SW Cyberport to host. Consider Sammi to develop website. Cost of website unknown
- v.** Need to have Directors and Officers Insurance – cost unknown
- vi.** Obtain a lawyer to oversee IRS filing and Articles of Incorporation. Linda Parker will help us find someone to help with this effort. Linda will send John Schumann the operating agreement and articles of incorporation from the Parker Center and Barbara will send John the bylaws from The Adobe Theater. Linda Parker will ask what is recommended for structure – an LLC or a C or S Corp.
- vii.** Once we have filed for nonprofit status we can begin acting as a nonprofit. We do not have to wait on the determination letter.
- viii.** We need to acknowledge donations to the new nonprofit, not the amount but the names of those who have donated.
- ix.** All committee members and advisors were encouraged to make initial donations to the new nonprofit on an as can basis. It is important to demonstrate that the committee and advisors are financially committed to the center's success. Similarly, arts organizations are encouraged to donate to the nonprofit as a show of support for the center. Jim Kruger said MainStreet would also contribute money for the seed contribution. Donations should be given to Jim in cash or by check written to Corrales MainStreet. Corrales MainStreet will hold center money until the nonprofit is established.

VI. Review the Facility Build Concept #2 dated Nov 1, 2022

- a.** Portal – enclose the large portal that surrounds the theater with glass that filters out UV rays but allows light in so that we can use the portal for art exhibits.
- b.** John Schumann will ask Mark the seating capacity of the current classrooms.

- c.** Decrease the size of the kitchen to 16x16 and remove one rest room and put the janitor closet where that rest room is removed
- d.** Consider removing two columns of seating to improve sight lines and provide more space in the center. This would eliminate 32 seats. Doing so would allow the possibility of increasing the size of the lobby/gallery area.
- e.** Lessen size of the dressing rooms and take out the 2 unisex bathrooms with the showers
- f.** Need more classroom space
- g.** Is the storage area large enough for set building and storage? Can we create some storage space under the seats? Have a storage unit outside?
- h.** Need egress around the stage
- i.** Want sky lights in the Gallery area and possibly down the hall between the classrooms.
- j.** The Adobe Theater board and staff will review the conceptual drawing on Saturday, November 12. Barbara will bring their feedback to the meeting on Monday, November 14.

VII. Adjournment: The meeting adjourned at 11:37 a.m.

NEXT MEETING: The next regular meeting is *9:30 a.m., November 14*. Please note the starting time will be 9:30. We will be back at the Village Community Center.

Respectfully submitted,

Barbara Boyd, Recording Secretary

Objective – Develop a 1-year Business Plan We updated the Business Plan

Objective – Develop a 1-year Business Plan

Goal	Action Step	Person Responsible	Date
Develop 1-year budget	Completed	ACE Committee	October 17, 2022
- \$60K for conceptual drawing by architect			
- \$10K for public outreach, collateral material, branding			
- \$5,000 for miscellaneous			
- TOTAL of \$75,000			
Develop conceptual drawing			
- Engage Facility Build for initial concept drawing	Contact to set up following meetings	John Schumann	Completed Nov 1
- Meet with Facility Build	Provide tour of Adobe Theater	John Schumann, Barbara Boyd, Jon Young	Completed Nov 1
	Meet with ACE Committee	John Schumann to arrange	Completed Nov 2
Identify sources of funding for first year			
- Identify sources of seed money	Sandoval County -Commissioner Jay Block -Economic Dev Dept Main Street -Corrales -New Mexico State -NM Arts Council -Legislators Corrales -Corrales Arts Center -CCAC -Adobe Theater	John S, Jon Y, Angela (ICIP - \$1M already listed for this project) Angela, Jim K Sandy Lobby for support after election Jim W John S Barbara	By 12/15 By 12/15 By 12/15 12/15 12/15 12/15 12/15

