

Friends of the Vermont State House

Agendas for Annual and Regular Meeting of the Board of Trustees

Room 10, Vermont State House

2 PM, 2/12/24

Annual Meeting, 2 pm

1. Welcome and Introductions, 2 pm (all)
2. Remarks from Mike Ferrant, Sargeant-at-Arms Candidate, 2:25 pm
3. Approve Slate of Returning Trustees, 2:30 pm (Thad, Carol)
4. Approve Slate of New Trustees 2:35 pm (Thad, Carol)
5. Approve Slate of Officers for 2024, 2:40 pm (Thad, Carol)
6. Acknowledgement of Outgoing Trustees 2:45 pm (Thad)
7. Acknowledgement of Janet Miller, Outgoing Sargeant-at-Arms 2:50 pm (Thad, David)
8. Adjourn, 2:55 pm (Thad)

Break

Regular Meeting, 3 pm

1. Welcome, 3:00 pm (Thad)
2. Remarks from Agatha Kessler, Sargeant-at-Arms Candidate, 3:05 pm
3. Approvals 3:10 pm (Thad, Tina)
 - a. Minutes of 12/11/23
 - b. Current Financial Documentation
 - c. FY24 Budget
4. Administrator Wage Adjustment, 3:30 pm (Thad)
5. Curator's Remarks 3:35 pm (David)
6. Development, 3:45 pm (Thad, Gail)
 - a. Appeal Review
 - b. FY24 Lookahead
7. Governance and Nominating, 4:00 pm (Carol)
 - a. Orientation Recap
 - b. FY24 Lookahead
8. Visitor Services, 4:15 pm (David, Gail)
 - a. Visitor Services Coordinator Update
 - b. Valentine's Day Sale/Gift Shop Operation During Legislative Season
 - c. FY24 Lookahead
9. Adjourn, 4:30 pm (Thad)

***Election Slates for the Friends of the
Vermont State House Annual Meeting,
February 12, 2024***

The executive and nominating and governance committees of the Friends of the Vermont State House recommend the following slates of individuals for election at the upcoming Annual Meeting on February 12th, 2024:

Current Trustees to be Reelected:

Andrea Englehardt

Judy Rosenstreich

Trustee Nominees to be Elected:

Nancy Boone

Tracy Martin

Jeanette White

Officers for 2024:

Chair - Thaddeus Gibson

Vice Chair - Carol McGranaghan

Treasurer - Tina Muncy

Secretary - Cassie Major

Friends of Vermont State House

Balance Sheet

As of December 31, 2023

	<u>Dec 31, 23</u>	<u>Dec 31, 22</u>
ASSETS		
Checking/Savings		
CNB Checking	15,576	28,400
Under the Dome	15,449	6,184
Total Checking/Savings	<u>31,024</u>	<u>34,584</u>
Inventory		
Friends Tie Inventory	1,739	1,739
Gift Shop Inventory	13,897	13,897
Total Inventory	<u>15,635</u>	<u>15,635</u>
Total Current Assets	46,660	50,219
Other Assets		
VCF Account	90,006	81,410
Total Other Assets	<u>90,006</u>	<u>81,410</u>
TOTAL ASSETS	<u>136,666</u>	<u>131,629</u>
LIABILITIES & EQUITY		
Liabilities		
Other Current Liabilities		
Bill Haines Fund - Restricted	9,800	10,200
Payroll Liabilities	364	293
Sales Tax Payable	16	17
Total Other Current Liabilities	<u>10,180</u>	<u>10,510</u>
Total Liabilities	10,180	10,510
Equity		
Perm. Restricted Net Assets	300	300
Unrestricted Net Assets	120,819	154,830
Net Income	5,367	-34,011
Total Equity	<u>126,486</u>	<u>121,119</u>
TOTAL LIABILITIES & EQUITY	<u>136,666</u>	<u>131,629</u>

Friends of Vermont State House

Balance Sheet

As of January 31, 2024

	<u>Jan 31, 24</u>	<u>Jan 31, 23</u>
ASSETS		
Checking/Savings		
CNB Checking	20,397	32,601
Under the Dome	14,954	6,535
Total Checking/Savings	<u>35,351</u>	<u>39,136</u>
Inventory		
Friends Tie Inventory	1,739	1,739
Gift Shop Inventory	13,897	13,897
Total Inventory	<u>15,635</u>	<u>15,635</u>
Total Current Assets	50,986	54,771
Other Assets		
VCF Account	90,006	81,410
Total Other Assets	<u>90,006</u>	<u>81,410</u>
TOTAL ASSETS	<u>140,992</u>	<u>136,181</u>
LIABILITIES & EQUITY		
Liabilities		
Other Current Liabilities		
Bill Haines Fund - Restricted	9,800	10,200
Payroll Liabilities	339	328
Sales Tax Payable	0	29
Total Other Current Liabilities	<u>10,139</u>	<u>10,556</u>
Total Liabilities	10,139	10,556
Equity		
Perm. Restricted Net Assets	300	300
Unrestricted Net Assets	126,186	120,819
Net Income	4,367	4,506
Total Equity	<u>130,853</u>	<u>125,625</u>
TOTAL LIABILITIES & EQUITY	<u>140,992</u>	<u>136,181</u>

Friends of Vermont State House
Budget vs. Actual
 January through December, 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Income				
Contributions				
Annual Appeal	9,132	12,000	-2,868	76%
Bill Haines Fund	400		400	100%
General Contributions	8,830	7,000	1,830	126%
Total Contributions	18,362	19,000	-638	97%
Gift Shop Sales				
Infinite Grandeur Sales	314	1,250	-936	25%
Other Sales	12,603	3,500	9,103	360%
Total Gift Shop Sales	12,917	4,750	8,167	272%
Interest Income	10,238	-6,000	16,238	-171%
Total Income	41,517	17,750	23,767	234%
Cost of Goods Sold				
			0.00	0%
Other	4,315	2,000	2,315	216%
Total Cost of Goods Sold	4,315	2,000	2,315	216%
Expenses				
Board Expenses	712	1,500	-788	47%
Contract Services				
Accounting Fees	2,719	3,200	-481	85%
Outside Contract Services	500		500	100%
Performers	500	1,000	-500	50%
Total Contract Services	3,719	4,200	-481	89%
Financial Management				
VCF Fees	1,642	1,000	642	164%
Total Financial Management	1,642	1,000	642	164%
Operations				
Dues and Fees	-16	0	-16	100%
IT Purchases	301	1,000	-699	30%
Online Software Services	1,451	700	751	207%
Postage, Mailing Service	66	500	-434	13%
Printing and Copying	0	2,500	-2,500	0%
Supplies	587	350	237	168%
Telephone, Telecommunications	450	600	-150	75%
Total Operations	2,839	5,650	-2,811	50%
Payroll Expenses				
Payroll Taxes	1,137	2,000	-863	57%
Wages	14,866	20,000	-5,135	74%
Total Payroll Expenses	16,003	22,000	-5,997	73%
Purchases	5,000		5,000	100%
Restricted Expenses				
Bill Haines Fund	400	400	0	100%
Total Restricted Expenses	400	400	0	100%
Travel and Meetings				
Receptions & Meetings		500	-500	0%
Total Travel and Meetings	0	500	-500	0%
Volunteer Expenses				
Field Trip		1,700	-1,700	0%
Lunch	1,521	2,500	-979	61%
Total Volunteer Expenses	1,521	4,200	-2,679	36%
Total Expense	31,835	39,450	-7,615	81%
Net Income	5,367	-23,700	29,067	-23%

Friends of Vermont State House
Profit Loss Previous Year Comparison
January through December, 2023

	Jan - Dec 23	Jan - Dec 22	Change
Income			
Contributions			
Annual Appeal	9,132	8,779	353
Bill Haines Fund	400	1,150	-750
General Contributions	8,830	6,635	2,195
Total Contributions	18,362	16,564	1,799
Gift Shop Sales			
Infinite Grandeur Sales	314	90	224
Other Sales	12,603	382	12,221
Tie Sales		96	-96
Total Gift Shop Sales	12,917	568	12,349
Interest Income	10,238	-12,745	22,982
Total Income	41,517	4,387	37,130
Cost of Goods Sold			
Other	4,315	1,395	2,920
Total Cost of Goods Sold	4,315	1,395	2,920
Expenses			
Board Expenses	712		712
Contract Services			
Accounting Fees	2,719	3,101	-383
Outside Contract Services	500	15,000	-14,500
Performers	500	0	500
Website		120	-120
Total Contract Services	3,719	18,221	-14,503
Financial Management			
Bank & Credit Card Fees		78	-78
VCF Fees	1,642	1,790	-148
Total Financial Management	1,642	1,868	-226
Operations			
Dues and Fees	-16		-16
IT Purchases	301		301
Online Software Services	1,451	484	968
Postage, Mailing Service	66	406	-340
Printing and Copying	0	1,589	-1,589
Supplies	587	316	271
Telephone, Telecommunications	450	575	-125
Total Operations	2,839	3,370	-531
Payroll Expenses			
Payroll Taxes	1,137	780	357
Wages	14,866	10,202	4,664
Total Payroll Expenses	16,003	10,982	5,020
Purchases	5,000		5,000
Restricted Expenses			
Program		1,500	-1,500
Bill Haines Fund	400	1,150	-750
Total Restricted Expenses	400	2,650	-2,250
Volunteer Expenses			
Lunch	1,521		1,521
Total Volunteer Expenses	1,521	0	1,521
Total Expense	31,835	37,092	-5,256
Net Income	5,367	-34,100	39,466

Friends of Vermont State House
Profit Loss Previous Year Comparison
January through January, 2024

	Jan 24	Jan 23	Change
Income			
Contributions			
Annual Appeal	6,567	7,038	-471
General Contributions	296	0	296
Total Contributions	6,863	7,038	-175
Gift Shop Sales			
Infinite Grandeur Sales		150	-150
Other Sales		190	-190
Total Gift Shop Sales	0	340	-340
Total Income	6,863	7,378	-515
Cost of Goods Sold			
Other	583		583
Total Cost of Goods Sold	583	0	583
Expenses			
Contract Services			
Accounting Fees	182	690	-508
Total Contract Services	182	690	-508
Operations			
Dues and Fees		-16	16
IT Purchases		32	-32
Online Software Services	48	664	-617
Supplies		46	-46
Telephone, Telecommunications	149		149
Total Operations	196	726	-530
Payroll Expenses			
Payroll Taxes	109	104	6
Wages	1,425	1,353	72
Total Payroll Expenses	1,534	1,457	78
Total Expense	1,912	2,872	-960
Net Income	4,367	4,506	-138

Friends of Vermont State House
Budget vs. Actual
 January through January, 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
Income				
Contributions				
Annual Appeal	6,567	10,000	-3,433	66%
General Contributions	296	6,000	-5,704	5%
Program Contributions		10,000	-10,000	0%
Total Contributions	6,863	26,000	-19,137	26%
Gift Shop Sales				
Infinite Grandeur Sales		500	-500	0%
Other Sales		12,000	-12,000	0%
Total Gift Shop Sales	0	12,500	-12,500	0%
Interest Income		4,400	-4,400	0%
Total Income	6,863	42,900	-36,037	16%
Cost of Goods Sold				
			0.00	0%
Ties		2,000	-2,000	0%
Other	583	5,500	-4,917	11%
Total Cost of Goods Sold	583	7,500	-6,917	8%
Expenses				
Board Expenses		2,500	-2,500	0%
Contract Services				
Accounting Fees	182	3,000	-2,818	6%
Outside Contract Services		10,000	-10,000	0%
Performers		500	-500	0%
Website		200	-200	0%
Total Contract Services	182	13,700	-13,518	1%
Donations		300	-300	0%
Financial Management				
Bank & Credit Card Fees		300	-300	0%
VCF Fees		1,000	-1,000	0%
Total Financial Management	0	1,300	-1,300	0%
Operations				
IT Purchases		500	-500	0%
Online Software Services	48	1,500	-1,452	3%
Postage, Mailing Service		500	-500	0%
Printing and Copying		2,500	-2,500	0%
Supplies		350	-350	0%
Telephone, Telecommunications	149	300	-151	50%
Total Operations	196	5,650	-5,454	3%
Payroll Expenses				
Payroll Taxes	109	2,000	-1,891	5%
Wages	1,425	20,000	-18,575	7%
Total Payroll Expenses	1,534	22,000	-20,466	7%
Travel and Meetings				
Receptions & Meetings		500	-500	0%
Total Travel and Meetings	0	500	-500	0%
Volunteer Expenses				
Field Trip		1,700	-1,700	0%
Lunch		2,500	-2,500	0%
Total Volunteer Expenses	0	4,500	-4,500	0%
Total Expense	1,912	50,450	-48,538	4%
Net Income	4,367	-15,050	19,417	-29%

Friends of the Vermont State House Proposed Budget 2024

Account	DRAFT - FY24 Budget	2024 Thoughts and Notes
REVENUE		
Annual Appeal	\$ 10,000.00	
Capital Campaign	\$10,000	Potential fundraising for Louvenia Bright Portrait
General Contributions	\$ 6,000.00	
TOTAL CONTRIBUTIONS	\$ 26,000.00	
Gift Shop Sales	\$ 12,000.00	
Infinite Grandeur Sales	\$ 500.00	
Other Sales		
Total: Gift Shop Sales	\$12,500	
Interest Income	\$ 4,400.00	
TOTAL REVENUE	\$ 43,400.00	

Printing and Copying	\$	2,500.00
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Supplies	\$	350.00
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Telephone, Telecommunications	\$	300.00
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Total: Operations	\$	5,650.00
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Payroll Expenses

Payroll Processing Fees

Taxes	\$	2,000.00
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Wages	\$	20,000.00
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Total: Payroll Expenses	\$	22,000.00
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Purchases

Restricted Expenses

Bill Haines Fund	\$	400.00	History Day Prizes
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Misc Restricted Expenses

Program Restricted Expenses

Total: Restricted Expenses	\$	400.00
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Travel and Meetings

Receptions & Meetings	\$	500.00
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Travel

Total: Travel and Meetings	\$	500.00
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Volunteer Expenses	\$	300.00
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Volunteer Field Trip	\$	1,700.00
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Volunteer Lunch	\$	2,500.00
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Total: Volunteer Expenses	\$	4,500.00
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TOTAL EXPENSES	\$	58,150.00
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NET INCOME / LOSS	\$	(14,750.00)
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EXPENSES

COST OF GOODS SOLD \$ 7,500.00

Infinite Grandeur COGS \$ -

Other - COGS

TOTAL COST OF GOODS SOLD \$ **7,500.00**

Board Expenses \$ 2,500.00 Meetings and fall retreat

Contract Services

Accounting Fees \$ 3,000.00

Intern Stipends

Outside Contract Services \$ 10,000.00 Portrait

Performers \$ 500.00 Farmers Night

Website

Total: Contract Services \$ **16,000.00**

Donations \$ 300.00 Donate to other orgs

Financial Management

Bank & Credit Card Fees \$ 300.00 Square

VCF Fees \$ 1,000.00

Total: Financial Management \$ **1,600.00**

Miscellaneous Expense

Operations

Books, Subscriptions, Reference

Dues and Fees

IT Purchases \$ 500.00

Online Software Services \$ 1,500.00

Postage, Mailing Service \$ 500.00

Friends of the Vermont State House Board Meetings

2024

Friends of the Vermont State House Board Meetings

Friends' board meetings will take place every other month on a Monday at 2:00 pm.

Meetings will be hybrid, but trustees are encouraged to attend in person if they are able.

Specific meeting details will be shared in advance of the meeting.

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				