



THE ART OF ELYSIUM

**BOARD MEETING NOTES
EMERGENCY MEETING CALLED
Monday, March 16, 2020
Via Teleconference**

1. Welcome
Present: Sarah Adolphson, Justin Bartha, Ken Coehlo, Bill Harrison, Jennifer Howell, Matt Meza, Ragan O'Reilly
Staff: Leslie Culp, Jennifer Howell, Anna Rogers
2. Reason For The Emergency Call
 - a. We just received a call from PayChex letting us know that there is a world-wide pandemic that is shutting down the world. They informed us that if we did not have two years of operating expenses in the bank, they suggested we furlough staff as soon as possible.
 - b. Ken Coehlo let us know he was dealing with a lot of his clients regarding the same thing.
3. Matt Meza motioned for a vote to move forward with furloughs immediately. Bill Harrison seconded the motion. Vote called and all were in favor.
4. Leslie and Jennifer expressed their concerns for taking care of the staff and wanting to keep them on health insurance, employee benefits, etc.
5. Matt Meza motioned for a vote to maintain employee benefits for up to one year and reassess depending on the pandemic and key factors and to allow for Jennifer and Leslie to manage accordingly and with authority. Bill Harrison seconded. Vote was called and all were in favor.
6. Leslie and Jennifer discussed the plan to call each employee individually and let them know what was going on. The plan to move forward with furloughs with the hope that the circumstances were not as severe as stated and that hopefully it would be short lived.
7. Wrapped up the emergency meeting with the decision for an e-mail follow up by end of the week. Meeting adjourned.



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EMERGENCY MEETING CALLED
April 22, 2020
Via Teleconference**

1. Welcome
2. Sarah Adolphson, Justin Bartha, Ken Coehlo, Bill Harrison, Jennifer Howell, Matt Meza, Ragan O'Reilly
Staff: Leslie Culp, Jennifer Howell
3. Reason For The Emergency Call: PPP Loan
4. Ken Coehlo makes motion to allow Jennifer and Leslie to move forward with approving PPP loan and processing as necessary. Matt Meza seconds. Vote is called and all in favor.
5. Leslie and Jennifer give an update on Zoom programs and EBS tutorials and roll out plan.
6. Leslie gives 2019 overall program statistics: 32,660 people in the community served, 2,145 volunteer artists, 1,268 workshops in 48 facilities. We won't be able to reach that many people this year because all of our facilities are not allowing in volunteers but we are keeping on with virtual programs, our fashion division is making masks to take into our facilities and we are dropping off art kits and art supplies to bring creativity in by whatever means possible.
7. Ken Coehlo and Gerber working on taxes and all financials. Reconciling the books due to an error previously made years prior.
8. Meeting adjourned.