



Van Go, Inc. Board Meeting Agenda

April 21, 2021

Time: 4:00-5:30 pm

Location: ZOOM LINK:

<https://us02web.zoom.us/j/85240233042?pwd=LzhMdnZ0TTZ1Ty9RZ2FwZ0dENlplTdz09>

- I. Call to Order (Jen)
- II. Approval of the Agenda (Jen)
- III. Approval of the Minutes (Jen)
- IV. Reports
 - A. Co-Executive Directors
 1. Development Update
 2. Program Update
 - B. Finance (Chris)
 1. VG Finances Overview
 2. Financial Statements
 - C. Board President (Jen)
 - D. Committees
 1. Development Committee (Eliza)
 2. Nominating Committee (Sandy)
- V. Old Business
 - A. Strategic Planning Update (Jen)
- VI. New Business
 - A. Board vacancy candidate(s) approval
- VII. Comments and Announcements
- VIII. Executive Session
- IX. Adjournment

Next meeting date Wednesday, May 19, 2021 4:00-5:30 pm

715 NEW JERSEY
PO BOX 153
LAWRENCE, KS 66044
785.842.3797

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A large, intricate black and white line drawing of a mandala or geometric pattern, featuring various shapes, lines, and dots, positioned in the bottom right corner of the page.

Van Go Board Meeting
Wednesday, March 17, 2021

Present: Jennifer Roth, Michel Loomis, Sandy Praeger, Mona Cliff, Amy Shumaker, Beth Easter, Jackie Berra, Ellen Chindamo, Billy Pilgrim, Katie Winter, Kris Matthews, John Bullock, Anthea Scouffas, Becki Dick

Also Present: Eliza Darmon, Kristen Malloy, Sarah Humbert, Chris Kohart, Christina Holt, Emma Givens

Call to Order

At 4:04 board president Jennifer Roth called the meeting to order.

Approval of the Agenda

Jen opened the floor for any additions/changes to the agenda. Sandy Praeger moved to approve the agenda, Michel Loomis seconded the motion, and all approved.

Strategic Planning

Jen refreshed everyone's memories about the strategic planning process. Christina Holt works for the KU Center of Community Health and Development. She's leading our strategic planning. She's going to do an overview of what strategic planning process and timeline.

Christina greeted everyone and shared a "meta-level" task list for strategic planning. We're preparing to conduct focus groups and interviews in April, May, and June. Staff, community partners, donors, supporters, youth, and their parents will all be included. Also a survey will go out to some communities not currently engaged with Van Go. A couple of half-day retreats will happen: one with the Board and one with staff. These will be to review those interviews and include SWOT analysis. (Strengths, weaknesses, opportunities, threats.) That information will be summarized. Then there will be a final half-day retreat for the actual work of the strategic plan: goal identification, strategic development, and setting objectives.

Kris Matthews asked how key stakeholders are identified. Christina will work closely with the Co-ED's to establish who the priority stakeholders should be. Also, if the board has any input they should feel free to share.

Eliza mentioned that the whole board has not yet received this proposed timeline but will receive it soon. John Bullock mentioned that he has done a lot of strategic plans before. John hopes that we're moving toward actionable principles that will become a part of the operating program. What will the "deliverable" look like?

Christina agreed that the idea is having a vision/mission that is reflective of the work being done and that people are excited about. These should be guideposts that can be referred to. It can help as decision-making tools. Part of strategy development and prioritization is choosing what to prioritize to be able to implement our mission and reach the objectives established. It

should help with guiding the implementation efforts of Van Go as an organization. We'll receive a summary of what is learned from the assessment phase – both from surveys and highlighted themes/quotes from focus groups and interviews. For the Strategic Plan everyone will receive a written out communication of the mission and vision.

John noted that with the Arts Center the strategic vision helped guide all the decisions made. John is relatively new to the board but has been a fan of Van Go for a long time. His sense is that we're in a unique place of stability. There could be tension between "if it's not broke, don't fix it" and also the need for change and growth.

In Christina's experience, the process will underscore what we're doing very well and also provide feedback on opportunities where we're not currently operating strongly. We'll want to celebrate what we're doing well, and we'll also what to assess where we can improve. Christina hopes people will feel it is a safe place for sharing ideas and challenging things as appropriate.

Kristen mentioned that one of their driving priorities is capturing feedback from members of the community who aren't being served by Van Go or haven't been connected to Van Go. Jen noted that the end product of the process is only as good as the input. It will only be successful if we "hold the mirror up". Jen looks forward to having some honest conversations.

Christina encouraged everyone to reach out if there's a point they want to ensure is considered.

Approval of Minutes

Jen opened the floor to approve the minutes from last meeting. Beth Easter moved to approve. Anthea seconded. All approved.

Reports – Co-Executive Directors

Kristen started by mentioning a "Go Van Go" – by welcoming Emma Givens, the new Employment Services Coordinator. If we were in person, Emma would be welcomed into the board room so everyone could meet her. Emma has a very impressive resume. Some highlights that helped her land this job are a bachelor's degree in Marketing and International Business at Park University. She has worked in resume development and is licensed as a substitute teacher. She served 2 years in the Peace Corps in Ukraine working in youth development. Emma said she's very excited for the day she can meet everyone in person. Emma answered a Jenga question – "Are you a breakfast, lunch, or dinner person, and why?" Emma said she eats dinner most consistently but loves breakfast food—at brunch time.

Emma started last Monday so she could onboard while things were a little quieter during spring break. Emma said she's spent this week lesson planning and is very excited for the future and getting into the nitty-gritty of employment services development.

Kristen also gave a quick rundown of what's going on in Programs. We're continuing with both programs right now. The Arts Train is working on their spring session through May 14. 30 day

performance reviews are happening. We also have a lot of great contracted teaching artists who are listed in the board packet, so if you see them, thank them for their great work. JAMS is halfway through the spring session already! We're also doing mid-session performance reviews with JAMS. They'll also get feedback at the end of the session.

Kristen highlighted that we did not have the normal programming over Spring Break but did have some extra work opportunities. Our JAMS social worker Kristyna, along with program assistant Bailey, ran the programs. Every single JAMS youth signed up. They did a scavenger hunt that introduced them to lots of local resources. There was also a day of watching the documentary "Thirteenth" and some great discussion.

JAMS is still working on the Children's Advocacy Center mural. The unveiling date has been set and more details will be released.

Of course, it's time to look at what's upcoming: the Pre Employment Preparation Program (PEPP) was a success in the fall so we'll hold another session for youth who are not engaged in our JAMS program. It'll be a four week program beginning in mid-April.

Jen asked if PEPP will take place at Van Go or at the Cider Gallery again? Kristen said we realized it's much less stressful if we can accommodate programming within our building, so we're aiming to hold it in our gallery space.

Eliza updated that we were awarded a grant through KCAIC to do a mural this fall honoring essential workers, especially in the food sector. We got approval from US Bank to do a mural on the east side of their building, which will be in the alley by Milton's at 9th and Mass. It'll be "officially official" when approved by the LCAC. There is precedent for murals in that area. Codi Bates and the Lawrence Restaurant Association are our partners in this project.

May Day Hey Day is coming up on May 1. We're going to have a community walk along the Lawrence Loop. It is in keeping with our Go Healthy initiative, more accessible to the community at \$25/person, and a COVID-friendly outdoor activity. We're aiming for 100 individuals, and 10 teams of 10 people. Our money will really be made by these teams and their team fundraising efforts. The winning fundraising team will get to do an art activity at Van Go. There will be healthy snacks in the parking lot after the walk.

Michel Loomis said she loves the idea. There's not a lot of overhead.

We also have a Go Fund Me right now for a partnership with Just Food. They asked us to paint 10 of their food collection barrels for around town. Since they're also a non-profit, we're asking the community to fund this commission. It's our first ever Go Fund Me. It's something people can contribute to in smaller amounts like \$10. The barrels are getting started and looking really cool. We're nearly halfway to our goal of \$5,000. Eliza encouraged everyone to share and emphasize they do not have to be large gifts.

John suggested this could be a good way to “cross-pollinate” with Just Food supporters. Perhaps there’s a way we could work the crowd at the Just Food ribbon cutting.

Eliza reported that it’s early in the grant season. We’re sending out two new letters of interest to new foundations. We’re trying to get some new supporters for Van Go. We were awarded the first round of the Douglas County Community Foundation community grants to help improve Van Go security and outdoor lighting. Kristen and Eliza have 3 funder meetings tomorrow, which was part of their “first 90 days” plan: Kansas Health Foundation, Topeka Community Foundation, and the Shumaker Foundation. Unfortunately, the City of Lawrence funding is down about \$10k from what we usually receive. Eliza noted it’s not shocking, just disappointing. We know it’s not personal. A lot of other places had cuts or were zero-funded. So remember that all of our fundraisers—May Day Hey Day, the Go Fund Me—really matter.

Chris Kohart noted this is the first year the city has funded based on their new metrics. We’ll have to work to show our value outside of their metrics.

Jen noted that a lot of her friends/family don’t have social media, so just sharing things might miss people. So don’t forget to email and forward things as well.

Mona Cliff stated that she wants to invite some people in the Haskell Community to the May Day Hey Day event—is there a main link? Eliza responded that she sent out an email last week. And we’ll have a page on our website with all the information in one place that Eliza is building tonight.

Eliza also announced that last week Mona painted the front windows at Van Go. She worked with one of our Van Go grads, Gabby. Mona drew inspiration from the inauguration poet Amanda Gorman and “the hill we climb” and “building bridges” – it’s very light, airy, fun, and springy with imagery of water and hills.

Reports—Finance

Chris Kohart noted we’re in a good cash position at \$279,000. Total assets is still pretty high. Total debt is a combination of PPP1 and PPP2. Our income and expense summary shows \$88k in income and \$117k in expense. Our current ratio is 16.77, compared to 5.03 this time last year. Our cash position is up due to PPP and also because we’re doing a great job of managing expenses and raising money.

We did receive \$99,830 in PPP2 loans, which is lower than what it was supposed to be due to an error from Central National Bank. There’ll be more discussion about that later in this meeting. Chris said we’re paying attention to the Employee Retention Credit – we could get \$7k per employee per quarter, if we show a 20% revenue drop. There is a possibility in Q2 or Q3 of getting that credit, knowing we typically have larger fundraisers in the summer/fall and that we may not make the same numbers as in 2019. We also have to balance out whether it’s better to use those ERC funds or the PPP funds. We’re juggling a lot of balls for grant dollars and tax credits.

Chris noted that our “total other assets” at Douglas County Community Foundation are at about \$1.5M. We’ve bounced back from losses. Of that money, \$166k is operating funds that we could tap into if we needed to, but don’t want to. Total income this year vs. last year shows that we’re at \$88k this year, and we were at \$52k last year. You can see pretty quickly that we had a lot of contribution income at the start of this year. Our expenses are pacing well vs. last year. From a total budget perspective, we are pacing well for being 2 months in. There is one negative number on the Endowment Campaign—a donor gave a check that was partly Operating Expense and partly for the Endowment, so we had to cut a check to ourselves to move those funds.

Chris said we got an email and notification letter on Monday showing we received forgiveness of our entire \$106,100 PPP1 loan.

Becki Dick asked Chris if we changed insurance providers. What we paid for insurance has gone down. Chris noted that our auto insurance went down because we removed a lot of people who did not need to be covered. Our liability insurance is about the same, and building insurance went down.

Jackie Berra moved to approve the financial statements, and Michel Loomis seconded. Everyone approved.

Reports—Board President

Jen reported that earlier this week she got a nice letter from Ralph Gage resigning from the board. He said it was an honor to serve and Van Go is very important to him and his wife. He’s confident in Kristen and Eliza’s leadership going forward. We’re sad to see him go.

As a result of Ralph’s departure, we’ve discussed invoking the part of the bylaws that allows us to fill a seat. We’re able to have up to 20 members so we could add 1-2 people. She opened the floor to the board to ask if the board wants to add members and empower the nominating committee to find those people. Sandy said it makes sense to allow the nominating committee to look for two people. Becki Dick agreed that we should be strategic in deciding who the next board member should be. We have a great, solid board right now. It would be good to start the process now. Jen reiterated that the nominating committee is Sandy Praeger, Eliza and Kristen, Myrone Grady, and Jackie Berra. There were some additional names that were not pursued at the end of the year. There’s time to do this before strategic planning.

Sandy reiterated that if anyone has suggestions for nominees to send them to Jen, Eliza, or Kristen.

Reports—Committees

Eliza reported for the Development Committee. Everyone wants to be a part of a successful team like the Development Committee! The team was led last year by Judy Wright, along with Michel Loomis, Becki Dick, and Beth Easter. We spent time making intentional contacts with

donors and keeping them up to date on changes and operations last year. It went a long way with our donors and supporters. At the end of the year we sat down with people on Zoom which helped our numbers to look so good at the start of 2021. If anyone else would like to join the door is open. We'll do cultivation and stewardship and think of ways to thank our Avant Garde members. We'll be convening in the next month or so.

Old Business

Jen re-opened the floor for discussion about the Strategic Planning process. One thing we want you to know is that every month at the board meeting there will be a strategic planning update on the agenda. Jen strongly encouraged everyone to share their ideas of groups to engage during the process.

Beth Easter noted that it's great. We've been talking about strategic planning for a while. The structure looks great and like it will engage all of us. It's perfect timing for where we are with Kristen and Eliza in place.

Kristen said she and Eliza have spent a lot of time reviewing this structure with Christina Holt. She was very open to listening to the new Co-ED's input and incorporating their ideas and voice.

Sandy said it'll be great to have the words spoken and a road map for where we're going. It will renew enthusiasm.

Eliza gave an update on the Central National Bank/PPP2 issue. Stan Ricketts reached out to David Moore at Central National Bank and they have a lunch scheduled with Eliza, Kristen, Stan, David, and one other person from CNB to talk about their support of Van Go and formalize a plan to "make it right." The funds that got shorted were meant to support Van Go in this calendar year so that would be the ideal solution but we don't know what they will offer.

New Business

No new business was presented.

Comments & Announcement

Next board meeting is April 21. You should get the whole packet on the Monday before the meeting.

Adjournment

The regular meeting adjourned at 5:24pm and moved into an executive session.



April 2021 Co-Executive Director's Report

Development and Operations (Eliza)

- All things May Day Hey Day
- Sponsorships: \$20,750 and counting. Waiting to hear back from 4 significant sponsors
- Central National Bank Update
- Avant Garde Spring Gathering
- Bollards fixed in front of building

Program Administration and Human Resources (Kristen)

- The Arts Train (TAT)
 - Spring TAT session continuing through 5/14/21
 - Employability Skills Training (EST) Rotation in April/May
 - Summer Internship Planning
- JAMS
 - Spring JAMS session concluded on 4/01/21
 - Douglas County Child Advocacy Center (CAC) Mural Unveiling on April 15, 2021
 - Summer Benchmark 2021 – Session dates: June 7th – July 29th, 2021
- Pre-Employment Preparation Program (PEPP)
 - 4-week session, Five (5) hours/week with a paid stipend for participation
 - Session dates: April 19 – May 12, 2021



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▪ **Cash**

\$246,632	Operations (CNB checking, Prestige MM & Paypal)
\$353	Petty Cash
\$246,985	Total Cash

▪ **Total Assets \$2,946,502**

▪ **Total Debt \$99,830(PPP2)**

▪ **Income and Expenses (Operations)**
Accrual Basis, As of 3/31/21

	Actual YTD	Annual Budget	\$ Over Under (-) Budget
Total Income	\$147,227	\$855,851	-\$708,624
Total Expenses	\$184,744	\$880,146	-\$695,402
Net Ordinary Income	-\$37,516	-\$24,295	-\$13,221

▪ **Financial Developments**

- Van Go's current ratio for 2021 is 12.99. At this time last year Van Go's current ratio was 8.02. Target current ratio is 2.00.
- Van Go's number of days of cash on hand for 2021 is 102.28. At this time last year Van Go's number of days of cash on hand was 20.55. Target number of days of cash on hand is no less than 30 days.
- Net ordinary income for FY21 (\$37,516) is a 50.88% change from net ordinary income for FY20 (\$76,382)
- Eliza, Kristen and Chris are keeping a close eye on the newly extended Employee Retention Credit (ERC) to provide Van Go with some additional COVID relief funding. Van Go did not qualify for ERC in Q1 2021.

Van Go Inc

Balance Sheet

As of March 31, 2021

	TOTAL	
	AS OF MAR 31, 2021	AS OF MAR 31, 2020 (PY)
ASSETS		
Current Assets		
Bank Accounts		
Central National Bank Checking	199,154.97	11,786.61
Central National Prestige MM	36,886.67	36,858.39
PayPal	9,045.34	0.00
Petty Cash	353.06	93.50
Total Bank Accounts	\$245,440.04	\$48,738.50
Accounts Receivable		
Accounts Receivable	0.00	0.00
Endowment Pledges Receivable	45,975.00	79,975.00
Grants Receivable	45,314.72	48,362.45
Merchandise Sales	-550.00	-550.00
Pledges Receivable	75.00	75.00
Total Accounts Receivable	90,814.72	127,862.45
Total Accounts Receivable	\$90,814.72	\$127,862.45
Other Current Assets		
Prepaid Expenses	1,904.87	0.00
Undeposited Funds	1,545.25	777.50
Total Other Current Assets	\$3,450.12	\$777.50
Total Current Assets	\$339,704.88	\$177,378.45
Fixed Assets		
Building		
Accumulated Depreciation	-661,383.74	-661,383.74
Cost	1,633,865.56	1,633,865.56
Total Building	972,481.82	972,481.82
Equipment/Furnishings		
Equipment/Furnishings	27,943.66	27,943.66
Accumulated Depreciation	-179,915.47	-179,915.47
Cost	168,115.59	168,115.59
Total Equipment/Furnishings	16,143.78	16,143.78
Land and Land Improvements	45,277.00	45,277.00
Total Fixed Assets	\$1,033,902.60	\$1,033,902.60
Other Assets		
Beneficial interest held - DCCF	924,587.84	744,321.03
LeCompete Funds held at DCCF	482,209.42	191,189.61
Operating Funds held at DCCF	166,097.18	83,815.57
Total Other Assets	\$1,572,894.44	\$1,019,326.21
TOTAL ASSETS	\$2,946,501.92	\$2,230,607.26

Van Go Inc

Balance Sheet

As of March 31, 2021

	TOTAL	
	AS OF MAR 31, 2021	AS OF MAR 31, 2020 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	17,270.66	5,161.65
Total Accounts Payable	\$17,270.66	\$5,161.65
Credit Cards		
Chase Card	1,570.77	5,051.80
Total Credit Cards	\$1,570.77	\$5,051.80
Other Current Liabilities		
*Payroll Liabilities	2,602.35	1,078.35
FICA & Federal Withholding Tax	95.64	0.00
Ks Withholding Tax	2.14	0.00
Retirement Plan Payable	1,076.80	860.83
Total *Payroll Liabilities	3,776.93	1,939.18
Total Other Current Liabilities	\$3,776.93	\$1,939.18
Total Current Liabilities	\$22,618.36	\$12,152.63
Long-Term Liabilities		
PPP Loan - CNB	99,830.00	
Total Long-Term Liabilities	\$99,830.00	\$0.00
Total Liabilities	\$122,448.36	\$12,152.63
Equity		
Retained Earnings	2,883,369.51	2,511,838.74
Net Income	-59,315.95	-293,384.11
Total Equity	\$2,824,053.56	\$2,218,454.63
TOTAL LIABILITIES AND EQUITY	\$2,946,501.92	\$2,230,607.26

Van Go Inc

Profit and Loss

January - March, 2021

	TOTAL	
	JAN - MAR, 2021	JAN - MAR, 2020 (PY)
Income		
Commissioned Sales	649.50	1,810.00
Benchmark	309.00	
Total Commissioned Sales	958.50	1,810.00
Contributions Income	44,593.91	10,182.11
Corporate Sponsors	7,000.00	
Foundations	4,165.00	
Total Contributions Income	55,758.91	10,182.11
Fundraiser	1,919.20	
Culinary Hearts		721.00
Total Fundraiser	1,919.20	721.00
Gallery Sales	1,809.00	515.76
Adornment	88.00	
Total Gallery Sales	1,897.00	515.76
Grants		
City Alcohol Tax	14,325.00	15,000.00
City of Lawrence		12,000.00
Douglas County	10,000.00	10,000.00
Heartland Works (WIA)	62,362.41	53,838.34
Total Grants	86,687.41	90,838.34
Interest Income	6.37	25.72
Total Income	\$147,227.39	\$104,092.93
GROSS PROFIT	\$147,227.39	\$104,092.93
Expenses		
**Payroll Wages		
Arts Train Wages	12,220.03	11,234.26
Jams Wages	4,556.12	5,580.77
Salary	89,574.41	88,334.77
Total **Payroll Wages	106,350.56	105,149.80
*Payroll Expenses		
FICA Expenses	8,175.33	7,992.15
Health/Dental Insurance	7,351.10	7,717.60
Retirement plan expense	1,762.88	2,242.51
SUTA Expense	200.79	0.00
Workers Compensation	544.50	0.00
Total *Payroll Expenses	18,034.60	17,952.26
Advertising & Marketing	667.00	895.50
Awards/Gifts		70.00
Bank Service Charges	537.09	428.50

Van Go Inc

Profit and Loss

January - March, 2021

	TOTAL	
	JAN - MAR, 2021	JAN - MAR, 2020 (PY)
Contracted employees		
Contract Artists/JAMS		195.75
Contract Artists/TAT	3,245.00	2,400.00
Event Coordinator		3,100.00
Financial Director	6,384.00	6,300.00
Grant Writer	6,862.29	6,817.95
Lunch Program Coordinator	100.00	120.00
Total Contracted employees	16,591.29	18,933.70
Dues and Subscriptions	504.73	68.69
Equipment Purchases	4,758.91	560.94
Equipment Rental	755.22	956.70
Food and Beverage		
Board of Directors		229.99
Development	99.75	881.89
JAMS	1,814.73	1,131.15
Staff	205.59	223.45
Total Food and Beverage	2,120.07	2,466.48
Insurance		
Automobile Insurance	1,420.38	1,860.24
Building Insurance	2,073.62	1,909.02
Liability Insurance	1,065.74	1,057.24
Total Insurance	4,559.74	4,826.50
Interest Expense	180.79	1.00
Licenses and Permits	1,509.08	1,422.75
Miscellaneous	50.00	
Background checks	10.25	93.60
Total Miscellaneous	60.25	93.60
Participant Assistance	10.93	43.44
Photography	16.00	48.00
Postage and Delivery	259.90	207.00
Printing and Reproduction	457.35	75.00
Professional Fees	3,598.73	3,134.86
Cleaning	375.00	60.00
Total Professional Fees	3,973.73	3,194.86
Repairs and Maintenance	550.00	
Building Repairs	4,623.17	3,167.01
Total Repairs and Maintenance	5,173.17	3,167.01
Supplies/Equipment - Other		
Agency Development	222.83	

Van Go Inc

Profit and Loss

January - March, 2021

	TOTAL	
	JAN - MAR, 2021	JAN - MAR, 2020 (PY)
Building	532.89	118.14
Office Supplies/Equipment	700.62	697.69
Program Supplies	227.55	
Total Supplies/Equipment - Other	1,683.89	815.83
Supplies/Equipment - Product		
Art	7,373.23	5,404.88
Merchandise	363.12	1,125.47
Woodshop	442.54	4,979.44
Total Supplies/Equipment - Product	8,178.89	11,509.79
Telephone	1,486.19	1,385.89
Internet Access	235.00	224.85
Security system		90.00
Total Telephone	1,721.19	1,700.74
Travel & Training		
JAMS	35.30	174.40
Staff	133.48	126.31
Total Travel & Training	168.78	300.71
Utilities		
Gas and Electric	5,924.52	4,758.80
Water/Trash	411.61	377.71
Total Utilities	6,336.13	5,136.51
Vehicle Repairs/Maintenance	134.55	450.00
Total Expenses	\$184,743.84	\$180,475.31
NET OPERATING INCOME	\$ -37,516.45	\$ -76,382.38
Other Income		
Endowment Campaign	-10,000.00	75.00
Investment Income		-57,272.37
Beneficial interest		-152,314.06
Total Investment Income		-209,586.43
Total Other Income	\$ -10,000.00	\$ -209,511.43
Other Expenses		
Futures Fund	549.50	46.00
Non-Recurring Expenses		
Professional Fees	11,250.00	7,444.30
Total Non-Recurring Expenses	11,250.00	7,444.30
Total Other Expenses	\$11,799.50	\$7,490.30
NET OTHER INCOME	\$ -21,799.50	\$ -217,001.73
NET INCOME	\$ -59,315.95	\$ -293,384.11

Van Go Inc

Budget vs. Actuals: FY_2021 - FY21 P&L

January - March, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Building Event Revenue		5,000.00	-5,000.00	
Commissioned Sales	649.50	10,000.00	-9,350.50	6.50 %
Benchmark	309.00	25,000.00	-24,691.00	1.24 %
Total Commissioned Sales	958.50	35,000.00	-34,041.50	2.74 %
Contributions Income	44,593.91	130,000.00	-85,406.09	34.30 %
Corporate Sponsors	7,000.00	35,000.00	-28,000.00	20.00 %
Foundations	4,165.00	130,000.00	-125,835.00	3.20 %
Total Contributions Income	55,758.91	295,000.00	-239,241.09	18.90 %
Endowment Earnings		27,506.00	-27,506.00	
Fundraiser	1,919.20		1,919.20	
Annual Event		105,000.00	-105,000.00	
Culinary Hearts		30,000.00	-30,000.00	
Total Fundraiser	1,919.20	135,000.00	-133,080.80	1.42 %
Gallery Sales	1,809.00	3,000.00	-1,191.00	60.30 %
Adornment	88.00	20,000.00	-19,912.00	0.44 %
Total Gallery Sales	1,897.00	23,000.00	-21,103.00	8.25 %
Grants				
City Alcohol Tax	14,325.00	24,000.00	-9,675.00	59.69 %
City of Lawrence		30,000.00	-30,000.00	
Douglas County	10,000.00	20,000.00	-10,000.00	50.00 %
Heartland Works (WIA)	62,362.41	261,345.00	-198,982.59	23.86 %
Total Grants	86,687.41	335,345.00	-248,657.59	25.85 %
Interest Income	6.37		6.37	
Total Income	\$147,227.39	\$855,851.00	\$ -708,623.61	17.20 %
GROSS PROFIT	\$147,227.39	\$855,851.00	\$ -708,623.61	17.20 %
Expenses				
**Payroll Wages				
Arts Train Wages	12,220.03	53,253.00	-41,032.97	22.95 %
Jams Wages	4,556.12	48,720.00	-44,163.88	9.35 %
Salary	89,574.41	390,411.00	-300,836.59	22.94 %
Total **Payroll Wages	106,350.56	492,384.00	-386,033.44	21.60 %
*Payroll Expenses				
FICA Expenses	8,175.33	37,667.00	-29,491.67	21.70 %
Health/Dental Insurance	7,351.10	36,399.00	-29,047.90	20.20 %
Retirement plan expense	1,762.88	11,712.00	-9,949.12	15.05 %
SUTA Expense	200.79		200.79	
Workers Compensation	544.50	2,426.00	-1,881.50	22.44 %
Total *Payroll Expenses	18,034.60	88,204.00	-70,169.40	20.45 %
Advertising & Marketing	667.00	4,000.00	-3,333.00	16.68 %
Awards/Gifts		3,569.00	-3,569.00	

Van Go Inc

Budget vs. Actuals: FY_2021 - FY21 P&L

January - March, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Bank Service Charges	537.09	3,672.00	-3,134.91	14.63 %
Contracted employees				
Americorp		4,800.00	-4,800.00	
Contract Artists/JAMS		3,840.00	-3,840.00	
Contract Artists/TAT	3,245.00	12,875.00	-9,630.00	25.20 %
Financial Director	6,384.00	25,704.00	-19,320.00	24.84 %
Grant Writer	6,862.29	27,730.00	-20,867.71	24.75 %
Lunch Program Coordinator	100.00	4,920.00	-4,820.00	2.03 %
VISTA		4,000.00	-4,000.00	
Total Contracted employees	16,591.29	83,869.00	-67,277.71	19.78 %
Dues and Subscriptions	504.73	964.00	-459.27	52.36 %
Equipment Purchases	4,758.91	4,641.00	117.91	102.54 %
Equipment Rental	755.22	18,800.00	-18,044.78	4.02 %
Food and Beverage				
Development	99.75	16,000.00	-15,900.25	0.62 %
JAMS	1,814.73	11,421.00	-9,606.27	15.89 %
Staff	205.59	1,387.00	-1,181.41	14.82 %
Total Food and Beverage	2,120.07	28,808.00	-26,687.93	7.36 %
Insurance				
Automobile Insurance	1,420.38	6,000.00	-4,579.62	23.67 %
Building Insurance	2,073.62	7,694.00	-5,620.38	26.95 %
D&O Insurance		1,723.00	-1,723.00	
Liability Insurance	1,065.74	6,806.00	-5,740.26	15.66 %
Total Insurance	4,559.74	22,223.00	-17,663.26	20.52 %
Interest Expense	180.79		180.79	
Licenses and Permits	1,509.08	5,400.00	-3,890.92	27.95 %
Miscellaneous	50.00	765.00	-715.00	6.54 %
Background checks	10.25		10.25	
Total Miscellaneous	60.25	765.00	-704.75	7.88 %
Participant Assistance	10.93	2,000.00	-1,989.07	0.55 %
Photography	16.00	1,200.00	-1,184.00	1.33 %
Postage and Delivery	259.90	4,080.00	-3,820.10	6.37 %
Printing and Reproduction	457.35	7,000.00	-6,542.65	6.53 %
Professional Fees	3,598.73	13,750.00	-10,151.27	26.17 %
Accounting		800.00	-800.00	
Cleaning	375.00	1,600.00	-1,225.00	23.44 %
Total Professional Fees	3,973.73	16,150.00	-12,176.27	24.61 %
Repairs and Maintenance	550.00		550.00	
Building Repairs	4,623.17	5,429.00	-805.83	85.16 %
Equipment		2,625.00	-2,625.00	
Total Repairs and Maintenance	5,173.17	8,054.00	-2,880.83	64.23 %
Supplies/Equipment - Other				

Van Go Inc

Budget vs. Actuals: FY_2021 - FY21 P&L

January - March, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Agency Development	222.83	3,060.00	-2,837.17	7.28 %
Building	532.89	2,999.00	-2,466.11	17.77 %
Office Supplies/Equipment	700.62	5,879.00	-5,178.38	11.92 %
Program Supplies	227.55		227.55	
Total Supplies/Equipment - Other	1,683.89	11,938.00	-10,254.11	14.11 %
Supplies/Equipment - Product				
Art	7,373.23	22,999.00	-15,625.77	32.06 %
Merchandise	363.12	3,213.00	-2,849.88	11.30 %
Woodshop	442.54	15,810.00	-15,367.46	2.80 %
Total Supplies/Equipment - Product	8,178.89	42,022.00	-33,843.11	19.46 %
Telephone	1,486.19	5,306.00	-3,819.81	28.01 %
Internet Access	235.00	1,410.00	-1,175.00	16.67 %
Total Telephone	1,721.19	6,716.00	-4,994.81	25.63 %
Travel & Training		2,800.00	-2,800.00	
JAMS	35.30	765.00	-729.70	4.61 %
Staff	133.48	1,785.00	-1,651.52	7.48 %
Total Travel & Training	168.78	5,350.00	-5,181.22	3.15 %
Utilities				
Gas and Electric	5,924.52	14,207.00	-8,282.48	41.70 %
Water/Trash	411.61	2,141.00	-1,729.39	19.23 %
Total Utilities	6,336.13	16,348.00	-10,011.87	38.76 %
Vehicle Repairs/Maintenance	134.55	1,989.00	-1,854.45	6.76 %
Total Expenses	\$184,743.84	\$880,146.00	\$ -695,402.16	20.99 %
NET OPERATING INCOME	\$ -37,516.45	\$ -24,295.00	\$ -13,221.45	154.42 %
Other Income				
Endowment Campaign	-10,000.00		-10,000.00	
Total Other Income	\$ -10,000.00	\$0.00	\$ -10,000.00	0.00%
Other Expenses				
Futures Fund	549.50		549.50	
Non-Recurring Expenses				
Professional Fees	11,250.00		11,250.00	
Total Non-Recurring Expenses	11,250.00		11,250.00	
Total Other Expenses	\$11,799.50	\$0.00	\$11,799.50	0.00%
NET OTHER INCOME	\$ -21,799.50	\$0.00	\$ -21,799.50	0.00%
NET INCOME	\$ -59,315.95	\$ -24,295.00	\$ -35,020.95	244.15 %

ATTACHMENT A STATEMENT OF WORK (SOW)

Objective: Provide planning and facilitation support for an engaged strategic planning process for Van Go Inc.

Background

Van Go recently hired two new Co-Executive Directors and sees a timely opportunity to create a multi-year strategic plan to guide the organization, with achievement benchmarks for planning noted at 1-year, 3-year, 5-year and 10-year intervals.

The mission of the [KU Center for Community Health and Development](#) is to support community health and development through collaborative research and evaluation, teaching and training, and technical support and capacity building.

Strategic Plan Development

CCHD staff will work in consultation with Van Go leadership and board, staff, and clients to develop a strategic plan, including an updated vision and mission, objectives, and strategies. This will lay the groundwork for action planning (developing short-term priorities, along with details about who will do what by when, along with what resources are needed) by Van Go into the future.

Key stakeholders include: Van Go staff, board of directors, youth, parents, donors, volunteers, partner agencies, and community members.

DRAFT Timeline (needs to be discussed and improved with Van Go leadership)

Task	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021
Present strategic planning process to Van Go board and staff for feedback									
Gather available information (existing documents, program data, etc.) to inform planning process									
Conduct key leader interviews/focus groups with stakeholders (e.g., staff, board members, community partners, donors, youth, parents)									
Conduct VG BOD retreat and Staff retreat (half-day each) (include SWOT analysis)									
Compile qualitative data to inform strategic planning; share with key stakeholders									
Conduct half-day retreat(s) with Van Go BOD and Staff: Goal identification, Strategy development, Set objectives									
Finalize strategic plan									

Detailed Summary of Proposed Activities in this Scope of Work

Gathering Background Information

1. Meet with program leadership to clarify timeline, program objectives, context, categories for organizing the strategic plan and benchmarks for success
2. Review relevant information from existing data sources (e.g., publicity, press releases, newsletters and other communications; grant status reports; annual reports; other data sources maintained by the program)
3. Review previous and current strategic plan(s)

Preparation for Strategic Planning

1. Interviews of selected staff, board members, funders, partners and community leaders, youth and parents (current and previous participants) (approx. 1 hour per interview)
2. Focus groups will be utilized as a means of including more voices in this preparation stage.
3. Surveys of persons not interviewed. Surveys will be distributed electronically and will cover similar material to interviews. Surveys will take approximately 10 to 15 minutes to complete.
4. Board Retreat
 - a. SWOT Analysis (including board structure and functioning)
 - b. Van Go vision, mission, broad goals and objectives
 - c. Brainstorming of broader system and organizational improvements to improve the lives of youth involved in the initiative and in the community more broadly
5. Staff Retreat
 - a. SWOT Analysis, program structure and functioning
 - b. Vision, mission, broad goals and objectives
 - c. Brainstorming of program improvements and organizational improvements to improve the lives of youth involved in the initiative and in the community more broadly

Development and Refinement of Strategic Plan

1. Conduct half-day retreat(s) with Van Go BOD and Staff to prioritize strategies and objectives, and assign tasks for next steps including action planning
2. Delivery of draft strategic planning materials and action planning template
3. Obtain feedback and update content
4. Delivery of final version, along with a process for keeping the plan current

Needed from Van Go:

- List and contact information of referral partners in Douglas County
- List and contact information of board members, staff, youth, parents to interview
- background materials, promotional materials, awards and news clippings, annual reports, strategic plan(s), employee manual, board member on-boarding materials, and any other relevant (similar) information
- Dissemination of survey
- Arranging logistics for focus groups and retreat (e.g., location, setup, food and beverages if held in person)

Understandings to which we need to contribute among the board members and staff include:

- Current capacities (e.g., people and skills)
- Strengths and challenges
- Values and guiding principles
- Board structure and functioning
- Plan for capacity-building activities for board members, staff, and others to maximize productivity, collaboration and success

Deliverables

- Background summary information from interviews, focus groups, surveys and any summaries produced, for future reference. These materials will be summarized anonymously in order to protect the individuals contributing through their involvement with interviews, focus groups and surveys.
- Strategic plan covering key organizational development areas with priorities for 1-year, 3 to 5 year, and 10-year timeframes
- Action planning template for completion by responsible Van Go staff