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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
STATE COUNCIL on the ARTS

19 Pillsbury Street CONCORD, NEW HAMPSHIRE 03301
Telephone (603) 271-2789 FAX (603) 271-3584

November 9, 2020

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Natural and Cultural Resources, Division of the Arts, to award an Arts in Health grant to Manchester Community Music School (VC #155769), Manchester, NH in the amount of \$6,000 to support addiction recovery effective upon Governor and Executive Council approval through June 30, 2021. 100% Federal Funds.

Funding is available in account, Federal Arts Partnership Grant, as follows:

	<u>FY 2021</u>
03-035-035-353510-41110000-072-500575 – Grants-Federal	\$6,000

EXPLANATION

Arts in Health grants are awarded to nonprofit organizations responding to the Arts Council's recognition that arts and culture facilitate the physical, cognitive, and socio-emotional aspects of individual healing, and that when applied to public health, promote healthy environments, and policies in communities by promoting empathy, awareness, and social cohesion through shared narrative and aesthetic experiences. Grant categories and deadlines are advertised through the Arts' website, social media, and electronic newsletters.

At a recent meeting, the NH State Art Councilors unanimously voted to accept the Arts Council's Arts in Health Review Panel's recommendations for the grants based on its funding priority ranking within a competitive review. The five-member peer panel considered 6 criteria to arrive at a consensus ranking for each application. Each panelist is advised, both individually and collectively, of their obligation to disclose any conflict of interest and themselves from assessment if a conflict is present. The evaluative criteria range from the administrative capacity of the organization, quality of programming, participant benefit, community support, accessibility and equity.

The Manchester Community Music School already received an Arts Council NH CARES Act grant in the amount of \$7,500 in Fiscal Year 2021. The cumulative total with this grant is over the \$10,000 threshold therefore requires Governor and Executive Council approval.

The Attorney General's office has reviewed and approved the grant agreement as to form, substance and execution.

Respectfully submitted,

Sarah L. Stewart
Commissioner

155769 ^{57c}
FY2021AIIH # 10139
Acct Code: 4110000-072.35F 89CA



NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT AGREEMENT

This agreement between the State of New Hampshire, (New Hampshire State Council) on the Arts (hereinafter "Council") and Manchester Community Music School (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

1. GRANT PERIOD: FY2021

2. OBLIGATIONS OF THE GRANTEE:

- The Grantee agrees to accept \$6,000.00 and apply it to the program(s) described in the grant application and approved budget for To support addiction recovery through music exploration. In the performance of this grant agreement, the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.
- Funding credit including Council logo must appear in all programs, publicity, and promotional materials. The following wording and Council logo should be used:



New Hampshire State Council on the Arts

Manchester Community Music School is supported in part by a grant from the New Hampshire State Council on the Arts & the National Endowment for the Arts.

- The Grantee acknowledges that the NHSCA Program Coordinator may schedule a site visit to the organization and may request a site visit from the NHSCA.
- The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant may cease. That determination rests within the sole discretion of the Council.

3. PAYMENT will be made following the receipt and execution of all required documents and approval of the Governor and Executive Council

4. FINAL REPORT: The Grantee agrees to submit a final financial and narrative report on a form provided by the Council no more than 30 days after the end of the grant period. Failure to submit the final report will render the Grantee ineligible for Council funding for two years.

5. SOVEREIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

COUNCIL APPROVAL

Contracting Officer for State Agency

[Signature] 10/31/20
Signature Date

Name, Title: Virginia Lupi, Director

[Signature] 11/10/20
Signature Date

Name, Title: Sarah Stewart, Commissioner

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:

[Signature] 11/16/2020
Office of Attorney General Date
Michael Haley, Attorney

GRANTEE SIGNATURE

Org/ Name: Manchester Community Music School

Address: 2281 Elm Street Manchester, NH 03104

[Signature]
Printed Name of Authorized Official for Grantee

[Signature] Executive Director 8/5/20
Authorized Official's Signature & Title Date

NOTARIZATION REQUIRED:

STATE OF NEW HAMPSHIRE, COUNTY OF MILLSBOROUGH

On the 5th day of August 2020 before the undersigned officer, personally appeared [Signature]
(Print name of person whose signature is being notarized)
or satisfactorily proven to be the person whose name appears above, and acknowledged that s/he executed this document in the capacity indicated.

[Signature]
Notary Public/Justice-of-the-Peace
Printed Name: JENNIFER R. RIVETT, Notary Public
My Commission expires: State of New Hampshire
My Commission Expires March 11, 2025

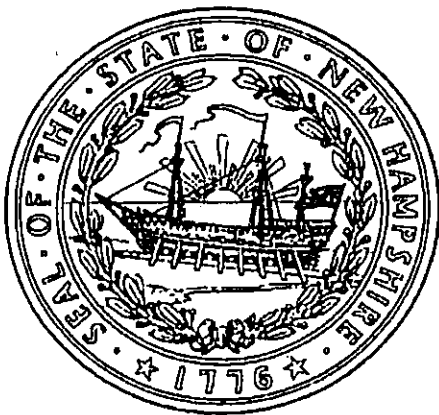
State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that MANCHESTER COMMUNITY MUSIC SCHOOL is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on June 17, 1983. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 30135

Certificate Number: 0004929390



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 11th day of June A.D. 2020.

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

Corporate Resolution

I, Jennifer R. Rivett, hereby certify that I am duly elected Clerk/Secretary/Officer of Manchester Community Music School. I hereby certify the following is a true of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on August 4, 2020, at which a quorum of the directors/shareholders were present and voting.

Voted: That Piper Rummel-Bowford (may list more than one person) is duly authorized to enter into contracts or agreements on behalf of Manchester Community Music School with the State of New Hampshire and any of its agencies and departments and further is authorized to execute any documents which may in his/her judgement to be desirable or necessary to affect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as the date of the contract to which this certificate is attached. This authority shall remain valid for thirty (30) days from the date of this Corporate Resolution. I further certify that it is understood the State of New Hampshire will rely on this certificate as evidence the person(s) listed above currently occupy the positions(s) indicated and that they have full authority to bind the corporation. To the extent that there are limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

DATED: August 5 2020

ATTEST: Jennifer R. Rivett
(Name & Title)
Secretary

STATE OF NEW HAMPSHIRE
COUNTY OF HUSBURD

On the 5th day of August, before me Janet E. Poulin, the undersigned officer personally appeared Jennifer R. Rivett, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for purposes therein contained. In witness whereof, I hereunto set me hand and official seal:

Janet E. Poulin
Justice of the Peace / Notary Public



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/05/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101		CONTACT NAME: Pamela Bennett, CIC PHONE (A/C, No, Ext): (603) 689-3218 FAX (A/C, No): (603) 645-4331 E-MAIL ADDRESS: pbennett@crossagency.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Philadelphia Indemnity Ins Co	NAIC # 18058
		INSURER B: AmGuard Ins Co	42390
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 20-21 All lines **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS, SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Per campus GL aggregate			PHPK2048237	10/24/2020	10/24/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 Professional Liability \$ Included
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2048237	10/24/2020	10/24/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Terrorism \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB696736	10/24/2020	10/24/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	MAWC197993 (3a.) NH	10/21/2020	10/21/2021	E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
	Board of Directors is excluded from workers compensation coverage						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Refer to policy for exclusionary endorsements and special provisions.

CERTIFICATE HOLDER New Hampshire State Council on the Arts Dept of Natural & Cultural 19 Pillsbury Street Concord NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

Grantee Information for Organizations

Name of Organization: Manchester Community Music School

1. Statement of Purpose:

The Manchester Music School mission is Changing Lives Through the Power of Learning, Sharing and Making Music.

2. Salary of Administrator:

Piper Runnion-Bareford, Executive Director, \$51,000.00

3. Duns Number: 932934805

4. Resume of Administrator – See attached

5. Financial Statement – See attached

6. Manchester Community Music School – 2019-2020 Board of Directors

Chair: John D'Amato

Vice Chair: Mark S. Cross -Powers

Treasurer: Thomas Giffen, CPA

Secretary: Jennifer Rivett

Alan Cleveland

Tyler L. Craig

Craig Garner, QPA, CPFA

Hannah Karamanoogian, MA, ATR, LCMH

Nancy J. Nichols, P.E., LEED AP

Brendan Peterson

7. List of Geographic Areas Served:

The Music School serves over 1,500 individual each year from 60 New Hampshire communities.

8. Certificate of Liability and Workers Comp Insurance – See attached

9. Certificate of Good Standing – See attached

Manchester Community Music School
Statement of Financial Position (DRAFT)
As of August 31, 2019*

Assets	
Current assets	
Cash and cash equivalents	\$ 143,856
Accounts receivable, net	24,718
Pledges receivable, net (due within 1 year)	19,637
Prepaid expenses	3,670
Investments - endowment	72,738
Property and equipment, net	662,647
Land	57,023
Other pledges receivable	33,800
Other assets	5,815
Total assets	<u><u>1,023,902</u></u>
Liabilities	
Accounts payable	5,344
Accrued expenses	18,667
Deferred revenue	170,920
Line of credit	-
Notes payable	356,218
Total liabilities	<u>551,148</u>
Net assets	
Unrestricted	259,408
Temporarily restricted	145,847
Permanently restricted	67,498
Total net assets	<u>472,753</u>
Total liabilities and net assets	<u><u>\$ 1,023,902</u></u>

Statement of Activities (DRAFT)
For the year ending August 31, 2019

Revenue	
Tuition and registration fees	\$ 723,221
Foundation grants	172,750
Individual donations	66,400
Government grants	-
Corporate donations	98,593
Concert ticket sales	20,595
Other income	21,846
Contributed goods and services	<u>34,779</u>
Total revenue	1,138,184
Expenses	
Salaries	659,673
Employee benefits	6,636
Payroll taxes	<u>50,060</u>
Subtotal	716,369
Bad debt	(1,052)
Bank fees	11,355
Depreciation	37,399
Financial assistance	55,567
Independent contractors	4,884
Insurance	7,077
Interest	18,306
Media and advertising	3,078
Occupancy and utilities	50,601
Office expense	12,053
Printing and postage	9,159
Professional development and dues	1,140
Program expenses	52,279
Professional fees	26,214
Technology support and website	<u>15,425</u>
Subtotal	303,484
Total expenses	1,019,853
Increase (decrease) in net assets	<u>\$ 118,331</u>

Piper Runnion-Bareford

114 Weston St. Manchester, NH 03104

603-431-1277

www.piperbareford.com



QUALIFICATION SUMMARY

Organizational leader with extensive experience growing wide-variety of educational programs. Works well leading a team to identify and accomplish strategic goals. High-level musician and music educator. Skilled communicator.

SKILLS

- Communication
- Leadership
- Strategic Vision
- Adaptability
- Teamwork
- Conflict Resolution
- Time Management
- Self-motivation
- Creativity
- Adaptive Education

EXPERIENCE

Executive Director | Manchester Community Music School

2018 – Present

Leadership and Management

- Ensure ongoing programmatic excellence, as well as supporting staff to achieve rigorous program evaluation, consistent quality of finance and administration, fundraising, communications, and systems.
- Pursue timelines and resources needed to achieve strategic goals.
- Oversee and support the 50 faculty, and 1200 students served by the school

Community Engagement and Fundraising

- Actively engage volunteers, board members, committee members, alumni, community partners and funders in pursuing our mission.
- Develop, maintain and support the Board of Directors, serving as ex-officio member of each committee, seek and build board involvement with strategic direction for ongoing program growth.

Assistant Pastor | Imago Dei Anglican Church

2014 – 2018

Manage Operational Needs of the Church

- Manage Volunteer Leadership Team that oversees around 60 regular volunteers
- Work with Rector to set organizational strategies and meet operational goals
- Oversee day to day functions of the church
- Communicate with community and donors about program needs to raise additional funds beyond church's annual budget

Youth Education

- Team Leader and Program Director

Faculty & Program Coordinator | Manchester Community Music School

2007-2014

Harp Teacher

- Taught both pedal and lever harp

Suzuki Piano Teacher and Program Coordinator

- Began Suzuki Piano program at MCMS, built studio of up to 30 students
- Coordinated the program for 50 students and their families including group classes, summer camp experiences, and open houses
- Designed and taught early childhood classes to prepare and introduce new students to Suzuki instruments and method
- Taught adaptive lessons for students transitioning from Music Therapy classes

Faculty | St. Paul's School

Concord, NH

2009 – 2014, Harp Teacher

Faculty | Gordon College

Wenham, MA

2010-2014, Harp Teacher

Summer Programs Director | Manchester Community Music School

2008-2014

- Directed middle school and elementary age music exploration camps, and Suzuki camp

Education Coordinator | Manchester Community Music School

2008-2010

- Handle all New Student Inquiries
- Meet with New Families, introduce them to and register them for programs
- Do all lesson scheduling for faculty
- Assist the Director of Education in planning and running new programs

Music Teacher | Strong Foundations Charter School

2009

- Taught Readiness through Fourth grade music classes

PERFORMANCE EXPERIENCE

1999 – Present

Maine State Ballet

Portland, ME

- Principal Harpist

2014 – 2018

Bangor Symphony

Bangor, ME

- Fall soloist, harpist for Nutcracker 2017, regular sub

2017

Portland Ballet Orchestra

Portland, ME

- Joined members of Portland Symphony Orchestra for Nutcracker

2006-2014

Freelance Harpist

New England

- Soloist with Nashua Chamber Orchestra, Midcoast Symphony Orchestra, Lakes Region Symphony Orchestra
- Yearly performer on the Manchester Community Music School's Music on the Menu recital series
- Member of the Amaryllis Chamber Ensemble

Boston, MA

Piper Runnion-Bareford

- 2005-2006** **Baltimore Symphony Orchestra** Baltimore, MD
- Played principal and 2nd for majority of Pops concerts during 2005/2006 season
- 2005** **Philadelphia Orchestra** Philadelphia, PA
- Performed as Section harpist for concerts in the Kimmel Center and Carnegie Hall
 - Recorded Mahler Symphony No. 6 under Christoph Eschenbach
- 2005** **Washington Choral Arts Society** Washington, DC
- Performed Handel's Concerto in Bb for Harp and Orchestra at the Kennedy Center, Washington, DC

EDUCATION

- Royal College of Music, London, UK** 2001-2002
Performance Diploma
- Curtis Institute of Music, Philadelphia, PA** 2002-2006
Bachelor of Music, Harp Performance
- Suzuki Association of the Americas** 2009-2010
Certification through Book 4, Training for Books 1-2
- Gordon-Conwell Theological Seminary** 2006-2011
Master of Divinity

CONTINUING EDUCATION

- 2014-2016** **3D Movements** Sharon, MA
- Two-Year Intensive training on strategic planning, goal setting, organizational vision casting, creating intentional organizational culture, and team leadership

LEADERSHIP

- 2016 – Present** **Anglican Diocese in New England** Amesbury, MA
- Serve on Executive Committee and Standing Committee of the Anglican Diocese in New England to oversee the operations of Diocese life, including setting and maintaining annual budget.

REFERENCES

- Justin Howard, Rector of Imago Dei Anglican Church
Phone: 207-356-8083 Email: justinhow@gmail.com
- Judy Teehan, Colleague
Phone: 603-247-0002 Email: jteehan3@gmail.com