



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

19 Pillsbury Street, Concord, New Hampshire 03301

November 19, 2018

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 a Public Value Partnership Grant in the amount of \$13,000 to the Concord Community Music School (VC #166571), Concord, NH to strengthen their capacity for affordable diverse arts programs to New Hampshire residents and visitors, effective upon Governor and Executive Council approval through June 30, 2019. **100% Federal Funds**

Funds are available as follows:

	<u>FY 2019</u>
03-35-35-353510-41110000	
Federal Arts Partnership Grants	\$13,000
072-500575 Grants Federal	

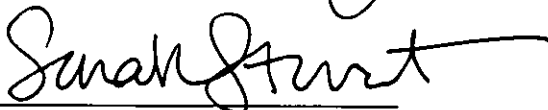
**EXPLANATION**

Public Value Partnerships are awarded to nonprofit arts organizations, with a minimum of 5 years of continuous arts programming and professional staffing, to strengthen their capacity for offering affordable, diverse arts program to New Hampshire's residents and visitors. Grant categories and deadlines are advertised through the divisions' website, social media and electronic newsletters.

At a recent meeting, the NH State Art Councilors unanimously voted to accept the Arts Division's Public Value Partnership Review Panel's recommendations for the partnerships based on its funding priority ranking within a competitive review. The six-member peer panel, facilitated by an Arts Councilor, considered 17 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, to artistic quality, strategic planning, community impact and accessibility.

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

Respectfully submitted,



Sarah L. Stewart  
Commissioner



**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 Concord Community Music School (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

1. **GRANT PERIOD: FY2019**

2. **OBLIGATIONS OF THE GRANTEE:**

- The Grantee agrees to accept \$13,000.00 and apply it to the program(s), described in the grant application and approved budget referenced above. 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:



Concord 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.

New Hampshire  
State Council on the Arts

- 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

*Virginia Lupi* 7.30.18  
Signature Date

Name, Title: Virginia Lupi, Director

*Sarah L. Stewart*  
Sarah L. Stewart, Commissioner

**APPROVED BY ATTORNEY GENERAL**

as to form, substance and execution:

*Gill Kulin* 11/26/18  
Office of Attorney General Date

**GRANTEE SIGNATURE**

Org/ Name: Concord Community Music School

Address: 23 Wall St, Concord, NH 03301

Printed Name of Authorized Official for Grantee  
Margaret Enter 10-9-18  
Authorized Official's Signature & Title Date

**NOTARIZATION REQUIRED:**

STATE OF NEW HAMPSHIRE, COUNTY OF Merrimack

On the 9th day of Oct 2018 before the undersigned officer, personally appeared Margaret Enter  
(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.

*Victoria MacLaughlin*  
Notary Public/ Justice of the Peace  
Printed Name: Victoria MacLaughlin  
My Commission expires: 09/13/22

CO	10	P. Lvl	03500
Vendor #	106571	Remit	Inv #
PO #		Ln#	\$
AU	41110000	Acct	500
Activity	OS	Acct Cat	J
Signature	Cassie Mason	Date	11/8/18



# 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 THE CONCORD COMMUNITY MUSIC SCHOOL is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on July 26, 1984. 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: 69721



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 7th day of December A.D. 2016.

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

William M. Gardner  
Secretary of State

## Business Information

### Business Details

Business Name:	THE CONCORD COMMUNITY MUSIC SCHOOL	Business ID:	69721
Business Type:	Domestic Nonprofit Corporation	Business Status:	Good Standing
Business Creation Date:	07/26/1984	Name in State of Incorporation:	Not Available
Date of Formation in Jurisdiction:	07/26/1984	Mailing Address:	NONE
Principal Office Address:	23 Wall St, Concord, NH, 03301, USA		
Citizenship / State of Incorporation:	Domestic/New Hampshire	Last Nonprofit Report Year:	2015
		Next Report Year:	2020
Duration:	Perpetual	Phone #:	603-228-1196
Business Email:	NONE	Fiscal Year End Date:	NONE
Notification Email:	NONE		

### Principal Purpose

S.No	NAICS Code	NAICS Subcode
1	OTHER / PROFESSIONAL MUSIC EDUCATION	

Page 1 of 1, records 1 to 1 of 1

### Principals Information

No Principal(s) listed for this business.

**Registered Agent Information**

Name: Not Available

Registered Office Not Available  
Address:

Registered Mailing Not Available  
Address:

**Trade Name Information**

Business Name	Business ID	Business Status
SONGWEAVERS (/online/BusinessInquire/TradeNameInformation? businessID=63712)	245468	Active

**Trade Name Owned By**

Name	Title	Address
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**Trademark Information**

Trademark Number	Trademark Name	Business Address	Mailing Address
No records to view.			

- [Filing History](#)
- [Address History](#)
- [View All Other Addresses](#)
- [Name History](#)
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NH Department of State, 107 North Main St. Room 204, Concord, NH 03301 -- [Contact Us \(/online/Home/ContactUS\)](#)

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CERTIFICATION OF BOARD RESOLUTION

Authorization to Enter into Contracts with  
New Hampshire State Council on the Arts

Important: To expedite your payment these steps must be followed in this order:

\* Resolution date must occur on or before the Grant Agreement is signed.

\*\* Certificate on bottom of page must be signed and notarized on the same date or after the grant agreement is signed.

1. \*Resolution:

THIS IT TO CERTIFY that the following is a true and correct copy of excerpts from resolutions adopted at a meeting of the Board of Directors

Concord Community Music School on June 17, 2003  
(name of organization)

at which time a quorum was present and voted, and further that said resolution has not been rescinded, altered or amended and is still in full force and effect.

"Be it resolved that Margaret E. Senter is hereby authorized  
(Printed name of authorizing official)

on behalf of this Corporation to enter into contracts with the State of New Hampshire and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as (s)he may deem necessary, desirable or appropriate."

Signed: [Signature]  
(Signature of Clerk/Secretary to the board)  
Printed Name CHERYL C CORNISH

2. \*\*Certificate

STATE OF NEW HAMPSHIRE  
COUNTY OF Merrimack

On the 9th day of Oct, 2018 before the undersigned officer, personally appeared Cheryl Cornish, or satisfactorily proven to be the person whose name appears above, and acknowledged s/he executed this document in the capacity indicated.  
(print name of person whose signature is being notarized)

[Signature]  
Notary Public/ Justice of the Peace  
Printed Name: Victoria MacLaughlin  
My Commission Expires 09/13/22







New Hampshire  
State Council on the Arts

## GRANTEE INFORMATION FORM for ORGANIZATIONS

Please complete the following for fulfillment of grant requirements by the State of New Hampshire's Department of Administrative Services.

Name of Organization: Concord Community Music School

1. Statement of Purpose:

(Give your organization's mission statement or list your organization's objectives in the space below)

The mission of the Concord Community Music School (CCMS) is *to build a sense of community through music by providing the fullest possible array of musical experiences for people of all ages, musical abilities, and backgrounds.* Core values are artistic excellence; access and inclusion for all; musical friendships; and lifelong learning.

2. Salary of Administrator:

(List annual salary of administrator, not artist's fees, who will be involved in this grant.)

\$90,000

Attach the Following:

3. DUNS Number (If not provided on application): 198824971

4. Resume of Administrator

5. Financial Statement:

A one-page financial statement of your organization's most recently completed fiscal year.

6. Board of Directors:

A list of the current directors and officers of your organization.

Please do not include any personal information such as home addresses, phone numbers or emails.

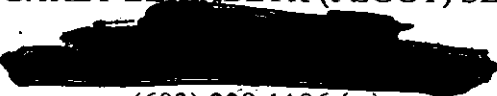
7. List Geographic Areas Served by Organization

8. Certificate of Liability and Workers Comp Insurance with the **Department of Cultural Resources** as the certificate holder

9. Please include a copy of a current year Certificate of Good Standing. (if not provided with the application)

If you do not have a Certificate of Good Standing with the state of NH please call Secretary of State Corporate Division at 271-3244 and request an application.

**MARGARET ELIZABETH (PEGGY) SENTER**

  
(603) 228-1196 (w)  
psenter@ccmusicsschool.org

**MANAGEMENT EXPERIENCE**

Founder and President, Concord Community Music School, 1984-present

Consultant and advisor to community music schools nationally (through the National Guild), to NH nonprofit organizations, and with Emc.Arts, national evaluation consultant on arts grantmaking by the Surdna Foundation

Speaker on topics in community arts management and piano pedagogy for:

Mellon Foundation Orchestra Forum  
National Guild of Community Arts Education national and regional conferences  
NH Business Committee for the Arts, Lawyers and the Arts, Leadership Arts  
NH Center for Non-Profits  
New England Business Council  
New England Conservatory  
Southern NH University  
Keene State College  
New England Piano Teachers Association  
NH Music Teachers Association  
Leadership NH, Leadership Concord  
Civic Clubs

Grants Panelist for:

New England Foundation for the Arts  
Massachusetts Cultural Council  
Vermont Council on the Arts  
NH State Council on the Arts

**EDUCATION**

Non-Profit Management, Arts Administration, and Fundraising courses, Harvard  
Dalcroze Eurhythmics, Longy School  
Private piano study, Boston, MA  
Piano Pedagogy, New England Conservatory  
University of Wisconsin-Madison (UW), M.M. in Piano Performance  
University of North Carolina-Chapel Hill (UNC), B.M. Ed.

**PERFORMING EXPERIENCE**

Solo and chamber music performances throughout New England, 1976-present  
Composers in Red Sneakers and Nuclassix premieres, 1980-85  
Chamber and Solo Recitals and Concerto Concert, University of Wisconsin, 1974-75  
Concerto Concert and Solo Recitals, UNC, 1972-73

## **TEACHING EXPERIENCE**

Concord Community Music School, performance workshops, theory, and Music & Movement, 1983 - present  
St. Paul's School: piano, 1983 -1986  
Rivers Music School: class piano for children, keyboard skills, piano, 1975-1984  
North Shore Community College: applied piano, music theory and music appreciation in Preparatory, Extension, and Collegiate divisions, 1976-80

## **AWARDS/DISTINCTIONS**

Citizen of the Year, Greater Concord Chamber of Commerce, 2007  
Distinguished Alumna Award, University of N.C., 1999  
NH Governor's Arts Award for Arts in Education, 1993  
UW Teaching Assistantship 1973-75  
Phi Beta Kappa, 1971; Valkyries (highest women's campus honorary - UNC) 1972  
Concord Community Music School has been awarded:  
Riverbend Champion for Mental Health Award, 2014  
NH Governor's Arts Award for Cultural Access Leadership, 2005  
NH Business of the Year, Non-Profit Category, 2001  
ASCAP Award for Adventurous Programming, 1998  
Dunfey Award for Excellence in Management, 1996

## **PROFESSIONAL ORGANIZATIONS and VOLUNTEER POSITIONS**

Advisory Board member, Avaloch Farm Chamber Music Institute  
Welcoming Concord Immigrant Integration Steering Committee  
Creative Concord Committee, Greater Concord Chamber of Commerce  
Past Board member, National Guild of Community Arts Education  
Past Board member, Greater Concord Chamber of Commerce  
Past President, Northeast Chapter, National Guild of Community Schools of the Arts  
Past President, Arts 1000 (NH statewide advocacy organization)  
New England Piano Teachers Association  
New Hampshire Music Teachers Association  
Music Educators National Conference  
Chamber Music America, National Conference Committee  
Town of Dunbarton Kuncanowet Town Forest Committee  
US Forest Service Trail Crew Volunteer

## **PIANO TEACHERS**

Michael Zenge, UNC, Chapel Hill, NC  
Howard Karp, UW, Madison, WI  
Victor Rosenbaum, New England Conservatory, Boston, MA

**Concord Community Music School  
Operating Budget  
Fiscal Year 2018**

	FY18 BUDGET	Actual 06/30/18
<b><u>EARNED INCOME</u></b>		
Tuition and Registration Fees *	\$ 889,000	\$ 877,095
Residencies/MICI Contracts	\$ 55,000	\$ 51,632
Concert Presenting & Bookings	\$ 26,000	\$ 30,404
Program Book Ads	\$ -	\$ -
Other Earned Income	\$ 15,510	\$ 31,126
<b>TOTAL EARNED INCOME</b>	<b>\$ 985,510</b>	<b>\$ 990,257</b>
<b><u>CONTRIBUTED INCOME</u></b>		
Total Grants	\$ 240,000	\$ 248,193
Unrestricted Contributions	\$ 245,000	\$ 170,554
In Kind Contributions	\$ 25,000	\$ 883
Release from Capital Funds: Staffing	\$ 150,000	\$ 187,173
Release from Capital Funds: Working Capital	\$ -	\$ -
<b>TOTAL CONTRIBUTED INCOME</b>	<b>\$ 660,000</b>	<b>\$ 606,803</b>
<b>TOTAL OPERATING INCOME</b>	<b>\$ 1,645,510</b>	<b>\$ 1,597,060</b>
<b><u>OPERATING EXPENSES</u></b>		
Instructional salaries & benefits	\$ 625,233	\$ 616,194
Program and administrative salaries & benefits	\$ 421,410	\$ 423,481
Artist fees (public events)	\$ 29,500	\$ 27,138
Professional & consultant fees	\$ 34,000	\$ 36,150
Administration (non-personnel expenses)	\$ 39,500	\$ 36,956
Facilities	\$ 80,450	\$ 87,070
Mortgage and other interest	\$ 42,229	\$ 48,173
Instructional (non-personnel expenses)	\$ 14,000	\$ 8,913
Financial Aid/Scholarships *	\$ 100,000	\$ 96,191
Financial Aid: MICI participants *	\$ 100,000	\$ 102,925
Communications and marketing	\$ 8,500	\$ 7,650
Public events (non-personnel expenses)	\$ 31,000	\$ 24,635
Development (non-personnel expenses)	\$ 9,250	\$ 13,219
In-kind services/materials	\$ -	\$ -
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,535,072</b>	<b>\$ 1,528,695</b>
<b>OPERATING SURPLUS (SHORTFALL)</b>	<b>\$ 110,438</b>	<b>\$ 68,365</b>
<i>Mortgage principal and other capital expense</i>	\$ 83,907	\$ 86,807
<b>REPAYMENT TO (BORROWED FROM) WORKING CAPITAL RESERVES</b>	<b>\$ 26,531</b>	<b>\$ (18,442)</b>
Contributed Income is actual 06/30/18		
* Non Cash \$200,000		
This report does not include depreciation.		
Contributed income is FY18 pledge payments and one-time gifts, not multi-year pledges.		
Prepared by: V MacLaughlin		

## Concord Community Music School Board of Trustees 2018-2019

**Kassandra Ardinger**

Attorney

CCMS Vice Chair

**Cheryl Cornish**

Sr. VP of Retail-TD Bank, Retired

CCMS Clerk

**Nathan Faulkner**

Physician

Concord Pediatrics, PA

**Matt Leahy**

Public Policy Manager

Society for the Protection of NH Forests

**Gareth I. Orsmond**

Attorney

Pierce Atwood LLP

**Gary M. Shirk**

VP & Director of Operations

Bovie Screen Process Company, Inc.

CCMS Treasurer

**Richard C. Simpson**

Business Management Consultant,

Professional Tenor

**David Surette**

*(ex officio)*

Folk Department Coordinator

CCMS Faculty Representative

**Virginia Symmes Sheehan**

Attorney

Flood, Sheehan & Tobin, PLLC

CCMS Chair

**Carmine Tomas, Esq.**

Attorney

Corporate Counsel

Retail Management & Development

**Peggy Senter**

*(ex officio)*

President & CEO

Concord Community Music School

CCMS President

## List of Geographic Area Served by the Concord Community Music School

Acton, ME	Center	Gilford	Londonderry	Pittsfield	Warner
Allenstown	Tuftonboro	Gilmanton	Loudon	Plymouth	Weare
Alton	Chatham	Gilsum	Madbury	Portland	Webster
Alton Bay	Chelmsford, MA	Goffstown	Manchester	Putney, VT	West Lebanon
Amherst	Chichester	Guilford, VT	Marlow	Randolph	Westford
Andover	Chicopee	Hampstead	Meredith	Randolph Center	Wilmot
Ashland	Concord	Hampton	Moultonboro	Repentigny	Wolfeboro
Attleboro	Contoocook	Hancock	N. Andover, MA	Richmond	Wolfeboro Falls
Auburn	Corinth, VT	Henniker	N. Chelmsford, MA	Rochester	York , ME
Barnstead	Deerfield	Hillsboro	Nashua	Rye	
Bedford	Deering	Hillsborough	Nelson	Saco, ME	
Belfast	Derry	Hinsdale	New Boston	Salisbury	
Belmont	Dover	Hooksett	New Hampton	Sanbornville	
Bennington, VT	Dunbarton	Hopkinton	New London	Sandwich	
Bernardston, MA	Durham	Housatonic, MA	Newbury	Shelburne, VT	
Boscawen	E. Dummerston, VT	Ipswich	Newmarket	Somerville, MA	
Bow	Enfield	Jaffrey	Newport	South Berwick, ME	
Bradford	Epsom	Keene	North Attleboro	St. George	
Brattleboro, VT	Essex Jct.	Kittery, ME	Northfield	Strafford	
Brewster	Exeter	Kittery Point, ME	Northwood	Stratham	
Bristol	Fairlee, VT	Laconia	Pawtucket	Sudbury	
Canterbury	Fitzwilliam	Lebanon	Peaks Island, ME	Sutton	
Canton	Franconia	Lee	Pembroke	Thetford Center	
Center Barnstead	Franklin Freedom	Littleton	Penacook	Tilton	