

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

19 Pillsbury Street CONCORD, NEW HAMPSHIRE 03301

December 3, 2019 '

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 to Manchester Community Music School (VC #155769), Manchester, NH in the amount of \$15,000 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, 2020. 100% General Funds

Funding is available in account, State Arts Development, as follows:

FY 2020

·03-035-035-353510-41040000-073-500575 - Grants Non Federal

\$15,000

EXPLANATION

Public Value Partnerships are awarded to nonprofit arts organizations, with a minimum of five 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 seventeen 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, artistic quality, strategic planning, to community impact and accessibility.

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

Respectfully submitted,

Commissioner

105'169 FY20200PP1#9880 Acct Code:4104000-073:35\$890\$



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: FY2020
- 2. OBLIGATIONS OF THE GRANTEE:
 - The Grantee agrees to accept \$15,000.00 and apply it to the program(s) described in the grant application and approved budget for Investment.in Cultural Infrastructure. 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:

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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.

New Hampshire
State Council on 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.

CC) NEAUL APPROVAL	GRANTEE SIGNATURE
Contracting Officer for State Agency Sanary 12/4/19	Org/ Name: Manchester Community Music School Address: 1291 Am Street, Manchesta NH 03104
Signature Date	Paper G. Punnion Bareford, Executive Director
Name, Title: \11 fright the the Stewart Commissioner	Printed Name of Authorized Official for Grantee X. Rep. 6. Current Songer 10/17/19 Authorized Official's Signature & Title Date
APPROVED BY AFTORNEY GENERAL as to form, substance and execution: 12/4/2019 Office of Attorney General Date	NOTARIZATION REQURIED: STATE OF NEW HAMPSHIRE, COUNTY OF

State of New Hampshire Bepartment 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 formed June 17, 1983. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.

In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 25th day of November A.D. 2015

William M. Gardner Secretary of State

Business Information

Business Details

Business Name: MUSIC SCHOOL MANCHESTER COMMUNITY

Business ID: 30135

Business Type: Corporation **Domestic Nonprofit**

Business Status: Good Standing

Business Creation 06/17/1983

Name in State of Not Available Incorporation:

Date of Formation in 06/17/1983

Jurisdiction:

Principal Office 2291 Elm Street, Manchester,

Mailing Address: 2291 Elm Street, Manchester,

Address: NH, 03104, USA

NH, 03104, USA

Citizenship / State of Domestic/New Hampshire

Incorporation:

Last Nonprofit 2015

Report Year:

Next Report 2020

Duration: Perpetual

Business Email: piper@mcmusicschool.org

Phone #: 603-644-4548

Notification Email: NONE

Fiscal Year End Date: NONE

Principal Purpose

S.No **NAICS Code**

NAICS Subcode

OTHER / Promote the proficient playing of stringed musical instruments by young people of greater Manchester area and cultivate musical performance opportunities

Page 1 of 1, records 1 to 1 of 1

Principals Information

Name/Title	•	Business Address					
John D'Amato / Cha Directors	irman of the Board of	150 Dow St. Tower Two, Manchester, NH, 03101, USA					
Tyler Craig / Directo	r	150 Dow St., Manchester, NH, 03101, USA					
Douglas DeLara / Di	rector	400 Wellington Hill Rd., Manchester, NH, 03104, USA					
Nancy Nichols / Dire	ector	80 Palomino Lane, Suite 402, Bedford, NH, 03110, USA					
Craig Garner / Direc	tor	686 Chestnut St., M	lanchester, NH, 03104, USA				
Registered Agen	t Information						
Name:	Not Available						
Registered Office Address:	Not Available						
Registered Mailing Address:	Not Available						
Trade Name Info	rmation						
Business Name		Business ID	Business Status				
•	Community Music School uire/TradeNameInformation?	727134	Active				
The Community Mu	sic School of New Hampshire		Active				
(/online/BusinessInq businessID=552660)	uire/TradeNameInformation?	727132					
Trade Name [·] Owr	ned By						
Name	Title		Address				

Trademark Information

Trademark Number

Trademark Name

Business Address

Mailing Address

No records to view.

Filing History

Address History

View All Other Addresses

Name History

Shares

Businesses Linked to Registered Agent

Return to Search

Back

NH Department of State, 107 North Main St. Room 204, Concord, NH 03301 -- Contact Us (/online/Home/ContactUS)

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Board Resolution.

I, Thomas Giffen, hereby certify that I am duly elected Clerk/Secretary of (Name)
Manchester Community Music School I hereby certify the following is a true copy of a vote taken at (Name of Organization)
a meeting of the Board of Directors/shareholders, duly called and held on October 21, 2019
at which a quorum of the Directors/shareholders were present and voting.
VOTED: That Programment English Executive Directors duly authorized to enter a (Name and Title)
Contract on behalf of Manchester Community Music . School with the (Name of Organization) purson sugnating ground agreement
_NH State Council on the Arts State of New Hampshire and further is (Name of State Agency)
Authorized to execute any documents which may in his/her judgment be
desirable or necessary to effect 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 of the October 21, 2019. I further certify that it is understood that the
State of New Hampshire will rely on this certificate as evidence that the person listed above currently
occupies the position indicated and that they have full authority to bind the corporation to the specific
contract indicated.
DATED: Name and Tille Clerk Secretary



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/06/2019

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(les) 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).

PRO	PRODUCER CONTACT Pamela Bennett, CIC											
FIAI/Cross Insurance				PHONE (603) 660 3319 FAX (603) 645 4331								
1100 Elm Street			(A/C, No, Ext): (603) 663-5216 [(A/C, No): (603) 643-5216 E-MAIL pbennett@crossagency.com									
				INSURER(S) AFFORDING COVERAGE NAIC #						NAIC #		
Manchester NH 03101			INSURER A: Philadelphia Indemnity Ins Co						18058			
INSU	RED				INSURE	RB: AmGuard	i Ins Co				42390	
	Manchester Community Music	Schoo	ı		INSURER C:							
	2291 Elm Street				INSURE	RD:						
					INSURER E :							
	Manchester			NH 03104	INSURE	RF:						
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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.												
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	DÉSCRIPTION OF OPERATIONS below							E.L. DISEASE - POLK	CTLIMIT			
	Excluded Officers:Board of Directors											
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										,		
				 								
CERTIFICATE HOLDER CANCELLATION												
New Hampshire State Council on the Arts Van McLeod Building				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.								
	19 Pillsbury Street, 1st Floor				AUTHORIZED REPRESENTATIVE							
Concord NH 03301				Drugge a Remark								

amela Connet

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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 Manchester Community Music School

1. Statement of Purpose:

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

2. Salary of Administrator:

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

Attach the Following:

- 3. DUNS Number (If not provided on application)
- 4. Resume of Administrator
- 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 Natural & Cultural Resources** as the certificate holder
- 9. Please include a copy of a <u>current</u> 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 NII please call Secretary of State Corporate Division at 271-3244 and request an application.

Please see attached

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
Douglas D. DeLara Jr., MSA, CPA
Craig Garner, QPA, CPFA
Hannah Karamanoogian, MA, ATR, LCMH
Nancy J. Nichols, P.E., LEED AP

7. List of Geographic Areas Served:

The Music School serves over 1,200 individual each year from 54 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	1,023,902
Liabilities	
Accounts payable	. 5,344
Accrued expenses	18,667
Deferred revenue	170,920
Line of credit	-
Notes payable	356,218
Total liabilities	551,148
Net assets	
Unrestricted	259,408
Temporarily restricted	145,847
Permenantly restricted	67,498
Total net assets	472,753
Total liabilities and net assets	\$ 1,023,902

(

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	34,779
Total revenue	1,138,184
Expenses	
Salaries	659,673
Employee benefits	6,636
Payroll taxes	50,060
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	. 15,425
Subtotal	303,484
Total expenses	1,019,853
Increase (decrease) in net assets	\$ 118,331

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Piper Runnion-Bareford



114 Weston St. Manchester, NH 03104 603-785-3047 firetogold@gmail.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 Éducation

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 2010-2014, Harp Teacher

Wenham, MA

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

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