



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 Community Gallery, Inc. d/b/a AVA Gallery and Art Center (VC #167176), Lebanon, NH in the amount of \$13,500 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:

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

FY 2020
\$13,500

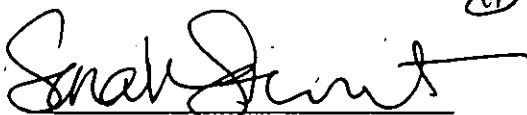
EXPLANATION

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,



Sarah L. Stewart
Commissioner

167176

FY2020 OPP # 9872

Acct Code: 41090000-073 3558903



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 Community Gallery Inc. (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

d/b/a AVA Gallery use

- 1. GRANT PERIOD: FY2020
- 2. OBLIGATIONS OF THE GRANTEE:

- The Grantee agrees to accept \$13,500.00 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:



AVA Gallery and Art Center use
Community Gallery Inc. 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.

DACA APPROVAL

Contracting Officer for State Agency

Signature: Sarah Stewart 2/3/20

Name, Title: Sarah L. Stewart
Commissioner

GRANTEE SIGNATURE

Org/ Name: Community Gallery Inc. d/b/a AVA Gallery use

Address: 11 Bank Street, Lebanon, NH 03766

Heidi J. Reynolds
Printed Name of Authorized Official for Grantee

Signature: [Signature] 10/21/19
Authorized Official's Signature & Title Date

NOTARIZATION REQUIRED:

STATE OF NEW HAMPSHIRE, COUNTY OF Grafton

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:

Signature: Jill Relew 2/4/2020
Office of Attorney General Date

On the 21st day of Oct 2019 before the undersigned officer, personally appeared

Heidi J. Reynolds
(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: [Signature]
Notary Public / Justice of the Peace

Printed Name: ELY J. ROBERTSON

My Commission expires: ELY J. ROBERTSON

Commissioner of the State of New Hampshire
My Commission Expires: May 15, 2024

State of New Hampshire

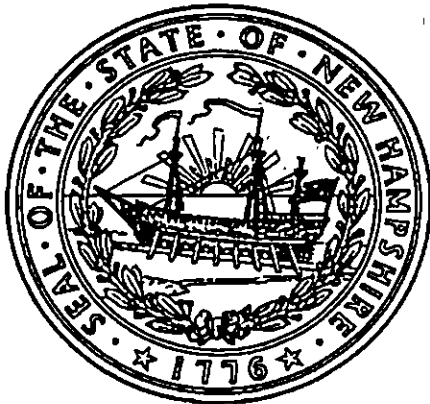
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that AVA GALLERY is a New Hampshire Trade Name registered to transact business in New Hampshire on September 02, 2003. 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: 447786

Certificate Number: 0004506415



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 29th day of April A.D. 2019.

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

William M. Gardner
Secretary of State

Board Resolution

I, Jill Mortali, hereby certify that I am duly elected Clerk/Secretary of
(Name)

AVA Gallery. 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 15, 2019
at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Heidi Reynolds is duly authorized to enter a
(Name and Title) person signing grant

Contract on behalf of AVA Gallery with the
(Name of Organization)

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 15, 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: 10/15/19

ATTEST: Jill Mortali
(Name and Title) Clerk/Secretary



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/18/2019

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(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 Goss-Logan Insurance Agency, Inc. 17 Mascoma Street P.O. Box 192 Lebanon NH 03766-0192		CONTACT NAME: Peter Logan, AAI, ACSR PHONE (A/C No. Ext): (603) 448-2556 E-MAIL ADDRESS: peter.logan@gosslogan.com FAX (A/C No.): (603) 448-0036	
INSURED Community Gallery Inc d/b/a Gallery and Art Center 11 Bank St Lebanon NH 03766		INSURER(S) AFFORDING COVERAGE INSURER A: The Ohio Casualty Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 24074	

COVERAGES **CERTIFICATE NUMBER:** CL19101804069 **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 SUBR (INSO WVO)	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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		BK058428574	03/31/2019	03/31/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG Package Modification \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 OCCUR CLAIMS-MADE		US058428574	03/31/2019	03/31/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	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	XW058428574	03/31/2019	03/31/2020	PER STATUTE OT-EP E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER DEPARTMENT OF NATURAL & CULTURAL RESOURCES 172 PEMBROKE ROAD 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
--	--



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 Community Gallery, Inc, d/b/a AVA Gallery and Art Center

1. Statement of Purpose:

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

See attachment # 1, no. 1

2. Salary of Administrator:

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

See attachment # 1, no. 2

Attach the Following:

3. DUNS Number (If not provided on application) *See attachment # 1, no 3*
4. Resume of Administrator *see attachment 4*
5. Financial Statement: *see attachment 5*
A one-page financial statement of your organization's most recently completed fiscal year.
6. Board of Directors: *see attachment 6*
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 *See attachment # 1, no. 7*
8. Certificate of Liability and Workers Comp Insurance with the Department of Natural & Cultural Resources as the certificate holder *see attachment 8*
9. Please include a copy of a current year Certificate of Good Standing. (if not provided with the application) *See attachment 9*
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.



GRANTEE INFORMATION FORM for ORGANIZATIONS

Name of Organization: Community Gallery, Inc., d/b/a AVA Gallery and Art Center

1. Statement of Purpose:

AVA/Alliance for the Visual Arts is dedicated to promoting the visual arts through exhibitions and educational programs that nurture, support, and challenge New England artists, and to providing art classes for children, teens and adults of all levels and abilities. AVA's programs—including special events and offerings that foster interaction among artists, patrons of the arts and the community—are dedicated to recognizing the ways in which art enriches our lives.

2. Salary of Administrator:

\$70,000 (Annual Salary of Executive Director)

3. DUNS Number:

781154174

4. Resume of Administrator:

See attached resume of Heidi Reynolds, Executive Director

5. Financial Statement:

See attached one-page statement of AVA's most recently completed fiscal year (ending 8/31/19).

6. Board of Directors:

See attached list of current directors and officers of AVA

7. List Geographic Areas Served by Organization:

Community Gallery, Inc., d/b/a AVA Gallery and Art Center, serves nearly 100 communities throughout Vermont and New Hampshire, with particular emphasis on the Upper Connecticut River Valley/Dartmouth-Sunapee region

8. Certificate of Liability and Workers Comp Insurance:

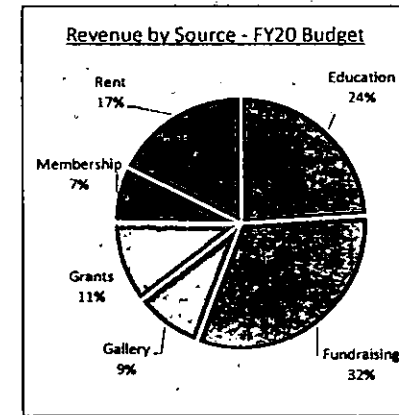
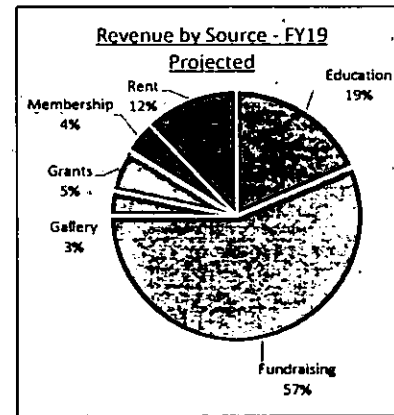
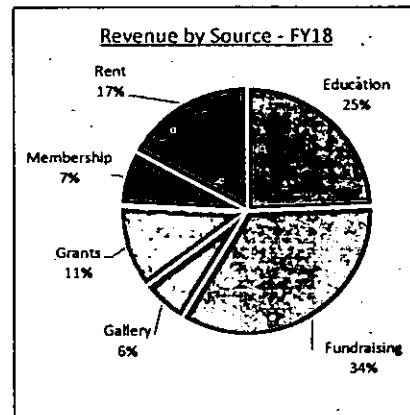
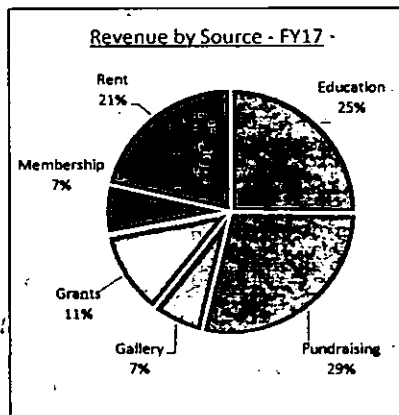
See attached

9. Copy of current year Certificate of Good Standing:

See attached

AVA Gallery and Art Center
High Level Financial Summary

	Actual FY 2017	Actual FY 2018	Rev Budget FY 2019	Draft Actual FY 2019	Proposed Budget FY 2020	Increase/ (Decrease) FY20 vs FY19	Comments
Income							
Education	\$150,618	\$184,155	\$165,617	\$201,338	\$187,007	(\$14,331)	Afterschool art program in Fall 2019
Fundraising	170,969	258,537	621,757	614,084	247,152	(366,932)	FY19 includes Spring Into Summer campaign
Gallery	41,061	45,779	46,483	34,920	68,000	33,080	Sales in main gallery and members gallery
Grants	68,500	83,789	67,002	60,073	83,500	23,427	Family foundations and education-related
Membership	38,955	53,578	42,095	44,590	55,200	10,610	Adding new category for members gallery
Bank Street (property management)	127,895	129,115	123,268	130,418	137,537	7,119	increase in lease rates
Total Income excl Legacy and Restricted Gifts	597,998	754,953	1,066,222	1,085,422	778,396	(307,027)	
Expenses							
Administrative supplies	22,841	22,521	25,323	35,026	20,900	(14,126)	reduce office supply spending and audit fees
Building	44,686	59,807	192,949	188,793	178,807	(9,986)	loan; assumption of property mgmt duties
Education	65,378	96,819	113,916	109,015	106,700	(2,315)	
Fees	6,164	6,228	6,898	8,524	8,168	(356)	
Gallery	26,872	33,781	31,316	21,390	46,000	24,610	artist share of gallery sales
Insurance	28,201	29,566	26,778	34,326	33,871	(455)	added NH unemployment tax
Human Resources	342,195	499,424	483,686	545,565	470,858	(74,707)	
Publicity	44,412	42,580	43,702	40,690	43,118	2,428	
Total Expenses	580,749	790,726	924,568	983,330	908,422	(74,908)	
Net Ordinary Income	\$17,249	(\$35,773)	\$141,654	\$102,093	(\$130,026)	(\$232,119)	
Legacy bequests	102,500	325,472	3,360	3,360	0	(3,360)	
Gain / Loss on stock sales	471	(298)	459	59	0	(59)	
Stock sale fees	0	(129)	(38)	(938)	0	938	
Interest earned	21	99	51	282	0	(282)	
	102,992	325,144	3,832	2,763	0	(2,763)	
Net Income	\$120,241	\$289,371	\$145,486	\$104,855	(\$130,026)	(\$234,882)	



AVA Gallery and Art Center Board of Directors 2019-2020

phone: 603-448-3117 fax: 603-448-4827 email: info@avagallery.org web: www.avagallery.org

Chair

Andrew Garthwaite, AIA (Sept 2016 – Sept 2022)
Haynes & Garthwaite Architects

Vice Chair

Cathy Volanakis (Sept 2016 – Sept 2022)
Art Supporter

Treasurer

Wendy Fielding (Sept 2016 – Sept 2022)
VP Financial Planning, DHMC

Secretary

Jill M. Mortali (Sept 2017-Sept 2020)
Dir. Office of Sponsored Projects, Dartmouth College

Board Member at Large

Whit Kelley (Sept 2018 – Sept 2021)
Founder and CEO, SignalQuest LLC

Sally Wright Bacon (Sept 2018-Sept 2021)
Oodles Founder and Owner, Jewelry Designer

Casey Carpenter (Sept 2019 – Sept 2021)
Dartmouth Creative Writing Graduate Program

Brad Choyt (Sept 2016-Sept 2022)
Head of School, Crossroads Academy

Christine Cook (Sept 2019 – Sept 2022)
Chief Financial & Administrative Officer
Thayer School of Engineering, Dartmouth College

Alan DiStasio (Sept 2019 – Sept 2022)
Chief Operating Officer
Four Seasons Sotheby's International Realty

William Dunn (Sept 2018 – Sept 2021)
Commercial Loan Officer, Mascoma Bank

Barbara L. Johnson, Ed.M. (Sept 2019 – Sept 2022)
HR Strategy Leader, Success 360 Consulting

Eunice S. Lee (Sept 2019 – Sept 2022)
Associate Attorney
Stebbins Bradley, PA

Kai Twofeathers Orton PhD (Sept 2018 – Sept 2021)
Senior Associate Director of Corporate & Foundation
Relations - Dartmouth College

Helen Shulman (Sept 2019 – Sept 2022)
Artist, AVA Studio Tenant

George Sykes (Sept 2019 – Sept 2022)
N.H. State Representative

Ex Officio

Heidi Reynolds (Nov 2019 -)
Executive Director
AVA Gallery and Art Center

Updated 10-19

Heidi J. Reynolds

1 Montview Drive, Hanover, NH 03755 | (603) 359-2075 Cell
heidi@avagallery.org | www.HeidiReynolds.com

Objective

My professional career has been dedicated to supporting and improving non-profit organizations essential to quality of life and educational advancement, especially in sectors that are underappreciated or underrepresented in a community. In an era when federal and state funding for arts organizations has reached a new low, my ambition is to keep AVA Gallery and Art Center not only a viable source of support for visual artists, but a thriving component of and beacon of inspiration for our entire community.

Strengths

- Establishing good rapport and communication with children, youth, and adults of all abilities and interests, whether internally or externally affiliated with an organization
- Team brainstorming and problem-solving with timely implementation of agreed-upon goals
- Fact-based analysis to help determine direction for innovation
- Effective fundraising and community-building practices
- Developing beneficial, collaborative relationships with diverse organizations
- Recruiting, training, supervising, and retaining satisfied volunteers
- Inspiring and coaching excellence
- Detailed event planning and execution
- Writing and editing appropriate copy for websites, brochures, newsletters and appeals
- Precise organization, time management, and record keeping

Work Experience

- Corporate Development Manager, Northern Stage - July 2017- Dec 2018: Solicit and manage corporate sponsorships; cultivate individual donors; maintain database; plan & implement donor/sponsor events; manage lobby artist program; train new staff; facilitate publicity
 - Exceeded sponsorship goal by 24% & helped team exceed FY contributed income goals
- Development Coordinator Events & Volunteers, Montshire Museum of Science - April 2016-June 2017: Strategic planning and coordination of donor & member cultivation events; manage all aspects of annual fundraiser, including 35+ volunteers; solicit donations and sponsors for annual fundraiser; implement volunteer recruitment, training, & appreciation events; maintain donor relations & database; write copy for seasonal brochures and appeals; website updates