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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

October 31, 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 Arts Alliance of Northern New Hampshire (VC #156273), Lancaster, 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,

(SM)



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 Arts Alliance of Northern NH (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:



Arts Alliance of Northern NH 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

[Signature] 7.30.18
Signature Date

Name, Title: Virginia Lupi, Director

[Signature]
Sarah L. Stewart, Commissioner

GRANTEE SIGNATURE

Org/ Name: Arts Alliance of Northern NH

Address: P.O. Box 85 Lancaster, NH 03584

[Signature]
Printed Name of Authorized Official for Grantee
Sara B. Glines Board Chair 10/16/18
Authorized Official's Signature & Title Date

NOTARIZATION REQUIRED:

STATE OF NEW HAMPSHIRE, COUNTY OF Coos

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:

[Signature] 11/12/18

Office of Attorney General P. Lvl. Dist. 03500

Vendor # 156273 Remit _____ Inv # _____

PO # _____ Ln# _____ \$ _____

AU 41110000 Acct 500

Activity 03 Acct Cat J

Signature Cassie Mason Date 10 23 18

On the 16th day of October 2018 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: Anne Marie Sullivan
My Commission expires: Anne Marie Sullivan
Notary Public, State of New Hampshire
My Commission Expires June 15, 2021

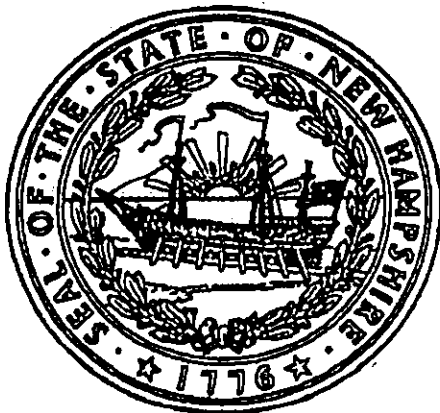
State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that ARTS ALLIANCE OF NORTHERN NEW HAMPSHIRE is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on February 06, 1987. 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: 108358



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire.

this 3rd day of May A.D. 2017.

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

William M. Gardner

Secretary of State

Business Information

Business Details

Business Name:	ARTS ALLIANCE OF NORTHERN NEW HAMPSHIRE	Business ID:	108358
Business Type:	Domestic Nonprofit Corporation	Business Status:	Good Standing
Business Creation Date:	02/06/1987	Name in State of Incorporation:	Not Available
Date of Formation in Jurisdiction:	02/06/1987		
Principal Office Address:	PO BOX 892, LITTLETON, NH, 03561, USA	Mailing Address:	NONE
Citizenship / State of Incorporation:	Domestic/New Hampshire		
		Last Nonprofit Report Year:	2015
		Next Report Year:	2020
Duration:	Perpetual		
Business Email:	info@aannah.org	Phone #:	NONE
Notification Email:	NONE	Fiscal Year End Date:	NONE

Principal Purpose

S.No	NAICS Code	NAICS Subcode
1	OTHER / PROMOTION OF ARTS ORGANIZATIONS IN NORTHERN NEW HAMPSHIRE	

Registered Agent Information

Name: Not Available

Registered Office Not Available
Address:

Registered Mailing Not Available
Address:

Trade Name Information

No Trade Name(s) associated to this business.

Trade Name Owned By

No Records to View.

Trademark Information

Trademark Number	Trademark Name	Business Address	Mailing Address
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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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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

Arts Alliance of Northern NH on October 16, 2018
(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 Sara Glines 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: Robin Peters Henne
(Signature of Clerk/Secretary to the board)
Printed Name Robin Peters Henne

2. **Certificate

STATE OF NEW HAMPSHIRE
COUNTY OF Coos

On the 16th day of October, 2018 before the undersigned officer, personally appeared Sara Glines, or satisfactorily proven to be the person whose name appears
(print name of person whose signature is being notarized)
above, and acknowledged s/he executed this document in the capacity indicated.

Anne Marie Sullivan
Notary Public/ Justice of the Peace
Printed Name: Anne Sullivan
My Commission Expires _____

Anne Marie Sullivan
Notary Public, State of New Hampshire
My Commission Expires June 15, 2021

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/01/2018

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 any rights to the certificate holder in lieu of such endorsement(s).

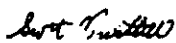
PRODUCER USI Insurance Svcs, LLC Sm CL 75 John Roberts Road, Building C South Portland, ME 04106 855 874-0123	CONTACT NAME: Debi Doss
	PHONE (AC, No, Ext): 855 874-0123 FAX (AC, No): 877-775-0110 E-MAIL ADDRESS: debi.doss@usi.com
INSURER(S) AFFORDING COVERAGE NAIC #	
INSURER A : MMO Insurance Company 15997	
INSURED Arts Alliance of Northern NH PO Box 85 Lancaster, NH 03584	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES CERTIFICATE NUMBER: 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 INSR	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 GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BP0412020	11/09/2018	11/09/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER New Hampshire department of natural & Cultural Resources 172 Pembroke Rd 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 
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/01/2018

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 E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	CONTACT NAME: Fairley Kenneally	
	PHONE (A/C, No, Ext): (603)293-2791	FAX (A/C, No): (603)293-7188
E-MAIL ADDRESS: fairley@esinsurance.net		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Hartford		19682
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 2018-19 **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	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOP AGG. \$ \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$	
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	N/A	04WECD06090	12/29/2017	12/29/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 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)
 RE: Grant Purposes

CERTIFICATE HOLDER NH Dept. of Natural & Cultural Resources 172 Pembroke 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
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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 Arts Alliance of Northern NH

1. Statement of Purpose:

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

The Arts Alliance of Northern New Hampshire promotes, supports, and sustains arts, culture and heritage in Northern New Hampshire.

2. Salary of Administrator:

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

\$ 60,000

Attach the Following:

- 3. DUNS Number (If not provided on application) 064712404
- 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 Cook's County, Northern half of Grafton
- 8. Certificate of Liability and Workers Comp Insurance with the Department of Natural & Cultural Resources as the certificate holder & Carroll
- 9. Please include a copy of a current year Certificate of Good Standing. (if not provided with the application) Counties
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.

CATHERINE GRIFFIN

WORK EXPERIENCE

ARTS ALLIANCE OF NORTHERN NEW HAMPSHIRE

Promoting, support, and sustaining arts, culture, and heritage in Northern New Hampshire – Northern NH

Executive Director, June 2018 – present

- Lead regional arts and culture organization

ART WITH IMPACT

Promoting mental wellness via the arts and humanities – U.S. and Canada

Facilitator, Movies for Mental Health, September 2016 – June 2018

- Facilitate workshops on college campuses in Northern and Central California, using film and dialogue to teach about mental health and mental wellness, reduce stigma, and connect students to resources

STOREFRONT INSTITUTE

21st century arts and humanities wellness programs – San Francisco Bay Area

Co-Founder, January 2015 – June 2017

- Conceive and launch humanities and culture-based wellness organization
- Develop and implement vision, strategy, and operations
- Design and manage interdisciplinary curriculum, exploring our shifting relationship to everyday life issues in the 21st century, e.g. work, relationships, purpose, creativity, nature
- Develop classes and programs in collaboration with practitioners
- Lead design of learning theory and pedagogical approach
- Identify practitioners, strategic partners, and other stakeholders; build and manage relationships
- Facilitate classes, and provide coaching and co-facilitation support to practitioners
- Develop and execute business development, branding, marketing, and program strategies
- Design and create content for website, e-newsletter, and other marketing materials
- Scout venues and manage site partnerships, from co-working spaces and coffee shops to artist studios and craft workshops

SAN FRANCISCO SENIORS REMEMBER

A collaborative oral history project – San Francisco, CA

Project Director, June 2014 – February 2015

- Design, launch, and manage oral history service learning project
- Conceive, create, and manage collaborative structure and partnerships for the project, including Meals on Wheels of San Francisco, StoryCorps, and the English Department and Leo T. McCarthy Center for Public Service and the Common Good at the University of San Francisco
- Partner with Professor Ryan Van Meter in the English Department at University of San Francisco to pilot “Introduction to Oral History” service learning course
- Secure a Communities Stories grant from California Humanities to support project
- Design and manage project-related events, including presentation at the San Francisco Public Library, video production for USF, and preparation of oral histories for StoryCorps/National Archive at Library of Congress
- Create online project exhibition

MEALS ON WHEELS OF SAN FRANCISCO

Securing food justice and social connection for seniors – San Francisco, CA

Director of Community Engagement, November 2012 – September 2014

- Lead the Development, Volunteer, and Communications teams
- Working across teams, lead development of a storytelling culture and implement rebranding strategy, transforming everything from marketing collateral and campaigns aimed at donors and volunteers to the program materials provided to clients (e.g. website, annual report, donor and volunteer communications, email newsletter, social media, client handbook)
- Conceive and launch new intern, fellow, and pro bono programs and foster organizational culture to support innovative leveraging of volunteer resources
- Oversee overhaul of volunteer handbook and training
- Lead development of new donor, volunteer, and outreach strategies and events
- Manage key aspects of annual gala with 1,000 guests, 400+ volunteers, and 100 in-kind donors
- Design, implement, and manage systems for development, volunteer, and communications departments, including budgeting, financial tracking and reporting, and operations planning and management

Associate Director, Development Operations, September 2011 – November 2012

Initiate managing director role for the Development team:

- Grow private funding by 20% (\$600,000) in first year with additional increases of 5-10% in following years
- Provide executive coaching and leadership development
- Advance community engagement and resource development strategies
- Develop systems and people to expand reach of all giving platforms, including major gifts, annual fund, workplace giving, special events, beneficiary events, foundation grants, corporate sponsorships, and in-kind contributions
- Develop and manage budgets, fundraising goals, and development team

TAPROOT FOUNDATION

Leveraging business professionals in pro bono work for the non-profit sector – San

Francisco, Chicago, New York, Los Angeles, Washington D.C., and Seattle

National Director of Finance and Administration, February 2008 – February 2010

- Lead organizational development for national pioneer in the field of social entrepreneurship, coaching leadership and creating infrastructure and systems
- Manage national executive leadership team in development and implementation of annual operating plan and budget
- Lead HR, Finance, and Administrative teams
- Oversee roll-out of national AmeriCorps/VISTA service program with 20 fellows

CALIFORNIA INDIAN LEGAL SERVICES

Advancing the legal rights of Native people and communities in California and building tribal governments – Eureka, Bishop, Escondido, Santa Rosa, and Oakland, CA

Director of Special Projects, November 2007 – February 2008

- Support leadership transition of the longest-running Indian Law organization in the country as its first California Indian Executive Director takes the helm

Executive Director, January 2006 – October 2007

- Design and pilot first-ever statewide conference on California's tribal justice systems, securing participation from all California tribes and consortia with tribal courts, effectively engaging 150+ attendees, and translating organizational learnings into successful annual event
- Double organization's cash reserves
- Develop community-based leadership, focusing on Board relationships and involvement
- Design and implement IT, finance, HR and administrative systems

Director of Program Administration, March 2004 – December 2005

- Prototype and pilot statewide and regional projects and program initiatives
- Develop and manage finance, administration, communications, and HR systems
- Oversee federal and state grant applications, reporting, and compliance
- Coordinate senior management team in strategy and implementation of fee-for-service work

Publications/Development Manager, December 2000 – February 2004

- Serve as editor-in-chief of the organization's quarterly newsletter and edit CILS' regular column for the Heyday Press magazine *News from Native California*
- Lead a statewide community education initiative for more than two years – as lead editor and project manager, work collaboratively with staff and contract writers to create a portfolio of legal education guides
- Develop communications strategy and manage communications team
- Design and manage statewide and regional projects and initiatives
- Manage federal and state grant writing, reporting, and compliance
- Program management and administration

Program Assistant, July – November 2000

- Develop and implement administrative and HR systems
- Program administration

University of Minnesota, English and American Studies Departments

Instructor, 1996-1998

- Develop and teach introductory writing, journalism, American Studies and Ethnic Studies classes

University of Minnesota, Department of African American Studies

Teaching Assistant, 1995

EDUCATION

PhD, University of Minnesota, Program in American Studies

Minneapolis, MN

BA, Wesleyan University

Middletown, CT

American Studies Program & African American Studies Program

Phi Beta Kappa

SELECTED OTHER EXPERIENCE

New England Creative Community Fellow, National Arts Strategies (2018)

Consulting projects, 2017-2018

Sidewalk Talk (Strategy)

Humanities Action Lab (Fundraising, Program Design)

United States Department of Arts and Culture, Western Region (Program Development)

Independent Bookstore Day 2018 (PR)

Facilitation training – mental health, art, and social change, Art with Impact (2017, 2018)

Facilitative Leadership Training, Interactive Institute for Social Change (2008)

Organizer and Panelist, “American Studies in the Public Sphere: Ph.D.s Outside the Academy” American Studies Association (2002)

Dissertation Fellow, American Association of University Women Educational Foundation (1998-1999)

**Arts Alliance of Northern New Hampshire
Board of Directors
October 2018**

Sara Glines, Chair
Traditional Artist
Randolph, NH

Robin Peters Henne, Secretary
Fiber Artist
Shelburne, NH

Anne M. Sullivan, Treasurer
Executive Director, Tillotson Center
Clarksville, NH

Eben Brown
Music Teacher, John H. Fuller Elementary School
North Conway, NH

Melissa D. Hough, Ed.D
Educational Consultant
Peacham, VT

Rebecca Metcalf
Marketing Director, Cog Railway
Littleton, NH

Steven Nilhas
Superintendent, SAU #84 (Littleton)
Littleton, NH

ACQUISITIONS

	TOTAL			
	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
Income				
4010 · Grant Income				
4012 · Foundation	24,041.00			
4010 · Grant Income - Other	0.00	65,000.00	-65,000.00	0.0%
Total 4010 · Grant Income	24,041.00	65,000.00	-40,959.00	36.99%
4015 · Partnership Program	13,626.78	40,000.00	-26,373.22	34.07%
4016 · Fiscal Agency	2,000.00	500.00	1,500.00	400.0%
4020 · Fee for Service				
4022 · Coordination Fees	12,467.52			
4027 · Facilitation Fees				
4028 · Facilitator Mileage	66.00			
4027 · Facilitation Fees - Other	500.00			
Total 4027 · Facilitation Fees	566.00			
4020 · Fee for Service - Other	29,900.00	45,000.00	-15,100.00	66.44%
Total 4020 · Fee for Service	42,833.52	45,000.00	-2,066.48	95.41%
4040 · Membership Fees				
4041 · Individual	490.00			
4042 · Family	650.00			
4043 · Artist	560.00			
4044 · Business	480.00			
4045 · School	2,085.00			
4047 · Nonprofit Arts	655.00			
4048 · Nonprofit Heritage	420.00			
4049 · Nonprofit Other	645.00			
4052 · Nonprofit Arts w/ Web	65.00			
4053 · Nonprofit Heritage w/ Web	130.00			
4054 · Promoting Member	700.00			
4055 · Supporting Member	550.00			
4057 · Nonprofit Other w/ Web	130.00			
4061 · Informal Arts Org	45.00			
4067 · Teacher (Partner)	620.00			
4040 · Membership Fees - Other	0.00	12,000.00	-12,000.00	0.0%
Total 4040 · Membership Fees	8,225.00	12,000.00	-3,775.00	68.54%
4070 · Contributions				
4071 · Corporate				
4073 · Unrestricted	5,000.00			
Total 4071 · Corporate	5,000.00			
4074 · Individual				
4075 · Restricted	655.25			
4076 · Unrestricted	50.00			
Total 4074 · Individual	705.25			
4081 · Annual Fund	2,156.00			
4070 · Contributions - Other	0.00	8,000.00	-8,000.00	0.0%
Total 4070 · Contributions	7,861.25	8,000.00	-138.75	98.27%
4083 · Sponsorship	4,100.00	3,500.00	600.00	117.14%

AQUARIUS

	TOTAL			
	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
4100 - Program Fees				
4101 - Presenter Fees	46,047.75			
4102 - Presenter Mileage	4,745.50			
4104 - Presenter Food & Lodging	331.85			
4105 - Postage	32.78			
4108 - Space Rental	365.00			
4112 - Presenter Materials	3,308.43			
4113 - Ticket Fees	3,324.50			
4115 - Materials/Equipment Rental	100.00			
4100 - Program Fees - Other	0.00	35,000.00	-35,000.00	0.0%
Total 4100 - Program Fees	58,255.81	35,000.00	23,255.81	166.45%
4500 - Registration Fees				
4510 - Conference	16,923.00			
4530 - Workshop	9,100.00			
4500 - Registration Fees - Other	0.00	9,000.00	-9,000.00	0.0%
Total 4500 - Registration Fees	26,023.00	9,000.00	17,023.00	289.14%
4700 - Publications/Advertising	0.00	2,000.00	-2,000.00	0.0%
4800 - Special Events				
4810 - Raffles	493.00			
4820 - Special Sales	39.00			
4800 - Special Events - Other	0.00	2,500.00	-2,500.00	0.0%
Total 4800 - Special Events	532.00	2,500.00	-1,968.00	21.28%
4900 - Interest	46.42	195.00	-148.58	23.81%
4950 - Miscellaneous Income	166.26			
Total Income	187,810.84	222,695.00	-34,884.16	84.34%
Gross Profit	187,810.84	222,695.00	-34,884.16	84.34%
Expense				
6000 - Administration				
6010 - Administrative Salaries	3,000.00	80,000.00	-77,000.00	3.75%
6020 - Wages	35,408.56			
6110 - 941 Taxes	2,938.25	8,000.00	-5,061.75	36.73%
6120 - NHU Taxes	180.57	700.00	-519.43	25.8%
6230 - Contractors	17,097.54	7,500.00	9,597.54	227.97%
6250 - Dues & Fees	80.00	350.00	-270.00	22.86%
6260 - Sponsorship Expense	50.00			
6270 - Travel				
6273 - Mileage	4,373.28			
6270 - Travel - Other	0.00	6,000.00	-6,000.00	0.0%
Total 6270 - Travel	4,373.28	6,000.00	-1,626.72	72.89%
6280 - Office Expense				
6281 - Postage	446.99			
6282 - Bank Fees	81.61			
6283 - Supplies	274.60			
6285 - CC Processing Fees	620.35			

ACQUISITIONS	TOTAL			
	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
6286 · Other	484.00			
6280 · Office Expense - Other	0.00	2,000.00	-2,000.00	0.0%
Total 6280 · Office Expense	1,907.55	2,000.00	-92.45	95.38%
6290 · Legal & Accounting	1,750.00	1,600.00	150.00	109.38%
6300 · Printing & Publications				
6302 · Printing	870.90			
6300 · Printing & Publications - Other	0.00	3,500.00	-3,500.00	0.0%
Total 6300 · Printing & Publications	870.90	3,500.00	-2,629.10	24.88%
6400 · Meetings & Professional Dev				
6402 · Meeting Food	124.68			
6400 · Meetings & Professional Dev - Other	0.00	1,500.00	-1,500.00	0.0%
Total 6400 · Meetings & Professional Dev	124.68	1,500.00	-1,375.32	8.31%
6450 · Telephone	1,529.10	1,200.00	329.10	127.43%
6460 · Website & Internet				
6462 · Fees	2,773.58			
6460 · Website & Internet - Other	0.00	3,500.00	-3,500.00	0.0%
Total 6460 · Website & Internet	2,773.58	3,500.00	-726.42	79.25%
6470 · Insurance				
6472 · General Liability	450.00			
6473 · Workers' Compensation	189.00			
6470 · Insurance - Other	0.00	2,000.00	-2,000.00	0.0%
Total 6470 · Insurance	639.00	2,000.00	-1,361.00	31.95%
6600 · Fundraising/Membership Expense				
6601 · Fundraising Expense	102.13			
6602 · Membership Expense	137.68			
6600 · Fundraising/Membership Expense - Other	0.00	600.00	-600.00	0.0%
Total 6600 · Fundraising/Membership Expense	239.81	600.00	-360.19	39.97%
6700 · Miscellaneous Expense	452.92			
Total 6000 · Administration	73,415.74	118,450.00	-45,034.26	61.98%
6480 · Fiscal Agency Fee Expense	0.00	350.00	-350.00	0.0%
7000 · Program Fees Expense				
7010 · Presenter Fees	57,125.00			
7020 · Presenter Mileage	7,921.84			
7030 · Food & Lodging	1,864.53			
7040 · Materials	4,106.03			
7060 · Printing & Copying	238.15			
7080 · Space Rental	469.70			
7120 · Shared Partner Proceeds	904.93			
7130 · Services	200.00			
7150 · Materials/Equipment Rental Fee	50.00			
7000 · Program Fees Expense - Other	0.00	85,000.00	-85,000.00	0.0%
Total 7000 · Program Fees Expense	72,880.18	85,000.00	-12,119.82	85.74%
7500 · Conferences & Workshops Expense				
7501 · Presenter Fees	15,400.00			

ADDRESS	TOTAL			
	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
7502 · Presenter Mileage	822.86			
7503 · Presenter Airfare	736.68			
7504 · Food & Lodging	9,995.82			
7505 · Materials	608.02			
7506 · Printing & Copying	181.26			
7508 · Space Rental	1,085.00			
7513 · Refund	428.04			
7515 · Services	500.00			
7500 · Conferences & Workshops Expense - Other	0.00	20,000.00	-20,000.00	0.0%
Total 7500 · Conferences & Workshops Expense	29,757.68	20,000.00	9,757.68	148.79%
8000 · VOID	0.00			
Total Expense	176,053.60	223,800.00	-47,746.40	78.67%
Net Income	11,757.24	-1,105.00	12,862.24	-1,064.0%