

PAR
103



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 Concord Community Music School (VC #166571), Concord, 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:

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

FY 2020
\$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,

(Signature)

Sarah Stewart

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: 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:



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.

- 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.

DIRECTORIAL APPROVAL

Contracting Officer for State Agency
 Signature: [Signature] Date: 12/4/19
 Name, Title: Shirley R. Stewart
Commissioner

GRANTEE SIGNATURE

Org/ Name: Concord Community Music School
 Address: 23 Wall St., Concord, NH 03301
Margaret E. Senter
 Printed Name of Authorized Official for Grantee
Margaret E. Senter 10/18/19
 Authorized Official's Signature & Title Date

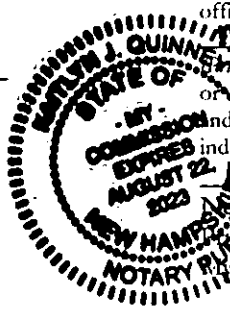
NOTARIZATION REQUIRED:
STATE OF NEW HAMPSHIRE, COUNTY OF Merrimack

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:
[Signature] 10/4/2019
 Office of Attorney General Date

On the 18th day of October 2019 before the undersigned officer, personally appeared

Margaret E. Senter
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.



Kaitlyn Quinney
 Notary Public / Justice of the Peace
 Name: Kaitlyn Quinney
 Commission expires: 08/22/2023

State of New Hampshire

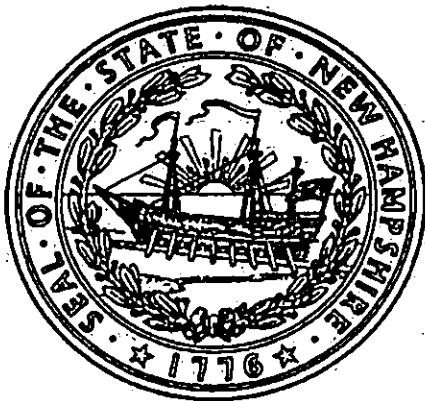
Department of State

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

Certificate Number: 0004499630



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 17th day of April A.D. 2019.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

Board Resolution

I, Matt Leahy, hereby certify that I am duly elected Clerk/Secretary of
(Name)

Concord 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 June 17, 2003
at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Margaret E. Senter is duly authorized to enter a
(Name and Title) person signing grant

Contract on behalf of Concord Community Music School 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 15th of Oct., 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: 10-18-19

ATTEST: [Signature]
(Name and Title) Clerk/Secretary



CONCCOM-02

YFANARAS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/16/2019

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 Davis & Towle Morrill & Everett, Inc. 115 Airport Road Concord, NH 03301	CONTACT NAME: Mary Ellen Snell, CIC	
	PHONE (A/C, No, Ext): (603) 715-9754	FAX (A/C, No): (603) 225-7935
E-MAIL ADDRESS: msnell@davistowle.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: The Hanover Insurance Companies		22292
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED


Concord Community Music School
 23 Wall Street
 Concord, NH 03301

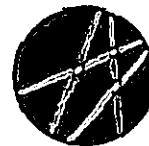
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ZDVA052163	7/1/2019	7/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea. occurrence) \$ 10,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOP AGG \$ 2,000,000 HNO \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <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 checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UHVA052173	7/1/2019	7/1/2020	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WHVA051987	7/1/2019	7/1/2020	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

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

**Concord Community Music School
Operating Budget
Fiscal Year 2019**

	FY19 BUDGET	Actual 06/30/19
<u>EARNED INCOME</u>		
Tuition and Registration Fees *	\$ 881,536	\$ 811,175
Residencies/MICI Contracts	\$ 40,000	\$ 30,180
Concert Presenting	\$ 30,000	\$ 29,580
Other Earned Income	\$ 24,887	\$ 30,829
TOTAL EARNED INCOME	\$ 976,423	\$ 901,764
<u>CONTRIBUTED INCOME</u>		
Total Grants	\$ 245,000	\$ 232,456
Annual Fund/Orchard Society/Pledge	\$ 200,000	\$ 191,200
In Kind Contributions	\$ 25,000	\$ 22,883
Restore Working Capital	\$ 200,000	\$ 125,000
TOTAL CONTRIBUTED INCOME	\$ 670,000	\$ 571,539
TOTAL OPERATING INCOME	\$ 1,646,423	\$ 1,473,303
<u>OPERATING EXPENSES</u>		
Faculty Salaries, Wages & Benefits	\$ 586,077	\$ 531,864
Program & Admin Salaries, Wages & Benefits	\$ 441,380	\$ 440,212
Public Events	\$ 52,750	\$ 44,962
Professional & Consultant Fees	\$ 36,303	\$ 28,080
Administration	\$ 39,050	\$ 32,051
Facilities	\$ 78,580	\$ 86,716
Interest Expense	\$ 41,724	\$ 56,659
Instructional	\$ 7,000	\$ 5,859
Financial Aid/Student Discounts	\$ 100,000	\$ 89,628
Financial Aid/MICI Partnerships	\$ 100,000	\$ 101,975
Communications and marketing	\$ 8,000	\$ 5,412
Development/Fundraising	\$ 14,650	\$ 12,022
TOTAL OPERATING EXPENSES	\$ 1,505,514	\$ 1,435,440
OPERATING SURPLUS (SHORTFALL)	\$ 140,909	\$ 37,863
<i>Mortgage principal and other capital expense</i>	\$ 89,215	\$ 89,179
<i>Insurance proceeds from FY17 Losses</i>	\$ -	\$ 40,000
REPAYMENT TO (BORROWED FROM) WORKING CAPITAL RESERVES	\$ 51,694	\$ (11,316)
* Non Cash \$200,000		
This report does not include depreciation.		
Contributed income is FY19 pledge payments and one-time gifts, not multi-year pledges.		
Prepared by: V MacLaughlin		

Concord Community Music School Board of Trustees 2019-2020

Kassandra Ardinger

Attorney
CCMS Vice Chair

Doug Bechtel

CEO
NH Audubon

Nathan Faulkner

Physician
Concord Pediatrics, PA

Kelley Gelinas

Field Marketing Manager
TD Bank

Matt Leahy

Public Policy Manager
Society for the Protection of NH Forests
CCMS Clerk

Virginia Symmes Sheehan

Attorney
Flood, Sheehan & Tobin, PLLC

Carmine Tomas, Esq.

Attorney
LT Development LLC

Peggy Senter

(ex officio)
President & CEO
Concord Community Music School
CCMS President

Gary M. Shirk

VP & Director of Operations
Bovie Screen Process Company, Inc.
CCMS Treasurer


Richard C. Simpson

Business Management Consultant,
Professional Tenor
CCMS Chair

David Surette

(ex officio)
Folk Department Coordinator
CCMS Faculty Representative

MARGARET ELIZABETH (PEGGY) SENTER


(603) 228-1196 (w)
psenter@ccmusicschool.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: piano, music appreciation, 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

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	