



City Manager
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Ketchikan, AK 99901

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TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: January 24, 2022

RE: **Ketchikan Area Arts & Humanities Council's Quarterly Activity and Financial Reports – October Through December 2021**

Pursuant to paragraph (a) of Section 14 of the 2021 Community Agency Funding Agreement between the City of Ketchikan and the Ketchikan Area Arts & Humanities Council, attached for City Council review are copies of the agency's quarterly activity and financial reports for the period October through December 2021. Should Councilmembers have questions regarding the reports, staff can attempt to respond accordingly.



Ketchikan Area Arts & Humanities Council

Creating and Promoting Opportunities to Experience the Arts and Explore the Humanities

Lacey Simpson, Interim City Manager
Ketchikan City Council
334 Front Street
Ketchikan, Alaska 99901

January 19, 2022

Interim City Manager Lacey Simpson and Members of the City Council:

2021 Fourth Quarter program highlights: Total in-person audience reached this quarter = 1,248. Online website visitors totaled 5,855, with over 62% being new to the website.

- Main Street Gallery:
 - October 1 – 29 “Space and Soul Together: A Retrospective” was a solo exhibit by Priscilla Thomas which celebrated space exploration and how it speaks to our shared humanity. Friday opening attendance was 74. Her artist presentation had 8 attend. KAAHC received 1,437 website visitors in October. Total in-person attendance for October was 215.
 - November 5 - 26, “Mycelium” featured Mary Ida Henrikson, with an opening attendance of 62. This exhibit presented an original, vibrant series of paintings celebrating mycelium: the underground thread-like body of fungus which creates a network of tendrils through the forest floor. The gallery in-person attendance for November was 239, while the website had 2,627 November visitors. Her artist presentation had 22 in total attendance.
 - December 3 – 10 “Youth in Art” Exhibit, an open call exhibit for all local youth with 17 artists had a Friday opening attendance during the Winter Art Walk of 130! The total attendance for the 1 week exhibit was 194. The KAAHC website received 1,791 visitors in December.
 - Total Main Street Gallery in-person visitors this quarter: 648.
- The 3rd Annual ARTober Art Walk on Friday, October 1, had 22 participating art businesses and galleries, with an amazing turnout throughout the downtown area. Many reported very high sales and gave very positive reports!
- The 22nd Annual Winter Art Walk on December 3 had 24 participating art businesses and galleries, and many participants reported high volume in attendance and sales. Event estimated attendance was over 500.
- The 32nd Annual Winter Arts Faire was all set to go with 54 vendors November 26-28 with a mitigation plan set in place: cutting booth numbers by almost 50% to allow at least 6' of space between booths, and requiring vendors and attendees to wear masks at all times. However, due to the continued high infection rate in the community and with the advice of health care experts to avoid large indoor gatherings, we cancelled the event out of an abundance of caution for the safety of our vendors and community. We did create an Online Winter Arts Market on our website which enabled 28 artists to have a high visibility for the holidays and provide a link to their sites for sales. The Arts Council featured each artist 3 times on their Facebook page Nov. 26 – Dec 25.
- Story SLAM!, the fall portion of our Stories at Latitude 56°, had 7 storytellers & 19 people attending on December 14.
- December 13 – 17 was the KAAHC annual gallery cleaning and painting week to prepare for a new year in 2022. The gallery and offices were closed December 20, 2021 to January 3, 2022 for the winter break.

Find the profit/loss for our fourth quarter report of activities attached as required. Please contact me if you need any additional information. Thank you for your commitment to the arts in our community!

Sincerely,

Jeff Fitzwater
KAAHC Administrative Manager



Ketchikan Area Arts & Humanities Council

Profit & Loss

October through December 2021

	Oct - Dec 21
Ordinary Revenue/Expense	
Revenue	
Covid-19 Relief Funds	0.00
Grant Revenue	21,703.00
Corporate Sponsorship Revenue	2,500.00
Admission Revenue	20,590.28
Booth Revenue	-648.31
Revenue, Fundraising	11,879.05
Interest Revenue	0.86
Membership Revenue	14,230.75
Miscellaneous Revenue	91.08
Program Ad Revenue	1,195.00
T-shirt/Mask Revenue	700.69
Gallery Revenue	18,010.00
Rental & Contract Service Revenue	1,950.00
Workshop/Entry Fee Revenue	350.00
Total Revenue	92,552.40
Gross Revenue	92,552.40
Expense	
Unspent Grant funds	0.00
Building Maintenance	667.81
Payroll Expenses	
Simple IRA	931.86
Salaries	35,445.46
Payroll Taxes	2,932.04
Insurance - Payroll Related	2,618.24
Insurance - Workers Comp.	130.17
Total Payroll Expenses	42,057.77
Utilities	
Electric	806.23
Telephone	549.50
Garbage	106.69
Total Utilities	1,462.42
Hospitality/Travel - Staff	0.00
Administrative supplies	179.63
Program Supplies	2,165.26
Dues & Subscriptions	1,054.96
Marketing	679.38
Postage	874.87
License & Fees	186.42
Bank/Credit Card Service Charge	1,779.21
Accounting	1,550.00
Printing/Ticket prep	1,240.55
Insurance - General	2,099.53

Ketchikan Area Arts & Humanities Council

Profit & Loss

October through December 2021

	<u>Oct - Dec 21</u>
Repairs/ Tech. maintenance	947.99
Contract Labor	900.00
Artist Fees, Gallery	13,507.50
Artist Fees, Instruction	150.00
Artist Fees	0.00
Rental Expense	290.00
Miscellaneous Expense	-4.00
Total Expense	<u>71,789.30</u>
Net Ordinary Revenue	20,763.10
Other Revenue/Expense	
Other Revenue	
In-Kind Donation Revenue(donated services or materials)	2,735.00
Dividend/interest income	0.00
Total Other Revenue	<u>2,735.00</u>
Other Expense	
Depreciation	0.00
Total Other Expense	<u>0.00</u>
Net Other Revenue	<u>2,735.00</u>
Net Revenue	<u><u>23,498.10</u></u>