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# **CITY OF LEEDS, ALABAMA**

## **FINANCE COMMITTEE MEETING AGENDA**

City Hall Annex - 1410 9th St, Leeds, AL 35094

**May 05, 2021 @ 11:00 AM**

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### **CALL TO ORDER**

### **ROLL CALL**

### **OLD BUSINESS**

### **NEW BUSINESS**

- [1.](#) Civic Appropriation - Leeds Literary Club
- [2.](#) Civic Appropriation Request - Leeds Arts Council
- [3.](#) Civic Appropriation - The Exceptional Foundation
4. Monthly - Revenue and Expenditure Report
5. Executive Session

### **ADJOURNMENT**

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In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 205-699-2585.

**File Attachments for Item:**

1. Civic Appropriation - Leeds Literary Club



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# **CITY OF LEEDS, ALABAMA**

## **FINANCE COMMITTEE MEETING AGENDA**

City Hall Annex - 1410 9th St, Leeds, AL 35094

**April 28, 2021 @ 10:00 AM**

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### **CALL TO ORDER**

### **ROLL CALL**

### **OLD BUSINESS**

### **NEW BUSINESS**

- [1.](#) Application for Public Funds - Literary Club
- [2.](#) GRANT APPLICATION - LEEDS ARTS COUNCIL

### **ADJOURNMENT**

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In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 205-699-2585.

**File Attachments for Item:**

1. Application for Public Funds - Literary Club



**City of Leeds**

**Civic Appropriation Application**

**PART 1. APPLICANT INFORMATION**

**Name/Agency:** Woman’s Literary Club of Leeds

**Funding Request:** \$2,000.00

**Mailing Address:** c/o Jo Ann Malone, President  
6534 Louise Street, Leeds, Al 35094

**Physical Address:** n/a

**Phone:** President Jo Ann Malone 205-531-2132

**Email:** [joannskmalone@yahoo.com](mailto:joannskmalone@yahoo.com)

**Website:** n/a

**EIN (Federal Tax ID Number):** 631058091

**Date Application Completed and Turned In:** April 20, 2021

**Executive Director:** n/a

**Chairman of the Board/President Name:** Jo Ann Malone 2020-2022

**Year Organization Founded:** 1923

**Check Which Best Applies to Your Request:**

Arts and Culture

Economic Development

City Wide Community Enhancement

Human Services

**SUMMARY/PURPOSE OF GRANT**

- 1. In the space below, provide your organization's Mission Statement.**  
**The Woman's Literary Club of Leeds is dedicated to community improvement by enhancing the lives of others through volunteer service.**
  
- 2. Organization Description. Provide an overall description of your organization. (100 word maximum)**  
**The Club is a member of the Alabama Federal of Women's Clubs (organized in 1895) and the General Federation of Women's Clubs (founded in 1890). GFWC members number in excess of 80,000 in affiliated clubs in every state, the District of Columbia, and more than a dozen countries. Members work in their own communities to support the arts, preserve natural resources, advance education, promote healthy lifestyles, encourage civic involvement, and work toward world peace and understanding. GFWC clubs and clubwomen are the fabric that binds not only the Federation, but the communities in which they live and work. Since 1890, GFWC and the individual clubs' impact has been felt throughout communities across the United State and the globe.**
  
- 3. Describe your program or project and the goals of the program or project. Include information on outreach initiatives and information on partnerships with other organizations that will enhance or expand the program or project (100 word maximum)**

**We serve the community through Community Service Programs outlined by the GFWC. They include:**

**Arts and Culture Community Service Program**

**Our club is a corporate member of the Leeds Arts Council, Inc. and serve the Leeds Theatre and Arts Center by promoting their schedule, volunteering as hostess for various programs and providing a scholarship for the annual Summer Student Theatre Workshop.**

**Civic Engagement and Outreach Community Service Program**

**This Community Service Program highlights and encourages citizenship; crime prevention, safety, and disaster preparedness; the needy, hungry, and homeless; and our military personnel and veterans.**

**The club encourages individual contributions to the Leeds Outreach on a monthly basis. The club sponsors a child each November for the Earl Street Christmas Program with Leeds Outreach.**

### **Education and Libraries Community Service Program**

**The club makes annual donations to the Leeds Jane Culbreth Library and the library at each City school. The club is also a member of the Friends of the Leeds Jane Culbreth Library and provides funding for a portion of the Summer Reading Program.**

**In May of 2019 the club provided books for each student at the Leeds Primary School to take home for the summer along with material on the Summer Reading Program at the Leeds Jane Culbreth Library. Books were gathered for the 2020 school year as well, but the COVID virus prevented delivery. Those books will be provided to the Primary School next month at the end of school. The club sponsors an Essay Contest each November for the Leeds Middle School. We award scholarships annually to female high school seniors at the Leeds High School, based on applications. This year two \$500.00 scholarships will be awarded to Leeds High School applicants.**

### **Environment Community Service Program**

**We encourage becoming stewards of the earth by working to preserve the world's resources, protect wildlife and domesticated animals, live sustainably, and beautify our communities and enjoy nature. We promote conservation and recycling.**

### **Health and Wellness Community Service Program**

**The human body, mind, and spirit comprise our health and wellness. To improve our well being, we must address three key components: nutrition, disease prevention, and physical and emotional care. This Community Service Program aims to explore the various opportunities for awareness and advancement of each of these vital areas.**

- 4. Please clearly show all in-kind matches to your agency or organization. Please list the donor and describe in in-kind match.**

**Donations of school supplies to the Leeds City Schools by the club or individual club members**

**Donations of food items to Leeds Outreach by the club or individual club members**

- 5. Please clearly list any cash matches to your organizations.**

n/a

- B. Explain how requested funds will be spent. In case of partial funding, how will the budget be modified? (100 word maximum)**

**Annual donations to:**

**Leeds Jane Culbreth Library  
Leeds Elementary School Library  
Leeds High School Library  
Leeds Outreach  
Leeds Historical Society  
Ann's New Life Center**

**Leeds Primary School Library  
Leeds Middle School Library  
Heifer International  
Leeds Arts Council  
Friend of the Library  
The Red Barn**

**The club makes donations based on our budget and funds on hand. Prior to the COVID crisis our membership was reduced dramatically from 15 to 5. We fund our donations based on our membership dues, annual fund raiser and membership generosity. 2020 was not a year that enabled growth in members and contributions. Without the generosity of the City last year our club would not have been able to fund our usual projects up to this point.**

- C. Describe the effectiveness of your fundraising efforts and address how your organization is working to increase its earned income (250 word maximum)**

**The club holds our Annual Plant Sale each April. This is the only fundraising event we currently hold. The revenue from it is down for 2020 and 2021 due the drop in our membership numbers and the limitations of the COVID restrictions on marketing and the public's interest and personal budgets. This fund raiser has been sufficient in year's past to fund our donations.**

- D. How will the cusses of the program/project be defined and measured? Describe your evaluation method and who will determine if the program/project was a success? (250 word maximum)**

**Efforts of assistance to others, financial and otherwise, given in faith as a seed of hope that will produce in abundance, cannot be measured in graphs and charts. We give because we see the need, and trust that will produces a measure of success to the recipient(s).**

- E. Please list the names, qualifications and experience of your staff, especially as regards the program/project you wish to fund.**

**We have no staff, only members.**

## **PART II: NEED & IMPACT**

**1. In the space below, describe why your project or program is needed. Why will funding this program be a success to the organization's theory of change. Cite Sources and Evidence. Explain how it is not duplicated by other agencies or the City of Leeds (500 word maximum)**

**a. The Community Services Programs we fund and support are perpetual. We not only provide funds to address the issues covered by the Programs but also the concern and time of our members. The needs we address will not go away, but someone must care enough to be there and make an effort to make a difference.**

**Although the City of Leeds may fund some of the entities, our donations are provided for targeted needs.**

**2. In the space provided, list the expected outcomes for the project/program that you are hoping to fund (250 word maximum)**

**Our goal is to improve the lives of the citizens of Leeds and promote a sense of civil duty to one another.**

**3. Explain why you believe the City of Leeds needs to fund this program or project. (100 word maximum)**

**The revenue for our club comes from membership dues and one annual fundraiser, a Plant Sale each April. In the spring of 2020, our membership reduced dramatically. Our membership fell from 15 to 5. The revenue from the Plant Sale was greatly reduced, because of the drop in our membership numbers and the limitations of the COVID restrictions on marketing and the public's interest and personal budgets. The Plant Sale for 2021 has been more profitable, but not sufficient to fund our projects through 2022.**

## **Part III. ADMINISTRATION AND BUDGET**

### **Budget and Budget Narrative**

**A. Complete the following using your most recent IRS 990 Attachment 3 of financial statements.**

- i. Total Agency Revenues \$**
- ii. Total Agency Expenses**
- iii. Grant Request as a percentage of the Total Agency Revenue \$**

**We do not file an individual IRS 990, we file under the Alabama Federation of Women's Club.**

## APPLICATION CHECKLIST

√ **Completed Application (6total, 1 original + 5 copies)**

**n/a Attachment 1: Articles of Incorporation**

**n/a Attachment 2: Current Certificate of Good Standing from the Secretary of State**

**n/a Attachment 3: Letter Demonstrating non-profit 501©(3) Status of the Federal Tax Code**

**n/a Attachment 4: List of the Agency's Board of Directors**

**n/a Attachment 5: Budget for the Program that the City of being requested to fund.**

√ **Attachment 6: Annual Budget Adopted by the Board of Directors/Club Members**

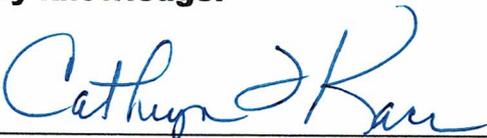
**n/a Attachment 7: Financial Statement (Audit or IRS Form 990) for agencies with annual budgets of \$25,000 or more**

√ **Attachment 8: Bylaws of the Agency**

**n/a Attachment 9: Statement Indicating if City Funding will be used to Match Federal, State or Foundation Grant**

√ **Attachment 10: A signed statement certifying that all information is correct to the best of your knowledge.**

**I certify that the information contained in this application is correct to the best of my knowledge.**



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**Cathryn T. Karr, Secretary**

**Woman's Literary Club of Leeds**

THE WOMAN'S LITERARY CLUB OF LEEDS  
PROJECTED BUDGET

FISCAL YEAR: JUNE 1, 2020-MAY 31, 2021

BALANCE ON HAND	\$2341.46
PROJECTED DUES INCOME (15 Members at \$40 each)	<u>640.00</u>
(2 reserve members at \$20)	
PROJECTED AVAILABLE FUNDS	\$2981.46
PROJECTED EXPENSES/DONATIONS:	
AFWC/GFWC DUES/PRESIDENT'S PROJECT	\$258.50
CENTRAL DISTRICT DUES	20.00
MEMBERSHIPS:	
Leeds Arts Council	\$100.00
Leeds Historical Society	25.00
Friends of the Library	10.00
DONATIONS/AWARDS:	
Leeds Jane Culbreth Library	50.00
Leeds Primary School Library	50.00
Leeds Elementary School Library	50.00
Leeds Middle School Library	50.00
Leeds High School Library	50.00
Heifer International	50.00
Leeds Middle School Essay Contest	<u>75.00</u>
TOTAL PROJECTED EXPENSES/DONATIONS:	\$788.50

**Woman's Literary Club of Leeds**

**BYLAWS**

**(Revised February 13, 2018)**

**ARTICLE I**

**Section 1. All dues shall be \$40 per year, payable by the September meeting.**

**Section 2. A person elected to membership in the first half of the year shall pay the regular dues, but, if elected in the last half of the year, she shall pay \$20.**

**Section 3. Each year every member is expected to serve as a hostess or co-hostess for a meeting.**

**Section 4. Members are requested to notify the hostess if unable to attend a meeting.**

**Section 5. A canceled meeting automatically relieves the hostess and program leader.**

**Section 6. The Treasurer shall notify the members who have failed to pay their dues by the April meeting.**

**ARTICLE II**

**Section 1. The regular term of office for all officers shall begin after installation in May.**

**BYLAWS (continued)**

**Section 2. Officer's duties are those applicable to the office as prescribed by the governing documents of the club, federation, and parliamentary authority adopted.**

**Duties include:**

**President:** Serve as the administrative and presiding officer: prepare an agenda and preside at all meetings, appoint all committees, serve as ex-officio member on all committees (except the nominating committee), without vote except in the case of a tie; and shall represent the club at federated meetings.

**Vice President:** Be responsible for programs, preside in the absence of the president.

**Recording Secretary:** Record the proceedings of the meetings and provide a copy to the president prior to the next meeting, keep on file committee reports, the official membership roll, conduct the general correspondence for the club, prepare the annual historian's report, and keep a copy of the governing documents.

**Treasurer:** Handle the funds, provide monthly reports and an annual report.

**Historian:** Prepare a written report of the club's yearly activities to be presented at the annual meeting and filed with the recording secretary.

**Parliamentarian:** Serve as the consultant on parliamentary issues and questions.

**Section 3.** The President shall appoint standing committees subject to the approval of the Executive Board and be ex-Officio of the same without the right to vote, except in the case of a tie.

**Section 4.** The Recording Secretary and Treasurer shall make a report at the Annual Meeting.

**Section 5.** Memorials, in the amount of \$50, will be made to a member's designated church, organization, or charity in the death of a member's immediate family (husband, child, grandchild or parent). In the event of other bereavements, cards will be sent by the Cards and Memorials Committee.

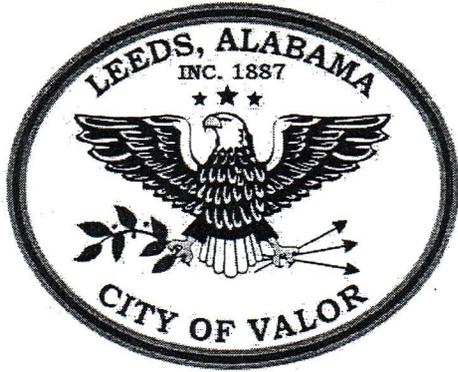
**Section 6.** Cards will be sent in the event of a member's illness.

**Section 7.** Names of deceased members will be placed by the President in the Third District Memorial Book. A memorial in the amount of \$50 will be made to a designated church, organization, or charity, and the member's family notified. A resolution from the club will also be given to the immediate family.

**Section 8. The parliamentary authority of the club shall be the latest edition of Robert's Rules of Order, Newly Revised.**

**File Attachments for Item:**

2. GRANT APPLICATION - LEEDS ARTS COUNCIL



City of Leeds  
Civic Appropriation Application

PART I. APPLICANT INFORMATION

Name/Agency: Leeds Arts Council

Funding Request: \$10,000

Mailing Address: 8140 Parkway Dr, Leeds, AL 35094

Physical Address: 8140 Parkway Dr, Leeds, AL 35094

Phone: 2056991892 Email: leedsartscouncil@gmail.com

Website: leedsartscouncil.org

EIN (Federal Tax ID Number): \_\_\_\_\_

Date Application Completed and Turned In: 4/21/21

Executive Director: \_\_\_\_\_

Chairman of the Board/President Name: Amanda Rae Trott

Year Organization Founded: 1985 / gained 501(c)(3) status in 1993.

Check Which Best Applies to Your Request:

Arts & Culture

City Wide Community Enhancement

Economic Development

Human Services

**A. ORGANIZATIONAL SUMMARY/PURPOSE OF GRANT****1. In the space below, provide your organization's Mission Statement.**

We strive to build and maintain, through a non-profit plan, a program for the advancement of the arts. We wish to cultivate an interest in the arts and to provide an opportunity and place for participation in the arts for the community. +

**2. Organization Description. Provide an overall description of your organization. (100 word maximum)**

Our hope is to foster and encourage public appreciation for the arts and teaching of art, drama, theatre, music history, and art appreciation. We provide the space for this to happen.

**3. Describe your program or project and the goals of the program or project. Include information on outreach initiatives and information on partnerships with other organizations that will enhance or expand the program or project. (100 word maximum)**

We intend on encouraging more involvement in the community by re-establishing our music, art, and theatre shows after being on pause for the whole of 2020. We also intend to work with the chamber to put on an Artwalk downtown. We are working to bring the Leeds Arts Council into the modern technological world by starting online ticketing and membership options.

**4. Please clearly show all in-kind matches to your agency or organization. Please list the donor and describe the in-kind match.****5. Please clearly list any cash matches to your organization.**

**PART II: NEED & IMPACT**

- 1. In the space below, describe why your project or program is needed. Why will funding this program be a success to the organization’s theory of change. Cite Sources and Evidence. Explain how it is not duplicated by other agencies or the City of Leeds.(500 word maximum)

Our project is needed because we are the only establishment in town providing a space to display art, music, theatre, comedy and a wide range of other artistic endeavours. We also provide summer music camps and acting classes for children. This is a community space that is invaluable to the city of Leeds. In addition to these things, the Art Walk program I intend to work on with the Chamber Ambassadors will draw people to the downtown area of Leeds and show exactly how much culture and arts our city has to offer!

- 2. In the space provided, list the expected outcomes for the project/program that you are hoping to fund. (250 word maximum)

The Leeds Arts council is prioritizing funding to nurture and heal our community through the arts; to keep the doors of our arts and cultural institutions open; to protect jobs in the creative field; and to preserve our cultural heritage, our stories, and our culture bearers.

- 3. Explain why you believe the City of Leeds needs to fund this program or project. (100 word maximum)

Nationally, the nonprofit arts and culture industry generated \$166.3 billion of economic activity during 2015—\$63.8 billion in spending by arts and cultural organizations and an additional \$102.5 billion in event-related expenditures by their audiences. This activity supported 4.6 million jobs and generated \$27.5 billion in revenue to local, state, and federal governments (a yield well beyond their collective \$5 billion in arts allocations). The Arts & Economic Prosperity 5 study shows conclusively that, locally as well as nationally, the arts mean business!

**Part III. ADMINISTRATION AND BUDGET**

**Budget and Budget Narrative**

- A. Complete the following using your most recent IRS 990 Attachment 3 of financial statements.

- 1. Total Agency Revenues \$ \$67,547
- 2. Total Agency Expenses \$ \$63,212
- 3. Grant Request as a percentage of the Total Agency Revenue \$ 14%

- B. Explain how requested funds will be spent. In case of partial funding, how will the budget be modified? (100 word maximum)**

Our insurance bill alone is \$8000 so we will use much of it to cover operating expenses - the rest will be spent on putting on music, theatre, and art shows.

- C. Describe the effectiveness of your fundraising efforts and address how your organization is working to increase its earned income. (250 word maximum)**

We continually work towards increasing membership and attendance at every show and play that we put on.

- D. How will the success of the program/project be defined and measured? Describe your evaluation method and who will determine if the program/project was a success? (250 word maximum)**

The success of things such as the art walk and other events we put on will be a cornerstone of tourism for Leeds. We hope to draw people from the Bucces/Barber area into downtown Leeds to see all of the arts and culture our city has to provide.

- E. Please list the names, qualifications and experience of your staff, especially as regards the program/project you wish to fund.**

Amanda Trott - President of the Board of Directors has been a musician and songwriter for 20 years and has been instrumental in putting on festivals throughout the country as well as helping with the music portion of Birmingham's Art Walk.

**APPLICATION CHECKLIST**

- \_\_\_\_ **Completed Application (6 total. 1 original + 5 copies)**
- \_\_\_\_ **Attachment 1: Articles of Incorporation**
- \_\_\_\_ **Attachment 2: Current Certificate of Good Standing from the Secretary of State**
- \_\_\_\_ **Attachment 3: Letter Demonstrating non-profit 501©(3) Status of the Federal Tax Code**
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- \_\_\_\_ **Attachment 8: Bylaws of the Agency**
- \_\_\_\_ **Attachment 9: Statement Indicating if City Funding will be used to Match Federal, State of Foundation Grant**
- \_\_\_\_ **Attachment 10: A signed statement certifying that all information is correct to the best of your knowledge.**

Leeds Arts Council  
2021 Budget

REVENUE		EXPENSES	
Donations	\$700.00	Advertising and PR	\$135.00
Concessions	\$800.00	Building Maintenance	\$350.00
Fundraising Income	\$2,000.00	Computer Expenses	\$375.00
		Concessions Expense	\$400.00
		Dues and Subscriptions	\$100.00
Grant	\$10,000.00	Fundraising Expense	\$1,000.00
Interest	\$30.00		
Membership	\$4,500.00	Insurance	\$8,000.00
Misc.		Misc	
Commission Art	\$150.00	Kitchen Supplies/Paper products	\$250.00
Acting Classes	\$50.00	Registration Fee	\$25.00
Program Revenue		Office Expense	\$700.00
Spring Play	\$800.00	PO Boc Rental	\$66.00
Pop Goes Broadway	\$1,500.00	Postage	\$55.00
Concert	\$500.00	UTILITIES, Spectrum, Sewer,	
Summer Workshop	\$8,000.00	Phone,Gas,Electric, Water	\$10,000.00
Summer Musical	\$8,500.00		
		Program Expense	
Fall Show	\$1,000.00	Spring Play	\$800.00
		Pop Goes Broadway	\$500.00
	\$38,530.00	Concert	\$500.00
		Summer Workshop	\$5,800.00
		Summer Musical	\$6,000.00
		Fall Show	\$500.00
		Repairs & Maintenance Bldg	\$2,500.00
		Repairs & Main. Equipment	\$450.00
		Security	\$351.00
			\$38,857.00

## Leeds Arts Council, Inc.

**Bylaws: Adopted 1993. Revised 1996, 1998, 2003, 2005, 2008, 2013, 2017, 2019**

### Article I

#### Name

The organization shall be named the Leeds Arts Council, Inc., an organization to foster the arts in the greater Leeds Area. The acronym for the organization is LAC. LAC was organized in 1985 and incorporated in 1992. IRS letter dated April 13, 1994 grants LAC status as a 501(c)(3) organization, tax identification #63-10808635, Case Number 583256014.

### Article II

#### Purposes

The purposes of the Leeds Arts Council, Inc. are:

1. To build and maintain, through a non-profit plan, a program for the advancement of the arts within the city of Leeds, Alabama and its surrounding area.
2. To cultivate in the citizens of Leeds and its surrounding area an interest in arts.
3. To provide an opportunity and place for the aforementioned citizens to participate in the arts.
4. To foster and encourage public appreciation for the arts and the teaching of art, drama, theatre, music, history of music and art, and art appreciation in the City of Leeds and its surrounding area.

### Article III

#### Membership

- Section 1. All residents of Leeds, Alabama and its surrounding area shall be eligible for membership in the Leeds Arts Council, Inc. by payment of annual dues.
- Section 2. Classification of members is as follows: Single, Family, Star, Gold, Corporate, and Leeder.

### Article IV

#### Officers

- Section 1. The officers of LAC shall be: President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. Officers must have served at least one year on the Board of Directors prior to their election. Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization.
- Section 2. The President shall give leadership to the organization, preside at all meetings, make appropriate appointments, and perform other duties as deemed necessary and desirable. The president serves as ex-officio member of all committees except the nominating committee.

- Section 3. The Vice-President shall collect membership fees and renewals, keep a current membership roster available in the office, preside in the absence of the president, and shall automatically become president should the office of president be vacated. The Vice-President shall recruit, organize and direct a membership committee which is responsible for recruiting members and corporate sponsors into the organization and for helping members find a place of service, if they so desire. The Vice-President shall direct a membership drive yearly.
- Section 4. The Recording Secretary shall take minutes of all meetings, provide the President with a copy of each meeting's minutes prior to the next month's meeting, make minutes available to the membership at meetings and retain an approved copy in the permanent file. He/she shall maintain a current LAC membership and Board rosters, and updated copy of bylaws and policies and an attendance record of the Board of directors, informing the board if a director misses three consecutive meetings.
- Section 5. The Corresponding Secretary shall handle the correspondence of the Council except that assigned to the office personnel.
- Section 6. The Treasurer shall receive and deposit all money of the Council in a local bank, pay debts of the Council, submit regular reports to the Board of Directors, file a copy of the pertinent financial documents at the Leeds Public Library, and complete and retain on file any financial documents as required to maintain a 501(c)(3) status. He/she is chairman of the Finance and Budget Committee.
- Section 7. The officers shall be elected by ballot to serve for one year or until their successors are elected. Their term of office shall begin on January 1, after they are elected. If no one is nominated from the floor, voting may be by voice.
- Section 8. No officer may serve more than one office at a time. Officers may serve consecutive term, a term being one year; however, except for the Treasurer, no officer can serve more than two consecutive term.
- Section 9. Any officer may be removed by the Board of Directors' majority vote with or without cause. A Board of Director's majority vote may elect a successor to complete the term.
- Section 10. If officers are not nominated at the annual meeting and approved by the newly elected board, a special meeting to elect officers may be called by the President or any other member of the Executive Committee by giving notice of the time, place and purpose of the meeting no fewer than three (3) days in advance of said meeting.

## Article V Board of Directors

- Section 1. The Board of Directors shall conduct all the affairs of the Council and shall act to plan, implement, and evaluate family-oriented programs for the Council.
- Section 2. The Board of Directors shall establish the annual membership dues and adopt a budget prior to the first meeting of each fiscal year.
- Section 3. Directors shall be elected at the annual meeting and shall hold office for three (3) years. Directors may serve consecutive terms. The Board of Directors shall consist of no fewer than twelve (12) and no more than twenty-four (24) persons, who shall be selected from the LAC membership. Board members should have lived in the Greater Leeds area for at least two years and at least 3/5 of the Board must currently live within the city limits of Leeds.
- Section 4. Nominees to fill expired terms and/or prospective new directors are presented for election by the nominating committee at the December meeting. As needed, new directors also may be nominated at subsequent meetings and voted on at the next regular meeting, up to the maximum number of 24. In the event of a vacancy through death, resignation or otherwise, the majority of the remaining directors shall have the power to elect a new director.
- Section 5. The meetings of the Board of Directors shall be held on the second (2<sup>nd</sup>) Monday of each month. A quorum for the meeting of the Board of Directors shall be 50% of the Board membership.
- Section 6. The December meeting shall be the annual meeting when officers are elected and written reports are filed by committee chairs and officers outlining their year's accomplishments and activities.
- Section 7. Special meetings may be called at any time and held at any place as shall be determined by the President or by one-fourth (1/4) of all current directors. A telephone or e-mail vote is allowed when business cannot be delayed until the next scheduled Board of Directors meeting.
- Section 8. Each duly qualified director shall be entitled to one vote, with no proxy rights.
- Section 9. Attendance at Board of Director's meetings is expected. If a director has three (3) absences, the Board will decide if the absences are excused absences and whether the director is to remain on the Board.

## **Article VI Executive Committee**

- Section 1      The Executive Committee shall be the officers of the Council and Immediate Past President.
- Section 2      The Executive Committee shall be in charge of emergency affairs of the Council between the meetings of the Board of Directors. A telephone or e-mail vote is allowed when business cannot be delayed until the Board of Directors meets.
- Section 3      If an emergency occurs concerning the arts center, decisions involving up to \$400 unbudgeted monies can be made by the Executive Committee. Emergencies are those problems related to safety, sanitation and center integrity. In case of extreme emergencies that require immediate attention (such as plumbing overflow), these decisions can be made by the LAC Board President or, if the President is unavailable, the Vice-President and a member of the Executive Committee.

## **Article VII Committee**

- Section 1      The President shall appoint a chairman for each of the following standing committees.
- |                  |                             |
|------------------|-----------------------------|
| 1. Communication | 7. Hospitality              |
| 2. Publicity     | 8. Education                |
| 3. Play          | 9. Fund-Raising             |
| 4. Program       | 10. Audit                   |
| 5. Historian     | 11. Building and Facilities |
| 6. Visual Arts   | 12. Administration          |
- Section 2      Other standing committees chaired by officers. They are Membership and Finances
- Section 3      The president shall appoint a chairman for any special committee deemed advisable by the Board.
- Section 4      A Nominating committee consisting of three (3) members of the Board of Directors shall be elected prior to the annual meeting. They shall:
1. Prepare a slate of director nominees to be presented and voted on at the annual meeting.
  2. Prepare a slate of officer nominees to be presented and voted on at the annual meeting. Nominees must have served on the board for at least one year prior to taking office.

## **Article VIII Parliamentary Authority**

The current edition of *Robert's Rules of Order, Newly Revised* shall govern the proceedings of the Council, Executive Board, Executive Committee and committee meetings in all cases not provided for by the Bylaws, Policies, Articles of Incorporation, and Constitution of the Leeds Arts Council, Inc.

## **Article IX**

### **Amendment of Bylaws and Policies**

- Section 1      With prior written notice to the Board of directors and posting on the LAC website, these bylaws may be altered, amended or repealed and new bylaws adopted at any meeting of the Board of Directors by the affirmative vote of two-thirds (2/3) majority of the Board members who are present and voting at said meeting.
- Section 2      With prior notice to the Board of Directors, policies of LAC may be altered, amended or repealed at any meeting of the Board by the affirmative vote of a majority of the members present and voting at said meeting.

## **Article X**

### **Fiscal Year and Operating Year**

The fiscal year is January 1 through December 31. The operating year is January 1 through December 31.

## **Article XI**

### **Indemnification**

The Directors, officers, employees, and/or agents of LAC shall be indemnified for any costs, expenses, and liabilities incurred as a result of the performances of their duties as provided in Alabama Statute 10-2(A)-21 and provided such a person was in good faith acting in the best interest of the corporation.

## **Article XII**

### **Dissolution**

Upon dissolution of this corporation, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to charitable organizations, foundations and/or Leeds city school's departments currently supporting like purposes as LAC, Internal Revenue Code 501(c)(3). None of the funds shall inure to any individual members.

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### **Director Emeritus/Emerita**

A retired director of the LAC Board, who has given distinguished service to the organization, may be given the title of Emeritus/Emerita. The retired director may be nominated by a Board member or member of the LAC.

This recognition may be given the year following their retirement and it is conveyed by a vote of the Board. A director Emeritus/Emerita may attend the meetings of the Board without vote.

Short Form

OMB No. 1545-0047

27

990-EZ

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2019

Open to Public Inspection

Do not enter social security numbers on this form, as it may be made public.

Go to www.irs.gov/Form990EZ for instructions and the latest information.

Department of the Treasury Internal Revenue Service

A For the 2019 calendar year, or tax year beginning, 2019, and ending, 20

B Check if applicable: Address change, Name change, Initial return, Final return/terminated, Amended return, Application pending. C Name of organization: LEEDS ARTS COUNCIL, INC. D Employer identification number: 631080635. E Telephone number: 2056991892. F Group Exemption Number: ?

G Accounting Method: [X] Cash [ ] Accrual [ ] Other (specify) . . . . . H Check [ ] if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: . . . . . J Tax-exempt status (check only one) - [X] 501(c)(3) [ ] 501(c) ( ) (insert no.) [ ] 4947(a)(1) or [ ] 527

K Form of organization: [X] Corporation [ ] Trust [ ] Association [ ] Other . . . . .

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ . . . . . \$

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I) Check if the organization used Schedule O to respond to any question in this Part I . . . . . [ ]

Table with 21 rows and 3 columns. Rows 1-9: Revenue (Total revenue: 67,547). Rows 10-17: Expenses (Total expenses: 63,212). Rows 18-21: Net Assets (Total: 191,161).

DISTRICT DIRECTOR  
401 W. PEACHTREE ST. NW  
ATLANTA, GA 30365

Date: **APR 13 1994**

LEEDS ARTS COUNCIL INC  
PO BOX 684  
LEEDS, AL 35094

Employer Identification Number:  
63-1080625  
Case Number:  
583256014  
Contact Person:  
ROBERTA VAN METER  
Contact Telephone Number:  
(404) 331-0185  
Accounting Period Ending:  
December 31  
Form 990 Required:  
Yes  
Addendum Applies:  
Yes

\_\_Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

Donors may deduct contributions to you as provided in section 170 of the

Letter 947 (DU/CG)

9404/7400

ARTICLES OF AMENDMENT  
TO THE  
ARTICLES OF INCORPORATION  
OF  
LEEDS ARTS COUNCIL, INC.

Pursuant to the provisions of Code of Alabama (1975), Section 10-3A-113, the undersigned Corporation hereby adopts the following Articles of Amendment to its Articles of Incorporation:

1. The name of the corporation is: LEEDS ARTS COUNCIL, INC.
2. The amendment so adopted is:

First: Article III of the amended Articles of Incorporation is hereby amended by adding the following and striking (j) in its entirety, and changing (k) to (j):

"ARTICLE III"

(k) The purpose for which the corporation is organized are exclusively religious, charitable, scientific, literary and educational within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

(l) Notwithstanding any other provisions of these Articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Second: Article IX of the amended Articles of Incorporation is hereby amended by striking Article IX in its entirety and adding the following:

"ARTICLE IX"

DISSOLUTION

Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future Federal tax code, or shall be distributed to the Federal, state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas, of the county in which the principal office of the organization is then located, exclusively for such purposes.

## Leeds Arts Council, Inc.

**Bylaws: Adopted 1993. Revised 1996, 1998, 2003, 2005, 2008, 2013**

### Article I

#### Name

The organization shall be named the Leeds Arts Council, Inc., an organization to foster the arts in the greater Leeds Area. The acronym for the organization is LAC. LAC was organized in 1985 and incorporated in 1992. IRS letter dated April 13, 1994 grants LAC status as a 501(c)(3) organization, tax identification #63-10808635, Case Number 583256014.

### Article II

#### Purposes

The purposes of the Leeds Arts Council, Inc. are:

1. To build and maintain, through a non-profit plan, a program for the advancement of the arts within the city of Leeds, Alabama and its surrounding area.
2. To cultivate in the citizens of Leeds and its surrounding area an interest in arts.
3. To provide an opportunity and place for the aforementioned citizens to participate in the arts.
4. To foster and encourage public appreciation for the arts and the teaching of art, drama, theatre, music, history of music and art, and art appreciation in the City of Leeds and its surrounding area.

### Article III

#### Membership

- Section 1. All residents of Leeds, Alabama and its surrounding area shall be eligible for membership in the Leeds Arts Council, Inc. by payment of annual dues.
- Section 2. Classification of members is as follows: Single, Family, Star, Gold, Corporate, and Leader.

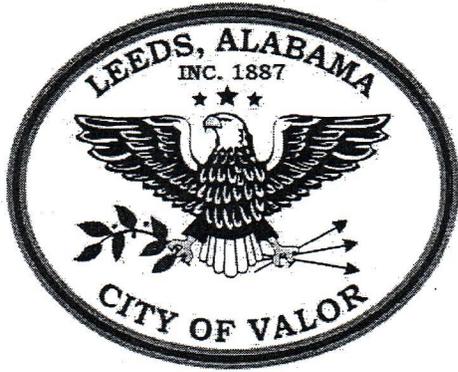
### Article IV

#### Officers

- Section 1. The officers of LAC shall be: President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. Officers must have served at least one year on the Board of Directors prior to their election. Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization.
- Section 2. The President shall give leadership to the organization, preside at all meetings, make appropriate appointments, and perform other duties as deemed necessary and desirable. The president serves as ex-officio member of all committees except the nominating committee.

**File Attachments for Item:**

2. Civic Appropriation Request - Leeds Arts Council



City of Leeds  
Civic Appropriation Application

PART I. APPLICANT INFORMATION

Name/Agency: Leeds Arts Council

Funding Request: \$10,000

Mailing Address: 8140 Parkway Dr, Leeds, AL 35094

Physical Address: 8140 Parkway Dr, Leeds, AL 35094

Phone: 2056991892 Email: leedsartscouncil@gmail.com

Website: leedsartscouncil.org

EIN (Federal Tax ID Number): \_\_\_\_\_

Date Application Completed and Turned In: 4/21/21

Executive Director: \_\_\_\_\_

Chairman of the Board/President Name: Amanda Rae Trott

Year Organization Founded: 1985 / gained 501(c)(3) status in 1993.

Check Which Best Applies to Your Request:

Arts & Culture

City Wide Community Enhancement

Economic Development

Human Services

**A. ORGANIZATIONAL SUMMARY/PURPOSE OF GRANT****1. In the space below, provide your organization's Mission Statement.**

We strive to build and maintain, through a non-profit plan, a program for the advancement of the arts. We wish to cultivate an interest in the arts and to provide an opportunity and place for participation in the arts for the community. +

**2. Organization Description. Provide an overall description of your organization. (100 word maximum)**

Our hope is to foster and encourage public appreciation for the arts and teaching of art, drama, theatre, music history, and art appreciation. We provide the space for this to happen.

**3. Describe your program or project and the goals of the program or project. Include information on outreach initiatives and information on partnerships with other organizations that will enhance or expand the program or project. (100 word maximum)**

We intend on encouraging more involvement in the community by re-establishing our music, art, and theatre shows after being on pause for the whole of 2020. We also intend to work with the chamber to put on an Artwalk downtown. We are working to bring the Leeds Arts Council into the modern technological world by starting online ticketing and membership options.

**4. Please clearly show all in-kind matches to your agency or organization. Please list the donor and describe the in-kind match.****5. Please clearly list any cash matches to your organization.**

- B. Explain how requested funds will be spent. In case of partial funding, how will the budget be modified? (100 word maximum)**

Our insurance bill alone is \$8000 so we will use much of it to cover operating expenses - the rest will be spent on putting on music, theatre, and art shows.

- C. Describe the effectiveness of your fundraising efforts and address how your organization is working to increase its earned income. (250 word maximum)**

We continually work towards increasing membership and attendance at every show and play that we put on.

- D. How will the success of the program/project be defined and measured? Describe your evaluation method and who will determine if the program/project was a success? (250 word maximum)**

The success of things such as the art walk and other events we put on will be a cornerstone of tourism for Leeds. We hope to draw people from the Bucces/Barber area into downtown Leeds to see all of the arts and culture our city has to provide.

- E. Please list the names, qualifications and experience of your staff, especially as regards the program/project you wish to fund.**

Amanda Trott - President of the Board of Directors has been a musician and songwriter for 20 years and has been instrumental in putting on festivals throughout the country as well as helping with the music portion of Birmingham's Art Walk.

**APPLICATION CHECKLIST**

- \_\_\_\_ Completed Application (6 total. 1 original + 5 copies)
- \_\_\_\_ Attachment 1: Articles of Incorporation
- \_\_\_\_ Attachment 2: Current Certificate of Good Standing from the Secretary of State
- \_\_\_\_ Attachment 3: Letter Demonstrating non-profit 501©(3) Status of the Federal Tax Code
- \_\_\_\_ Attachment 4: List of the Agency's Board of Directors
- \_\_\_\_ Attachment 5: Budget for the Program that the City is being requested to fund.
- \_\_\_\_ Attachment 6: Annual Budget Adopted by the Board of Directors
- \_\_\_\_ Attachment 7: Financial Statement (Audit or IRS Form 990) for agencies with annual budgets of \$25,000 or more.
- \_\_\_\_ Attachment 8: Bylaws of the Agency
- \_\_\_\_ Attachment 9: Statement Indicating if City Funding will be used to Match Federal, State of Foundation Grant
- \_\_\_\_ Attachment 10: A signed statement certifying that all information is correct to the best of your knowledge.

Leeds Arts Council  
2021 Budget

REVENUE			EXPENSES		
Donations	\$700.00		Advertising and PR		\$135.00
Concessions	\$800.00		Building Maintenance		\$350.00
Fundraising Income	\$2,000.00		Computer Expenses		\$375.00
			Concessions Expense		\$400.00
			Dues and Subscriptions		\$100.00
Grant	\$10,000.00		Fundraising Expense		\$1,000.00
Interest	\$30.00				
Membership	\$4,500.00		Insurance		\$8,000.00
Misc.			Misc		
Commission Art	\$150.00		Kitchen Supplies/Paper products		\$250.00
Acting Classes	\$50.00		Registration Fee		\$25.00
Program Revenue			Office Expense		\$700.00
Spring Play	\$800.00		PO Boc Rental		\$66.00
Pop Goes Broadway	\$1,500.00		Postage		\$55.00
Concert	\$500.00		UTILITIES, Spectrum, Sewer,		
Summer Workshop	\$8,000.00		Phone,Gas, Electric, Water		\$10,000.00
Summer Musical	\$8,500.00				
			Program Expense		
Fall Show	\$1,000.00		Spring Play		\$800.00
			Pop Goes Broadway		\$500.00
	\$38,530.00		Concert		\$500.00
			Summer Workshop		\$5,800.00
			Summer Musical		\$6,000.00
			Fall Show		\$500.00
			Repairs & Maintenance Bldg		\$2,500.00
			Repairs & Main. Equipment		\$450.00
			Security		\$351.00
					\$38,857.00

## Leeds Arts Council, Inc.

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- Section 2. The President shall give leadership to the organization, preside at all meetings, make appropriate appointments, and perform other duties as deemed necessary and desirable. The president serves as ex-officio member of all committees except the nominating committee.

- Section 3. The Vice-President shall collect membership fees and renewals, keep a current membership roster available in the office, preside in the absence of the president, and shall automatically become president should the office of president be vacated. The Vice-President shall recruit, organize and direct a membership committee which is responsible for recruiting members and corporate sponsors into the organization and for helping members find a place of service, if they so desire. The Vice-President shall direct a membership drive yearly.
- Section 4. The Recording Secretary shall take minutes of all meetings, provide the President with a copy of each meeting's minutes prior to the next month's meeting, make minutes available to the membership at meetings and retain an approved copy in the permanent file. He/she shall maintain a current LAC membership and Board rosters, and updated copy of bylaws and policies and an attendance record of the Board of directors, informing the board if a director misses three consecutive meetings.
- Section 5. The Corresponding Secretary shall handle the correspondence of the Council except that assigned to the office personnel.
- Section 6. The Treasurer shall receive and deposit all money of the Council in a local bank, pay debts of the Council, submit regular reports to the Board of Directors, file a copy of the pertinent financial documents at the Leeds Public Library, and complete and retain on file any financial documents as required to maintain a 501(c)(3) status. He/she is chairman of the Finance and Budget Committee.
- Section 7. The officers shall be elected by ballot to serve for one year or until their successors are elected. Their term of office shall begin on January 1, after they are elected. If no one is nominated from the floor, voting may be by voice.
- Section 8. No officer may serve more than one office at a time. Officers may serve consecutive term, a term being one year; however, except for the Treasurer, no officer can serve more than two consecutive term.
- Section 9. Any officer may be removed by the Board of Directors' majority vote with or without cause. A Board of Director's majority vote may elect a successor to complete the term.
- Section 10. If officers are not nominated at the annual meeting and approved by the newly elected board, a special meeting to elect officers may be called by the President or any other member of the Executive Committee by giving notice of the time, place and purpose of the meeting no fewer than three (3) days in advance of said meeting.

## Article V Board of Directors

- Section 1. The Board of Directors shall conduct all the affairs of the Council and shall act to plan, implement, and evaluate family-oriented programs for the Council.
- Section 2. The Board of Directors shall establish the annual membership dues and adopt a budget prior to the first meeting of each fiscal year.
- Section 3. Directors shall be elected at the annual meeting and shall hold office for three (3) years. Directors may serve consecutive terms. The Board of Directors shall consist of no fewer than twelve (12) and no more than twenty-four (24) persons, who shall be selected from the LAC membership. Board members should have lived in the Greater Leeds area for at least two years and at least 3/5 of the Board must currently live within the city limits of Leeds.
- Section 4. Nominees to fill expired terms and/or prospective new directors are presented for election by the nominating committee at the December meeting. As needed, new directors also may be nominated at subsequent meetings and voted on at the next regular meeting, up to the maximum number of 24. In the event of a vacancy through death, resignation or otherwise, the majority of the remaining directors shall have the power to elect a new director.
- Section 5. The meetings of the Board of Directors shall be held on the second (2<sup>nd</sup>) Monday of each month. A quorum for the meeting of the Board of Directors shall be 50% of the Board membership.
- Section 6. The December meeting shall be the annual meeting when officers are elected and written reports are filed by committee chairs and officers outlining their year's accomplishments and activities.
- Section 7. Special meetings may be called at any time and held at any place as shall be determined by the President or by one-fourth (1/4) of all current directors. A telephone or e-mail vote is allowed when business cannot be delayed until the next scheduled Board of Directors meeting.
- Section 8. Each duly qualified director shall be entitled to one vote, with no proxy rights.
- Section 9. Attendance at Board of Director's meetings is expected. If a director has three (3) absences, the Board will decide if the absences are excused absences and whether the director is to remain on the Board.

## Article VI Executive Committee

- Section 1      The Executive Committee shall be the officers of the Council and Immediate Past President.
  
- Section 2      The Executive Committee shall be in charge of emergency affairs of the Council between the meetings of the Board of Directors. A telephone or e-mail vote is allowed when business cannot be delayed until the Board of Directors meets.
  
- Section 3      If an emergency occurs concerning the arts center, decisions involving up to \$400 unbudgeted monies can be made by the Executive Committee. Emergencies are those problems related to safety, sanitation and center integrity. In case of extreme emergencies that require immediate attention (such as plumbing overflow), these decisions can be made by the LAC Board President or, if the President is unavailable, the Vice-President and a member of the Executive Committee.

## Article VII Committee

- Section 1      The President shall appoint a chairman for each of the following standing committees.
 

1. Communication	7. Hospitality
2. Publicity	8. Education
3. Play	9. Fund-Raising
4. Program	10. Audit
5. Historian	11. Building and Facilities
6. Visual Arts	12. Administration
  
- Section 2      Other standing committees chaired by officers. They are Membership and Finances
  
- Section 3      The president shall appoint a chairman for any special committee deemed advisable by the Board.
  
- Section 4      A Nominating committee consisting of three (3) members of the Board of Directors shall be elected prior to the annual meeting. They shall:
  - 1. Prepare a slate of director nominees to be presented and voted on at the annual meeting.
  - 2. Prepare a slate of officer nominees to be presented and voted on at the annual meeting. Nominees must have served on the board for at least one year prior to taking office.

## Article VIII Parliamentary Authority

The current edition of *Robert's Rules of Order, Newly Revised* shall govern the proceedings of the Council, Executive Board, Executive Committee and committee meetings in all cases not provided for by the Bylaws, Policies, Articles of Incorporation, and Constitution of the Leeds Arts Council, Inc.

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- Section 1 With prior written notice to the Board of directors and posting on the LAC website, these bylaws may be altered, amended or repealed and new bylaws adopted at any meeting of the Board of Directors by the affirmative vote of two-thirds (2/3) majority of the Board members who are present and voting at said meeting.
- Section 2 With prior notice to the Board of Directors, policies of LAC may be altered, amended or repealed at any meeting of the Board by the affirmative vote of a majority of the members present and voting at said meeting.

### **Article X**

#### **Fiscal Year and Operating Year**

The fiscal year is January 1 through December 31. The operating year is January 1 through December 31.

### **Article XI**

#### **Indemnification**

The Directors, officers, employees, and/or agents of LAC shall be indemnified for any costs, expenses, and liabilities incurred as a result of the performances of their duties as provided in Alabama Statute 10-2(A)-21 and provided such a person was in good faith acting in the best interest of the corporation.

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#### **Dissolution**

Upon dissolution of this corporation, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to charitable organizations, foundations and/or Leeds city school's departments currently supporting like purposes as LAC, Internal Revenue Code 501(c)(3). None of the funds shall inure to any individual members.

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A retired director of the LAC Board, who has given distinguished service to the organization, may be given the title of Emeritus/Emerita. The retired director may be nominated by a Board member or member of the LAC.

This recognition may be given the year following their retirement and it is conveyed by a vote of the Board. A director Emeritus/Emerita may attend the meetings of the Board without vote.

Short Form

OMB No. 1545-0047

42

990-EZ

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2019

Open to Public Inspection

Do not enter social security numbers on this form, as it may be made public.

Go to www.irs.gov/Form990EZ for instructions and the latest information.

Department of the Treasury  
Internal Revenue Service

A For the 2019 calendar year, or tax year beginning, 2019, and ending, 20

B Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Final return/terminated  
 Amended return  
 Application pending

C Name of organization LEEDS ARTS COUNCIL, INC.  
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
 8140 PARKWAY DR  
 City or town, state or province, country, and ZIP or foreign postal code  
 LEEDS, AL 35095-0011

D Employer identification number 631080635  
 E Telephone number 2056991892  
 F Group Exemption Number

G Accounting Method:  Cash  Accrual Other (specify)  
 H Check  if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website:  
 J Tax-exempt status (check only one) -  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

K Form of organization:  Corporation  Trust  Association  Other  
 L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)  
 Check if the organization used Schedule O to respond to any question in this Part I

	1	Contributions, gifts, grants, and similar amounts received	24,578
	2	Program service revenue including government fees and contracts	38,749
	3	Membership dues and assessments	3,520
	4	Investment income	35
	5a	Gross amount from sale of assets other than inventory	
	5b	Less: cost or other basis and sales expenses	
	5c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	
	6	Gaming and fundraising events:	
	6a	Gross income from gaming (attach Schedule G if greater than \$15,000)	
	6b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	
	6c	Less: direct expenses from gaming and fundraising events	
	6d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	
	7a	Gross sales of inventory, less returns and allowances	
	7b	Less: cost of goods sold	
	7c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	
	8	Other revenue (describe in Schedule O)	665
	9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	67,547
	10	Grants and similar amounts paid (list in Schedule O)	
	11	Benefits paid to or for members	
	12	Salaries, other compensation, and employee benefits	
	13	Professional fees and other payments to independent contractors	
	14	Occupancy, rent, utilities, and maintenance	29,447
	15	Printing, publications, postage, and shipping	1,731
	16	Other expenses (describe in Schedule O)	32,034
	17	Total expenses. Add lines 10 through 16	63,212
	18	Excess or (deficit) for the year (subtract line 17 from line 9)	4,335
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	186,826
	20	Other changes in net assets or fund balances (explain in Schedule O)	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	191,161

For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 106421

Form 990-EZ (2019)

DISTRICT DIRECTOR  
401 W. PEACHTREE ST. NW  
ATLANTA, GA 30365

Date: APR 13 1994

LEEDS ARTS COUNCIL INC  
PO BOX 684  
LEEDS, AL 35094

Employer Identification Number:  
63-1080625  
Case Number:  
583256014  
Contact Person:  
ROBERTA VAN METER  
Contact Telephone Number:  
(404) 331-0185  
Accounting Period Ending:  
December 31  
Form 990 Required:  
Yes  
Addendum Applies:  
Yes

\_\_Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

Donors may deduct contributions to you as provided in section 170 of the

Letter 947 (DU/CG)

9404/7400

ARTICLES OF AMENDMENT  
TO THE  
ARTICLES OF INCORPORATION  
OF  
LEEDS ARTS COUNCIL, INC.

Pursuant to the provisions of Code of Alabama (1975), Section 10-3A-113, the undersigned Corporation hereby adopts the following Articles of Amendment to its Articles of Incorporation:

1. The name of the corporation is: LEEDS ARTS COUNCIL, INC.
2. The amendment so adopted is:

First: Article III of the amended Articles of Incorporation is hereby amended by adding the following and striking (j) in its entirety, and changing (k) to (j):

"ARTICLE III"

(k) The purpose for which the corporation is organized are exclusively religious, charitable, scientific, literary and educational within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

(l) Notwithstanding any other provisions of these Articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Second: Article IX of the amended Articles of Incorporation is hereby amended by striking Article IX in its entirety and adding the following:

"ARTICLE IX"

DISSOLUTION

Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future Federal tax code, or shall be distributed to the Federal, state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas, of the county in which the principal office of the organization is then located, exclusively for such purposes.

## Leeds Arts Council, Inc.

**Bylaws: Adopted 1993. Revised 1996, 1998, 2003, 2005, 2008, 2013**

### Article I

#### Name

The organization shall be named the Leeds Arts Council, Inc., an organization to foster the arts in the greater Leeds Area. The acronym for the organization is LAC. LAC was organized in 1985 and incorporated in 1992. IRS letter dated April 13, 1994 grants LAC status as a 501(c)(3) organization, tax identification #63-10808635, Case Number 583256014.

### Article II

#### Purposes

The purposes of the Leeds Arts Council, Inc. are:

1. To build and maintain, through a non-profit plan, a program for the advancement of the arts within the city of Leeds, Alabama and its surrounding area.
2. To cultivate in the citizens of Leeds and its surrounding area an interest in arts.
3. To provide an opportunity and place for the aforementioned citizens to participate in the arts.
4. To foster and encourage public appreciation for the arts and the teaching of art, drama, theatre, music, history of music and art, and art appreciation in the City of Leeds and its surrounding area.

### Article III

#### Membership

- Section 1. All residents of Leeds, Alabama and its surrounding area shall be eligible for membership in the Leeds Arts Council, Inc. by payment of annual dues.
- Section 2. Classification of members is as follows: Single, Family, Star, Gold, Corporate, and Leader.

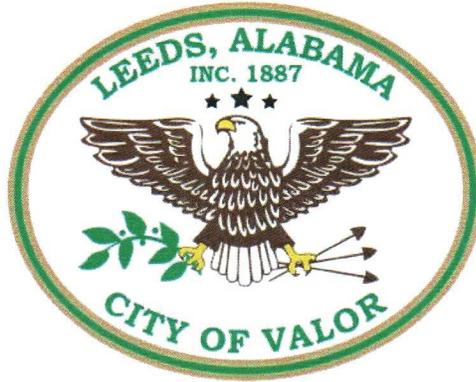
### Article IV

#### Officers

- Section 1. The officers of LAC shall be: President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. Officers must have served at least one year on the Board of Directors prior to their election. Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization.
- Section 2. The President shall give leadership to the organization, preside at all meetings, make appropriate appointments, and perform other duties as deemed necessary and desirable. The president serves as ex-officio member of all committees except the nominating committee.

**File Attachments for Item:**

3. Civic Appropriation - The Exceptional Foundation



**City of Leeds  
Civic Appropriation Application**

**PART I. APPLICANT INFORMATION**

The Exceptional Foundation

**Name/Agency:** \_\_\_\_\_

\$2,500.00

**Funding Request:** \_\_\_\_\_

1616 Oxmoor Road Birmingham, AL 35209

**Mailing Address:** \_\_\_\_\_

1616 Oxmoor Road Birmingham, AL 35209

**Physical Address:** \_\_\_\_\_

205-870-0776

triciakirk@exceptionalfoundation.org

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

<https://www.exceptionalfoundation.org>

**Website:** \_\_\_\_\_

63-1096855

**EIN (Federal Tax ID Number):** \_\_\_\_\_

4/28/21

**Date Application Completed and Turned In:** \_\_\_\_\_

Tricia Kirk

**Executive Director:** \_\_\_\_\_

Eric Bishop

**Chairman of the Board/President Name:** \_\_\_\_\_

1993

**Year Organization Founded:** \_\_\_\_\_

**Check Which Best Applies to Your Request:**

Arts & Culture

Economic Development

City Wide Community Enhancement

\* Human Services

MAY 9 4:12:27

**A. ORGANIZATIONAL SUMMARY/PURPOSE OF GRANT****1. In the space below, provide your organization's Mission Statement.**

The Exceptional Foundation is a non-profit organization that enhances quality of life for individuals of all ages with intellectual challenges by providing social and recreational activities designed to promote healthy living and support social relationships.

**2. Organization Description. Provide an overall description of your organization. (100 word maximum)**

The Exceptional Foundation currently serves over 700 individuals with special needs annually. We provide year-round social and recreational services for individuals ranging in age from 5 to 81. We serve as the model organization for other Exceptional Foundations throughout the southeast. There are currently Exceptional Foundations located in Atlanta, East Alabama, and the Gulf Coast. These organizations are required to meet our standard operating procedures. Additionally, we act as a consultant to other groups across the country.

**3. Describe your program or project and the goals of the program or project. Include information on outreach initiatives and information on partnerships with other organizations that will enhance or expand the program or project. (100 word maximum)**

As our enrollment figures continue to rise as we recover from the disruptions brought on by the COVID-19 pandemic, we are committed to implementing improvements that enhance our participants' development and wellbeing while at our facility. For our adult participants, we plan to implement nutrition and mental health programs, as well as strengthen our existing life skills curriculum. Youth participants will benefit from program enhancements that primarily focus on exercise, fitness, and life skills development. Through these programs, we aim to address our participants' physical and mental wellbeing. We strongly believe that these program enhancements will meaningfully impact the lives of the participants we serve.

**4. Please clearly show all in-kind matches to your agency or organization. Please list the donor and describe the in-kind match.**

n/a

**5. Please clearly list any cash matches to your organization.**

n/a

**PART II: NEED & IMPACT**

- 1. In the space below, describe why your project or program is needed. Why will funding this program be a success to the organization’s theory of change. Cite Sources and Evidence. Explain how it is not duplicated by other agencies or the City of Leeds.(500 word maximum)**

Considering the difficulties the past year has presented, we feel that promoting programs that address our participants’ physical and mental well-being is of paramount importance. Our program is unique within the community as its focus is primarily the social and recreational needs of those with intellectual challenges. We ensure these individuals have a community that promotes continued development beyond the school years and provides families with basic needs and transportation services to access care.

- 2. In the space provided, list the expected outcomes for the project/program that you are hoping to fund. (250 word maximum)**

Goals for the adult Nutrition Program and our Youth Fitness Program include weight loss, improved stamina, and increased knowledge and awareness of how to lead a conscientious, healthy lifestyle. To evaluate our success, we will conduct weekly nutritional quizzes with our adult participants and end-of-semester fitness assessments with youth participants at our facility. Our services have touched the lives of over 700 individuals with intellectual disabilities since our inception, and it is our hope that through our 2021 program enhancements we will touch the lives of many more.

- 3. Explain why you believe the City of Leeds needs to fund this program or project. (100 word maximum)**

We believe that this project will meaningfully benefit the lives of the participants we serve, as well as their caregivers and our community as a whole. Our daily programs provide a supportive and engaging peer environment for more than 700 individuals with special needs from over 50 municipalities, many of whom reside in the City of Leeds. Without our programs, the majority of our participants would lead sedentary lives devoid of the many meaningful relationships and opportunities they often experience for the first time at our facility.

**Part III. ADMINISTRATION AND BUDGET**

**Budget and Budget Narrative**

- A. Complete the following using your most recent IRS 990 Attachment 3 of financial statements.**

- 1. Total Agency Revenues \$ 2,469,056.00**
- 2. Total Agency Expenses \$ 2,238,217.00**
- 3. Grant Request as a percentage of the Total Agency Revenue \$ 1%**

**B. Explain how requested funds will be spent. In case of partial funding, how will the budget be modified? (100 word maximum)**

To facilitate these programs, we require funding to purchase exercise, kitchen, and technology equipment, as well as groceries, gardening supplies, and program materials. We will also incur expenses for program vendors, additional staff, and IT support. In case of partial funding, we would prioritize purchasing supplies and materials for our life skills programs and ensuring our program vendor schedule would continue unabated.

**C. Describe the effectiveness of your fundraising efforts and address how your organization is working to increase its earned income. (250 word maximum)**

Long-term sustainability of these program enhancements will be made possible by The Exceptional Foundation's loyal donor base of individuals, corporations, foundations, and its growing fundraisers. The increased program enrollment anticipated as a result of the project, as well as a winding down of the COVID-19 pandemic, will generate additional tuition revenue to support operations. The Exceptional Foundation's participant tuition has historically made up about one-third of the operating budget, and the remainder is supplemented by private fundraising and donations from corporations, foundations and individuals.

**D. How will the success of the program/project be defined and measured? Describe your evaluation method and who will determine if the program/project was a success? (250 word maximum)**

Our ultimate goals are to increase the number of participants we serve and the number of programs and opportunities available to them. To evaluate our success, we will maintain attendance and enrollment records on a daily basis and publish a monthly calendar of activities for participants. We will also host quarterly parent meetings to acquire feedback and suggestions for improvement from the families we serve regarding all of our new programs. These measures will be assessed by staff for future program planning and implementation.

**E. Please list the names, qualifications and experience of your staff, especially as regards the program/project you wish to fund.**

Tricia Kirk, President & CEO of The Exceptional Foundation, has worked with individuals with special needs for over 40 years and has served as the Executive Director of The Exceptional Foundation since 2001. Under her leadership, The Exceptional Foundation has grown from serving 18 participants to serving over 700 individuals annually. Actively involved in the community for more than 30 years, Tricia has served on numerous local boards. She served on the board of The Comprehensive Cancer Center and the Kappa Delta Advisory Board. A native of Birmingham, Tricia received a bachelor's degree from the University of Alabama specializing in behavior management.

## APPLICATION CHECKLIST

- ✓ Completed Application (6 total. 1 original + 5 copies)
- n/a Attachment 1: Articles of Incorporation
- n/a Attachment 2: Current Certificate of Good Standing from the Secretary of State
- ✓ Attachment 3: Letter Demonstrating non-profit 501©(3) Status of the Federal Tax Code
- ✓ Attachment 4: List of the Agency's Board of Directors
- ✓ Attachment 5: Budget for the Program that the City is being requested to fund.
- ✓ Attachment 6: Annual Budget Adopted by the Board of Directors
- ✓ Attachment 7: Financial Statement (Audit or IRS Form 990) for agencies with annual budgets of \$25,000 or more.
- ✓ Attachment 8: Bylaws of the Agency
- n/a Attachment 9: Statement Indicating if City Funding will be used to Match Federal, State of Foundation Grant
- n/a Attachment 10: A signed statement certifying that all information is correct to the best of your knowledge.