

FRONTIER Texas!

625 North First Street ★ Abilene, Texas 79601 ★ Phone: 325.437.2800

FRONTIER TEXAS, INCORPORATED

A meeting of the Frontier Texas, Incorporated Board of Directors, is to be held on Wednesday, November 18, 2020, commencing at 11:30 A.M., both in-person in the meeting room at 625 N 1st Street and/or via electronic videoconferencing technology (please see access details below) to consider items on the following agenda.

Signed:



Jeff Salmon, Executive Director
Frontier Texas

AGENDA

November 18, 2020, 11:30 A.M.
Frontier Texas Back Meeting Room

This meeting can also be accessed electronically via the following link:

<https://zoom.us/j/91778776653?pwd=ckJ1VWVaa2EvbFZpaHVRWEVJSWhSdz09>
Passcode: 1881

1. Welcome and Electronic Meeting Procedures - Board President
 - a. Roll-call, attendance confirmations
2. Consent Agenda:
 - a. Past Meeting Minutes
 - b. Treasurer's Report – Financial Statement(s)
 - c. Attendance & Marketing Report
3. Executive Director's Report and Possible Action:
 - a. Operations: facility, finances, Covid-19 Pandemic procedures
 - b. Programs: education, events, volunteers
 - c. Marketing: advertising, public relations, gift shop
4. Board Recommendations on Operations in response to the Covid-19 Pandemic
5. Next meeting date: January 20, 2021 at 11:30am
6. Adjourn

CERTIFICATION

I hereby certify that the above notice of meeting was posted on the bulletin board at the City Hall of

Abilene, Texas, on the 12th day of November 2020 at 4:30 pm.



Deputy City Secretary

NOTICE: Persons with disabilities who would like special assistance or need accommodations to participate in this meeting should contact Frontier Texas at (325) 437-2800 at least forty-eight (48) hours in advance of this meeting.

FRONTIER *Texas!*

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NOTICE REGARDING PUBLIC PARTICIPATION

Texas Governor Greg Abbott has granted a temporary suspension of certain rules to allow for telephone or video conference public meetings in an effort to reduce in-person meetings that assemble large groups of people, due to the COVID-19 (coronavirus) public health emergency.

In an effort to reduce the spread of the virus, this Frontier Texas board meeting is also being hosted electronically for board members and the public.

This meeting can be accessed electronically via the following link:

<https://zoom.us/j/91778776653?pwd=ckJ1VWVaa2EvbFZpaHVrWEVJSWhSdz09>

Passcode: 1881

Phone call-ins can be made by calling (346) 248-7799 and entering meeting ID 917 7877 6653 and entering passcode: 1881

One tap mobile dialing:

+13462487799,,91778776653#,,,,,0#,,1881#

FRONTIER *Texas!*

BOARD MEETING MINUTES

October 21, 2020

VOTING MEMBERS PRESENT:

Alex Russell
Audrey Perry
Bera Johnson
Brent Hill
Caitlin Richards

Derek Hood
Jessica Adams
Jessica Haile
Mindy Patterson
Randy Burchell

EX-OFFICIO MEMBERS PRESENT:

Nanci Liles
Kathy Keane

Jeff Salmon

MEMBERS ABSENT:

Brad Birchum
David Hernandez
Donna Long Wolfer
Jack Rentz
Jay Evans
Jeff Gore

Lynn Barnett
Marshall Morris
Sylvia Leal
Tammie Virden
Tim Chandler
Weldon Hurt

GUESTS:

Stanley Smith

STAFF PRESENT:

Chris Allen

Patrice Sharbutt

1. **WELCOME AND MEETING PROCEDURES.** Having a quorum of ten members present via in person, by phone or by Zoom, President Jessica Adams called the Frontier Texas Board meeting to order using the website www.zoom.com to an electronic Board meeting. President Adams called roll of board members who had RSVP for the board meeting and she went through the procedures for electronic meetings. President Adams welcomed Stanley Smith, City Attorney of Abilene.
2. **CONSENT AGENDA.** Having a quorum, President Jessica Adams asked any discussions concerning the Consent Agenda. There being none, she asked for a motion to approve the Consent Agenda. Motion was made by Randy Burchell and second was by Derek Hood. Consent Agenda was approved.
3. **BY-LAWS COMMITTEE REPORT AND POSSIBLE ACTION.** Chairperson Caitlyn Richards reported that the committee met last week and then Executive Director Jeff Salmon met with Mindy Patterson and Robert Hanna this morning. The conclusion was reached that first step in the process will begin with review of the lease agreement with the City. This would define the relationship between Frontier Texas and the City of Abilene. Once the lease is amended, then Frontier Texas would be able to move forward in making changes to the By-laws.
4. **FUNDRAISING COMMITTEE REPORT AND POSSIBLE ACTION.** Board Secretary and co-chairman of the Belt Sander Race, Derek Hood reported the success of the event. The event met fundraising goal.
5. **EXECUTIVE DIRECTOR'S REPORT AND POSSIBLE ACTION.**
 - a. **Operations:** Executive Director Jeff Salmon reported that things look solid at the time. The first venue check for 2020-2021 budget year came in above budget.
 - b. **Programs:** Mr. Salmon reported that he, Operation Manager Chris Allen and Education Coordinator Pam Thomas have completed the video portion for the virtual school tours and are in the editing portion. He also reported that Mr. Allen also has begun the redevelopment of the Rath Store exhibit and the goal is to be completed by Christmas. Ms. Jere Madison has been helping with research on items for Rath Store.
 - c. **Marketing:** Mr. Salmon said he has pulled back on marketing and trying to be strategic in his marketing of Frontier Texas.

Frontier Texas! Inc.
Treasurer's Report Summary
For the month of October and the One month ended October 31, 2020

Statement of Financial Position – Balance Sheet as of October 31, 2020

• Current Assets – Cash and inventory	\$	310,342
Facilities & Equipment		2,605,904
Total Assets		3,531,523
• Current Liabilities	\$	84,049

Statement of Activities – Income Statement for the month and period ended October 31, 2020

Revenues		Current Mo	YTD
• Revenues – Admissions	\$	7,212	7,212
Total Attendance		1,306	1,306
Exhibit Attendance		1,039	1,039
Admissions per attendee	\$	6.94	
• General Store Sales	\$	6,431	6,431
Store sales per attendee	\$	6.19	
• Revenues - Venue Tax	\$	39,446	39,446
• Facility Rental	\$	500	5,500
• Grants & Restricted Net	\$	1,052	1,052
• Fundraising & Unrestricted	\$	11	11
• Educational Programs Net	\$	-	-

Expenses

- Educational Development/Supply is below budget for the month and below budget for year-to-date.
- Office Operations is above budget for the month and below budget for year-to-date.
- Insurance is below budget for the month and below budget for year-to-date.
- Maintenance is below budget for the month and below budget for year-to-date.
- Cleaning Services are below budget for the month and below budget for year-to-date.
- Utilities is above budget for the month and above budget for year-to-date.
- Advertising/Public Relations is below budget for the month and below budget for year-to-date.
- Salary and Wages are below budget for the month and year-to-date.
- Non-cash item depreciation of \$20,751 shown independent of other expenses for this and future
- All other expenses very close to or below budget for the current month.

Frontier Texas!
Statement of Financial Position
Comparison of October 31, 2020 and 2019

ASSETS	2020	2019
Current Assets		
Bank Account	\$ 152,092.03	\$ 225,870.49
Depreciation Savings Account	86,557.62	106,415.99
Accounts Receivable	15.18	68.50
Current Portion of Pledges Receivable	3,000.00	2,250.00
Inventory Asset	62,946.26	68,696.11
Cash Drawer	728.33	524.50
Undeposited Funds	482.54	256.70
Prepaid Expenses	4,693.61	27,189.10
Total Current Assets	310,515.57	431,271.39
Fixed Assets		
Exhibit Programming and Construction	3,585,819.91	3,583,079.91
Leasehold Improvements	77,502.52	77,502.52
Audio Visual Equipment	109,512.65	109,092.71
Exhibit Redevelopment	1,941,270.59	1,938,174.91
Audio Visual Equip, Visitor Ctr	27,102.93	27,102.93
Office Equipment & Furnishings	111,019.97	110,144.04
Software-Asset	3,546.53	3,546.53
Accumulated Depreciation	-3,249,870.77	-3,000,864.29
Total Fixed Assets	2,605,904.33	2,847,779.26
Other Assets		
Endowment	314,643.63	211,565.60
Print License	3,000.00	3,000.00
Historical Artifacts	20,245.00	20,245.00
Sculptures	273,600.16	273,600.16
Statues	6,866.70	6,866.70
Total Other Assets	618,355.49	515,277.46
TOTAL ASSETS	3,534,775.39	3,794,328.11
LIABILITIES AND NET ASSETS		
Liabilities		
Current Liabilities		
Accounts Payable	2,672.34	18,740.16
Payroll Liabilities	8,926.57	13,479.68
Sales Tax Payable	493.52	592.06
Capital Lease	0.00	0.00
Grants/Restricted Donations	67,029.99	0.00
Unearned Revenue - Other	5,100.00	5,100.00
Total Current Liabilities	84,222.42	37,911.90
Long-Term Liabilities		
Capital Lease	0.00	0.00
Total Long-Term Liabilities	0.00	0.00
Total Liabilities	84,222.42	37,911.90
Net Assets		
Beginning Unrestricted Net Assets	3,468,568.87	3,772,479.23
Temporarily Restricted Net Asset	2,981.00	2,981.00
Net Current Change in Unrestricted Net Assets	-20,996.90	-19,044.02
Total Net Assets	3,450,552.97	3,756,416.21
TOTAL LIABILITIES AND NET ASSETS	3,534,775.39	3,794,328.11

Frontier Texas!, Inc.
Statement of Activities
For the Month Ended
October 31, 2020

	<u>Actual</u>	<u>Budget</u>	<u>Favorable/ (Unfavorable) Variance</u>
Revenues			
Merchandise Sales	\$ 6,431.00	\$ 5,801.00	630.00
Less Cost of Goods Sold	3,300.50	3,190.00	110.50
Gross Profit	<u>3,130.50</u>	<u>2,611.00</u>	519.50
Exhibit Admissions	7,212.00	6,611.00	601.00
Total Memberships	250.00	250.00	-
Venue Tax	34,926.96	29,585.00	5,341.96
Facility Rentals	500.00	-	500.00
Grants & Restricted Net	1,052.15	-	1,052.15
Fundraising & Unrestricted	18.13	-	18.13
Total Revenues	<u>47,089.74</u>	<u>39,057.00</u>	<u>8,032.74</u>
Expenses			
Accounting Services	-	-	-
Educational Development/Supply	10.48	250.00	239.52
Office Operations	363.63	350.00	(13.63)
Telephone/Internet	555.82	680.00	124.18
Employee Dev/Travel	-	100.00	100.00
Insurance	2,243.16	2,400.00	156.84
Maintenance	3,715.93	5,200.00	1,484.07
Cleaning Services	1,323.32	1,500.00	176.68
Utilities (Electric & Water)	1,884.64	2,833.00	948.36
Rent	-	-	-
Educational Programs Net	-	-	-
Fundraising Expenses	-	-	-
Merchant Fees	318.54	307.00	(11.54)
Interest Expense	-	-	-
Advertising/Public Relations	5,657.59	6,000.00	342.41
Salaries & Wages	31,262.99	31,378.00	115.01
Total Expenses	<u>47,336.10</u>	<u>50,998.00</u>	<u>3,661.90</u>
Net Change in Unrestricted Net Assets			
Before Depreciation	<u>(246.36)</u>	<u>(11,941.00)</u>	<u>11,694.64</u>
Depreciation	<u>20,750.54</u>	<u>-</u>	<u>(20,750.54)</u>
Net Change in Unrestricted Net Assets	<u><u>(20,996.90)</u></u>	<u><u>(11,941.00)</u></u>	<u><u>(9,055.90)</u></u>

Frontier Texas!, Inc.
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For the One Month Ended
October 31, 2020

	<u>Actual</u>	<u>Budget</u>	<u>Favorable/ (Unfavorable) Variance</u>
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Exhibit Admissions	7,212.00	6,611.00	601.00
Total Memberships	250.00	250.00	-
Venue Tax	34,926.96	29,585.00	5,341.96
Facility Rentals	500.00	-	500.00
Grants & Restricted Net	1,052.15	-	1,052.15
Fundraising & Unrestricted	18.13	-	18.13
Total Revenues	<u>47,089.74</u>	<u>39,057.00</u>	<u>8,032.74</u>
Expenses			
Accounting Services	-	-	-
Educational Development/Supply	10.48	250.00	239.52
Office Operations	363.63	350.00	(13.63)
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Cleaning Services	1,323.32	1,500.00	176.68
Utilities (Electric & Water)	1,884.64	2,833.00	948.36
Rent	-	-	-
Educational Programs Net	-	-	-
Fundraising Expenses	-	-	-
Merchant Fees	318.54	307.00	(11.54)
Interest Expense	-	-	-
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Frontier Texas!, Inc.
Statement of Activities
For the Month Ended
Comparison of October 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Revenues		
Merchandise Sales	\$ 6,431.00	\$ 7,734.30
Less Cost of Goods Sold	3,300.50	4,134.89
Gross Profit	<u>3,130.50</u>	<u>3,599.41</u>
Exhibit Admissions	7,212.00	8,814.00
Total Memberships	250.00	80.00
Venue Tax	34,926.96	39,446.24
Facility Rentals	500.00	-
Grants & Restricted Net	1,052.15	-
Fundraising & Unrestricted	18.13	1,040.78
Total Revenues	<u>47,089.74</u>	<u>52,980.43</u>
 Expenses		
Accounting Services	-	-
Educational Development/Supply	10.48	-
Office Operations	363.63	318.04
Telephone/Internet	555.82	643.34
Employee Dev/Travel	-	73.25
Insurance	2,243.16	2,243.14
Maintenance	3,715.93	4,620.34
Cleaning Services	1,323.32	1,450.19
Utilities (Electric & Water)	1,884.64	2,724.50
Rent	-	-
Educational Programs Net	-	-
Fundraising Expenses	-	-
Merchant Fees	318.54	407.64
Interest Expense	-	-
Advertising/Public Relations	5,657.59	9,182.68
Salaries & Wages	31,262.99	29,610.79
Total Expenses	<u>47,336.10</u>	<u>51,273.91</u>
 Net Change in Unrestricted Net Assets		
Before Depreciation	<u>(246.36)</u>	<u>1,706.52</u>
Depreciation	<u>20,750.54</u>	<u>20,750.54</u>
 Net Change in Unrestricted Net Assets	<u><u>(20,996.90)</u></u>	<u><u>(19,044.02)</u></u>

Frontier Texas!, Inc.
Statement of Activities
For the One Month Ended
Comparison of October 31, 2020 and 2019

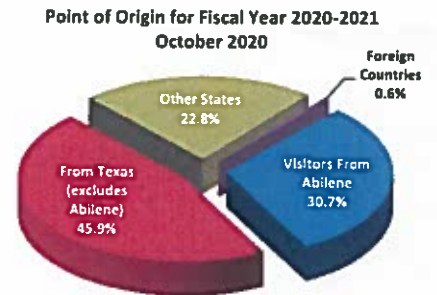
	<u>2020</u>	<u>2019</u>
Revenues		
Merchandise Sales	\$ 6,431.00	\$ 7,734.30
Less Cost of Goods Sold	3,300.50	4,134.89
Gross Profit	<u>3,130.50</u>	<u>3,599.41</u>
Exhibit Admissions	7,212.00	8,814.00
Total Memberships	250.00	80.00
Venue Tax	34,926.96	39,446.24
Facility Rentals	500.00	-
Grants & Restricted Net	1,052.15	-
Fundraising & Unrestricted	18.13	1,040.78
Total Revenues	<u>47,089.74</u>	<u>52,980.43</u>
 Expenses		
Accounting Services	-	-
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Telephone/Internet	555.82	643.34
Employee Dev/Travel	-	73.25
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Before Depreciation	<u>(246.36)</u>	<u>1,706.52</u>
Depreciation	<u>20,750.54</u>	<u>20,750.54</u>
 Net Change in Unrestricted Net Assets	<u><u>(20,996.90)</u></u>	<u><u>(19,044.02)</u></u>

FRONTIER *Texas!*

Attendance-Marketing Report October 2020

ATTENDANCE

	<u>2020</u>	<u>2019</u>
Attendance Total October 2020	1,306	2,237
Attendance Total Fiscal Year-to-Date	1,306	2,237
Exhibit Admissions October 2020	1,039	1,444
Exhibit Admissions Fiscal Year-to-Date	1,039	1,444
Visitor-Center-Only October 2020	267	793
Visitor-Center-Only Fiscal Year-to-Date	267	793
Point of Origin:		
October		
Abilene	30.7%	14.3%
Other Texas	45.9%	48.4%
Other States	22.8%	31.4%
Other Countries	.6%	5.9%



October 2020 - Frontier Texas had visitors from 38 States, 1 US Province and 2 Foreign countries

REVENUES

	<u>2020</u>	<u>2019</u>
Admissions Revenue October 2020	\$7,185	\$8,828
Admissions Revenue Year-to-Date	\$7,185	\$8,828
Gift Shop Revenue October 2020	\$6,431	\$7,734
Gift Shop Revenue Year-to-Date	\$6,431	\$7,734
Membership Revenue October 2020	\$ 250	\$ 80
Membership Revenue Year-to-Date	\$ 250	\$ 80
Facility Rentals October 2020	\$ 500	\$ -0-
Facility Rentals Year-to-Date	\$ 500	\$ -0-

MARKETING

How Did You Hear About Us

