

Warehouse 505

Board of Directors Annual Meeting

Tuesday, June 27, 2023

Agenda

Introductions

1. Attendance
2. Agenda Approval

Reports

1. Executive Director Report, Theirry Gonzalez
 - a. Audit Reports, Status of FY21, FY22
 - b. Quarterly Reports
 - c. Grants
 - d. Events and Fundraising
 - e. Building Updates
2. Financial Reports, Kaity Parent
 - a. FY 22-23 End Budget - Action needed to approve closing the FY
 - b. Organizational Guide
 - c. FY 23-24 Budget Approval - Action needed to approve

Old Business

1. Board of Directors Standards and Protocols
 - a. Board member officer nominations
 - b. Action Item: Voting new Board Officers
2. New Banking relations
3. Grand Opening of new location
 - a. Action Item: Formation of a Steering Committee

New Business

1. Next Board Meeting, Wednesday, May 5, 2023

Public Comment

Adjournment

City of Albuquerque Department of Family and Community Services Request for Reimbursement Inclusive of Program Income FIN #2: Request for Reimbursement							
1. Agency Name and Mailing Address:			2. Purchase Order Release Number:				
NM Xtreme Sports Inc. 202 Central Ave SE Albuquerque NM, 87102			FCS0019372		4. Funding Source and Contract Total:		
			3. Project Title		Warehouse 508		
5. Agency Contact Name:			6. Contact Phone #:		7. Contract Number:		
Kaity Parent			505-261-7708		202300448		
					8. Reimbursement Request Number:		
					7		
9. Request for the Period :			From (Date):		To (Date):		
105522.09			May 1, 2023		June 30, 2023		
					10. Billing Date (Submitted):		
					6/23/23		
Overview for this Reimbursement Period							
11. Amount of Total Expenditures this Reimbursement Period:						\$105,522.09	
12. Enter Dollar amount of Other Program Income Excluding Medicaid Earned this Reimbursement Period (e.g. rent, fees, etc.):						\$26,935.27	
13. Enter Dollar amount of Medicaid billed this Reimbursement Period (if no Medicaid billed, insert "0"):							
14. Prior period Medicaid adjustments (to account for Medicaid denials):							
15. Amount of this Request for Reimbursement:						\$105,522.09	
16. Amount received from Medicaid this Reimbursement Period:							
Details of Reimbursement Period							
17. Expenditure Category		17a. Full Budget for Program	17b. City's Portion Approved Budget	17c. Program Expenditures this Period	17d. Amount Of This Request to City (Not Covered by other funding sources)	17e. Amount Requested from the City Cumulative for Contract Period	17f. Balance of City Funds Remaining
FTE ea project Personnel Costs		Salary for the Proj Amount requested from the salary					
1	Executive Director	\$60,000.00	\$56,897.89	\$8,992.89	\$8,992.89	\$56,897.96	\$0.00
1	Arts Director	\$38,000.00	\$36,150.35	\$5,768.35	\$5,768.35	\$36,150.35	\$0.00
0.25	Poetry Ambassador & Instructor	\$1,800.00	\$1,800.00	-	-	\$1,800.00	\$0.00
1	Administrative Assistant	\$14,560.00	\$18,188.11	\$3,428.11	\$3,428.11	\$18,188.11	\$0.00
1	Operations Manager	\$16,700.00	\$12,285.40	\$6,920.26	\$6,920.26	\$12,285.40	\$0.00
0.25	Outreach Coordinator	\$0.00	\$0.00			\$0.00	\$0.00
0.2	Janitor	\$3,981.76	\$3,981.76	\$1,981.76	\$1,981.76	\$3,981.76	\$0.00
0.5	YWFD Coordinator	\$23,500.00	\$18,170.40	\$4,253.40	\$4,253.40	\$18,170.40	\$0.00
	Instructors	\$16,000.00	\$0.00			\$0.00	-
	Instructors	\$0.00	\$0.00			\$0.00	\$ -
	Instructors	\$0.00	\$0.00			\$0.00	\$ -
	Instructors	\$0.00	\$0.00			\$0.00	\$ -
	Instructors	\$0.00	\$0.00			\$0.00	\$ -
0.75	Events/Venue Coordinator	\$24,000.00	\$23,851.21	\$5,220.29	\$5,220.29	\$23,851.21	\$0.00
		\$0.00					
Total Salaries & Wages		\$198,541.76	\$171,325.19	\$36,565.06	\$36,565.06	\$171,325.19	\$0.00
Payroll Taxes and Employee Benefits		\$42,280.00	\$33,509.38	\$15,768.35	\$15,768.35	\$33,509.38	\$0.00
Total Personnel Costs		\$240,821.76	\$204,834.57	\$52,333.41	\$52,333.41	\$204,834.57	\$0.00
Operating Costs - Direct							
Contractual Services		\$55,510.00	\$68,211.31	\$22,014.86	\$22,014.86	\$68,211.31	\$0.00
Audit Costs		\$4,750.00	\$4,750.00			\$4,750.00	\$0.00
Consumable Supplies		\$3,000.00	\$9,657.55	\$6,657.55	\$6,657.55	\$9,657.55	\$0.00
Telephone		\$3,800.00	\$5,309.83	\$1,509.83	\$1,509.83	\$5,309.83	\$0.00
Postage and Shipping		\$100.00	\$100.00			\$100.00	\$0.00
Occupancy: Rent		\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
Occupancy: Utilities		\$24,000.00	\$27,320.97	\$7,747.39	\$7,747.39	\$27,320.97	\$0.00
Occupancy: Other							
Equipment Lease		\$3,600.00	\$2,421.58	\$421.31	\$421.31	\$2,421.58	\$0.00
Equipment Maintenance		\$0.00	\$431.00	\$431.00	\$431.00	\$431.00	\$0.00
Printing & Publications		\$750.00	\$414.59	\$250.00	\$250.00	\$414.59	\$0.00
Local Travel		\$300.00	\$171.18	\$171.18	\$171.18	\$171.18	\$0.00
Out Of Town travel		\$0.00	\$ -			\$ -	
Conferences, Meetings, Etc.		\$ -	\$ -			\$ -	
Direct Assist To Beneficiaries		\$2,000.00	\$3,050.00	\$1,050.00	\$1,050.00	\$3,050.00	\$0.00
Membership Dues		\$350.00	\$350.00			\$350.00	\$0.00
Equipment, Land, Buildings		\$6,000.00	\$6,000.00			\$6,000.00	\$0.00
Insurance		\$12,000.00	\$11,977.42	\$2,935.56	\$2,935.56	\$11,977.42	\$0.00
Fuel and Vehicle Maintenance		\$ -	\$ -			\$ -	\$ -
Indirect Costs		\$ -	\$ -			\$ -	\$ -
Medicaid Adjustments					\$0.00	\$ -	
Totals		\$356,981.76	\$355,000.00	\$105,522.09	\$105,522.09	\$355,000.00	\$0.00
18. Describe other sources of Program Income, excluding Medicaid (e.g. rent, fees, etc.): MRA approved \$60,000, we have received \$15,000 with the rest coming within the fiscal year. As of June of 2023, we have had \$3,147.50 in income from the print shop. We have only had free events at the new location this fiscal year, so the only rentals we had were at 508 First street with a total of \$8787.77 in income from space rentals.							
Totals for the Contract Year							
19. Medicaid billed/earned Cumulative for Contract Period for this Project:						\$ -	
20. Additional Program Income, Excluding Medicaid, Cumulative for Contract Period (e.g. fees, rents, etc.):						\$26,935.27	
21. Total program expenditures Cumulative for Contract Period:						\$381,935.27	
agency which I represent and I further certify that the amount requested herein is true and just, that payment has not been received and that (1) this Reimbursement Request represents expenditures incurred and elig							
A. Signature of Signing Official:				B. Title: Executive Director			
C. Typed Name: Thierry Gonzalez				D. Date:			

City of Albuquerque
Department of Family and Community Services
APPENDIX #2: Expense Summary Form

1. Agency Name: New Mexico Xtreme Sports

2. Project Title: Warehouse 505

Expenditure Category	Program	City	Percent
Personnel Costs			
Salaries & Wages	\$366,100.00	\$198,100.00	54.11%
Payroll Taxes and Employee Benefits	\$ 44,900.00	\$ 44,900.00	100.00%
Total Personnel Costs	\$411,000.00	\$243,000.00	59.12%
Operating Costs - Direct			
Contractual Services	\$ 65,385.00	\$ 33,385.00	51.06%
Audit Costs	\$ 11,955.00	\$ 11,955.00	100.00%
Consumable Supplies	\$ 16,948.52	\$ 14,300.00	84.37%
Telephone	\$ 9,600.00	\$ 4,800.00	50.00%
Postage and Shipping	\$ 500.00	\$ 500.00	100.00%
Occupancy			
a. Rent	\$120,000.00	\$ -	0.00%
b. Utilities	\$ 21,600.00	\$ 16,800.00	77.78%
c. Other	\$ 1,413.00		0.00%
Equipment Lease/Purchase	\$ 5,000.00	\$ 5,000.00	100.00%
Equipment Maintenance	\$ 500.00	\$ 500.00	100.00%
Printing & Publications	\$ 11,800.00	\$ 7,000.00	59.32%
Travel			
a. Local Travel	\$ 1,560.00	\$ 1,560.00	100.00%
b. Out of Town Travel	\$ -		
Conferences, Meetings, Etc.	\$ -	\$ -	
Direct Assistance to Beneficiaries	\$ 15,600.00	\$ 15,600.00	100.00%
Membership Dues	\$ 600.00	\$ 600.00	100.00%
Equipment, Land, Buildings	\$ 14,000.00	\$ 8,000.00	57.14%
Insurance	\$ 12,000.00	\$ 12,000.00	100.00%
Fuel and Vehicle Maintenance	\$ -	\$ -	
Total Operating Costs	\$308,461.52	\$132,000.00	42.79%
Total Direct Costs (Personnel & Operating)	\$719,461.52	\$375,000.00	52.12%
Indirect Costs (30.25%; attach Rate	\$310,338.48	\$ -	0.00%
TOTAL PROGRAM EXPENSES	\$ 1,029,800.00	\$375,000.00	36.41%

q As applicable, attach Indirect Cost Rate Letter

City of Albuquerque
Department of Family and Community Services
APPENDIX #3: Revenue Summary Form

1. Agency Name: New Mexico Xtreme Sports

2. Project Title: Warehouse 505

Revenue Sources	Agency Total	% of Agency Budget	Program Total	% of Program Budget
Government Revenues				
Revenues from Federal Government				
Grants from Federal Government Agencies:				
Medicaid Reimbursements:		0.0%		
Other Federal Revenues:				
Subtotal Federal Agencies	\$ -	0.0%	\$ -	0.0%
Revenues from State Government				
Grants from State Government Agencies:				
Other State Government Revenues:				
Subtotal State Agencies	\$ -	0.0%	\$ -	0.0%
Revenues from County Government:				
Revenues from the City of Albuquerque (including this				
City of Albuquerque	\$ 375,000.00	36.4%	\$ 375,000.00	100.0%
MRA	\$ 60,000.00	5.8%	\$ -	0.0%
Other Municipal Government Revenues:				
Subtotal Local Government	\$ 435,000.00	42.2%	\$ 375,000.00	100.0%
TOTAL GOVERNMENT REVENUES FROM ALL	\$ 435,000.00	42.2%	\$ 375,000.00	100.0%
Other Revenue:				
Contributions	\$ 218,600.00	21.2%	\$ -	0.0%
Burque Revolt Grant	\$ 3,600.00	0.3%		
Board of Directors (\$10,000/Director)	\$ 70,000.00	6.8%		
Business Pledges	\$ 50,000.00	4.9%		
YCC	\$ 25,000.00	2.4%		
Fundraisers	\$ 50,000.00	4.9%		
Individual and Business Donations	\$ 20,000.00	1.9%		
Other Revenue	\$ 376,200.00	36.5%	\$ -	0.0%
Rentals	\$ 75,000.00	7.3%		
Tenants	\$ 102,000.00	9.9%		
Print Shop	\$ 150,000.00	14.6%		
Retail Store	\$ 24,200.00	2.3%		
Cafe	\$ 25,000.00	2.4%		
Subtotal Other Revenues	\$ 594,800.00	57.8%	\$ -	0.0%
TOTAL REVENUE FROM ALL SOURCES:	\$ 1,029,800.00	100.0%	\$ 375,000.00	100.0%

Cross Check

Board Responsibilities	\$120,000.00	\$ 375,000.00	Per App #2
Program Responsibilities	\$403,600.00	\$ 375,000.00	Per Above
Development Responsibilities	\$120,000.00	\$ -	Variance should b
Administration Responsibilities	\$162,000.00		
Social Enterprise Responsibilities	\$199,200.00		
YCC Responsibilities	\$25,000.00		

\$1,029,800.00

City of Albuquerque
Department of Family and Community Services
APPENDIX #4 - Project Budget Detail Form - Personnel

1. Agency Name: New Mexico Xtreme Sports

2. Project Title: Warehouse 505

Personnel costs: Use this form to justify all salaries, wages, payroll taxes and fringe benefits shown on the Expense Summary Form. Add additional rows as necessary.

3. FTE on Program	Position Title	Salary for the Program	City Funding Requested	Percent Requested (Amount Requested / Salary to the Program)
1.0000	Executive Director	\$60,000.00	\$ 6,000.00	10.00%
1.0000	Program Director	\$45,000.00	\$ 45,000.00	100.00%
0.8750	Marketing and Development Mana	\$36,500.00	\$ 9,375.00	25.68%
1.0000	Operations Manager	\$52,000.00	\$ 52,000.00	100.00%
0.7500	Events and Venue Director	\$37,500.00	\$ 9,375.00	25.00%
0.7500	Social Enterprise Director	\$37,500.00	\$ 18,750.00	25.00%
1.0000	Print Shop Manager	\$40,000.00	\$ -	0.00%
0.3750	Digital Arts Instructor	\$9,600.00	\$ 9,600.00	100.00%
0.3750	DJ Instructor	\$9,600.00	\$ 9,600.00	100.00%
0.1875	Mural Instructor	\$4,800.00	\$ 4,800.00	100.00%
0.1875	Film Instructor	\$4,800.00	\$ 4,800.00	100.00%
0.1875	Poetry Instructor	\$4,800.00	\$ 4,800.00	100.00%
0.1875	Print Shop Instructor	\$4,800.00	\$ 4,800.00	100.00%
0.3750	RockStar Instructor	\$9,600.00	\$ 9,600.00	100.00%
0.3750	Sewing Instructor	\$9,600.00	\$ 9,600.00	100.00%
4. Salaries & Wages		\$366,100.00	\$ 198,100.00	54.11%
	Presbyterian	\$22,000.00	\$22,000.00	100.00%
	Delta Dental	\$1,000.00	\$1,000.00	100.00%
	NY Life	\$900.00	\$900.00	100.00%
	Fed Taxes	\$16,000.00	\$16,000.00	100.00%
	State Taxes	\$2,000.00	\$2,000.00	100.00%
	Unemployment	\$3,000.00	\$3,000.00	100.00%
5. Payroll Taxes and Employee Benefits *		\$ 44,900.00	\$ 44,900.00	100.00%
6. Total Personnel Costs		\$411,000.00	\$ 243,000.00	59.12%

7. * Payroll Taxes: FICA @ 7.65%; Unemployment Insurance @ .007%; Workers Comp @ .001%
Employee Benefits: Health Insurance @.05% Retirement @ .00%
Other @ xx%

7.65% FICA
0.00% UI
3.22% WC
0.05% Benefits
10.92% Total

Cross Check	Cross Check	
\$ 411,000.00	\$ 243,000.00	Per App #2
\$ 411,000.00	\$ 243,000.00	Per Above
\$ -	\$ -	Variance should t

City of Albuquerque
Department of Family and Community Services
APPENDIX #5 - Project Budget Detail Form - Operating Costs

1. Agency Name: New Mexico Xtreme Sports

2. Project Title: Warehouse 505

3. Direct and Indirect Costs: Direct Costs: \$715,261.52, Indirect Costs: \$310,338.48				
Line Item and Basics (Non-Personnel)	Program Total	City Funding Requested	Amount Other	Percent Requested
Contractual Services	\$ 65,385.00	\$ 33,385.00	\$ 32,000.00	51.06%
Salesforce Developer	\$8,000.00	\$ 8,000.00	\$ -	100.00%
Security	\$10,500.00	\$ 10,500.00	\$ -	100.00%
Adult Sound Tech	\$10,800.00	\$ 10,800.00	\$ -	100.00%
Outreach Performers	\$2,000.00	\$ 2,000.00	\$ -	100.00%
Payroll Company	\$1,785.00	\$ 1,785.00	\$ -	100.00%
background checks	\$300.00	\$ 300.00	\$ -	100.00%
Embroidery	\$12,000.00	\$ -	\$ 12,000.00	0.00%
Handyman	\$20,000.00	\$ -	\$ 20,000.00	0.00%
Audit Costs	\$ 11,955.00	\$ 11,955.00	\$ -	100.00%
Taylor Roth	\$ 11,955.00	\$ 11,955.00	\$ -	100.00%
Consumable Supplies	\$ 16,948.52	\$ 14,300.00	\$ 2,500.00	84.37%
Office supplies	\$2,500.00	\$ -	\$ 2,500.00	0.00%
Dance Floor	\$2,000.00	\$ 2,000.00	\$ -	100.00%
Spray Paint	\$2,000.00	\$ 2,000.00	\$ -	100.00%
Brushes	\$200.00	\$ 200.00	\$ -	100.00%
Acrylic Paint	\$200.00	\$ 200.00	\$ -	100.00%
Paint Roller Sleeves	\$100.00	\$ 100.00	\$ -	100.00%
Roller Frames	\$100.00	\$ 100.00	\$ -	100.00%
Shirts	\$1,000.00	\$ 1,000.00	\$ -	100.00%
Fabric	\$1,200.00	\$ 1,200.00	\$ -	100.00%
Hoodies	\$1,000.00	\$ 1,000.00	\$ -	100.00%
Hats	\$500.00	\$ 500.00	\$ -	100.00%
GoDaddy	\$434.00	\$ 434.00	\$ -	100.00%
Matchimp	\$200.00	\$ 200.00	\$ -	100.00%
Verme	\$35.00	\$ 35.00	\$ -	100.00%
Canva	\$400.00	\$ 400.00	\$ -	100.00%
Adoba	\$979.52	\$ 831.00	\$ 148.52	84.84%
Zoom	\$200.00	\$ 200.00	\$ -	100.00%
11 Media Creative	\$200.00	\$ 200.00	\$ -	100.00%
InkSoft	\$3,600.00	\$ 3,600.00	\$ -	100.00%
Telephone	\$ 9,600.00	\$ 4,800.00	\$ 4,800.00	50.00%
CenturyLink	\$9,600.00	\$ 4,800.00	\$ 4,800.00	50.00%
Postage and Shipping	\$ 500.00	\$ 500.00	\$ -	100.00%
Occupancy	\$ 143,013.00	\$ 16,800.00	\$ 126,213.00	11.73%
a. Rent	\$120,000.00	\$ -	\$ 120,000.00	0.00%
b. Utilities	\$ 21,600.00	\$ 16,800.00	\$ 4,800.00	77.78%
c. Other	\$ 1,413.00	\$ -	\$ 1,413.00	0.00%
Equipment Lease/Purchase	\$ 5,000.00	\$ 5,000.00	\$ -	100.00%
DocuTech	\$ 5,000.00	\$ 5,000.00	\$ -	100.00%
Equipment Maintenance	\$ 500.00	\$ 500.00	\$ -	100.00%
Printing & Publications	\$ 11,800.00	\$ 7,000.00	\$ 4,800.00	59.32%
Administrative Advertising	\$600.00	\$ -	\$ 600.00	0.00%
Program -Kinkos	\$800.00	\$ 600.00	\$ -	100.00%
Program -facebook	\$900.00	\$ 900.00	\$ -	100.00%
Program -Printing	\$500.00	\$ 500.00	\$ -	100.00%
Program -Stickers	\$1,000.00	\$ 1,000.00	\$ -	100.00%
Program -Neon Sign	\$4,000.00	\$ 4,000.00	\$ -	100.00%
Social Enterprise -Advertising	\$4,200.00	\$ -	\$ 4,200.00	0.00%
Travel	\$ 1,560.00	\$ 1,560.00	\$ -	100.00%
a. Local Travel	\$ 1,560.00	\$ 1,560.00	\$ -	100.00%
b. Out of Town Travel	\$ -	\$ -	\$ -	
Conferences, Meetings, Etc.	\$ -	\$ -	\$ -	
Direct Assistance to Beneficiaries	\$ 15,600.00	\$ 15,600.00	\$ -	100.00%
Food for YCC Meetings and Events	\$3,600.00	\$ 3,600.00	\$ -	100.00%
Youth Internships	\$ 12,000.00	\$ 12,000.00	\$ -	100.00%
Membership Dues	\$ 600.00	\$ 600.00	\$ -	100.00%
ASCAP	\$ 600.00	\$ 600.00	\$ -	100.00%
Equipment, Land, Buildings	\$ 14,000.00	\$ 8,000.00	\$ 6,000.00	57.14%
Computers	\$2,000.00	\$ 1,000.00	\$ 1,000.00	50.00%
Computer Accessories (ie keyboard, monitors)	\$2,000.00	\$ 1,000.00	\$ 1,000.00	50.00%
Cameras	\$2,000.00	\$ 1,000.00	\$ 1,000.00	50.00%
Microphones	\$2,000.00	\$ 1,000.00	\$ 1,000.00	50.00%
Stage Lights	\$2,000.00	\$ 1,000.00	\$ 1,000.00	50.00%
Sound Equipment	\$2,000.00	\$ 1,000.00	\$ 1,000.00	50.00%
Stage Equipment	\$2,000.00	\$ 2,000.00	\$ -	100.00%
Insurance	\$ 12,000.00	\$ 12,000.00	\$ -	100.00%
Philadelphia Insurance	\$12,000.00	\$ 12,000.00	\$ -	100.00%
Fuel and Vehicle Maintenance	\$ -	\$ -	\$ -	
Total Operating Costs	\$ 308,461.52	\$ 132,000.00	\$ 176,313.00	42.79%

q As applicable, attach cost allocation plan

Cross Check	Cross Check
\$ 308,461.52	\$ 132,000.00 Per App #2
\$ 308,461.52	\$ 132,000.00 Per Above
\$ -	\$ - Variance should be zero

City of Albuquerque
Department of Family and Community Services
APPENDIX #6: Budget Detail Form: Projected Drawdown Schedule

1. Agency Name: New Mexico Xtreme Sports

2. Project Title: Warehouse 505

3. Amount and percent of total requested funds on a quarterly basis:		
Quarter Ending	Amount to be	Percent of Total
September 30, 2023	\$ 129,228.39	34.46%
December 31, 2023	\$ 81,923.87	21.85%
March 31, 2024	\$ 81,923.87	21.85%
June 30, 2024	\$ 81,923.87	21.85%
Total	375,000.00	100.00%

Explanation if any projected drawdowns exceed 25% of the total requested funds:

Quarter Ending September 30, 2023, we will be requesting \$129,228.39, which is 34.46% of the funds requested. In this quarter, we plan to contract a salesforce developer and auditor at a one time cost, and we plan to purchase equipment and supplies which will be used throughout the calendar year, but do not necessarily need to be purchased quarterly.

4. As applicable: Reimbursement Rate – only applicable to unit of service contracts

Rate:	\$ per unit	unit of service
\$ per (hour, client, etc.)		
Annual units:		

5. As applicable: Rate Justification – only applicable to unit of service contracts:

City of Albuquerque
Department of Family and Community Services
Indirect Costs

1. Agency Name: New Mexico Xtreme Sports

2. Project Title: Warehouse 505

3. Direct and Indirect Costs: Direct Costs: \$715,261.52, Indirect Costs: \$310,338.48

Line Item and Basics (Non-Personnel)	Program Total	City Funding Requested	Amount Other	Percent Requested
Contractual Services	\$ 310,338.48	\$ -	\$ -	0.00%
Bad Debt	\$282,780.94	-	-	0.00%
Captiol Costs	\$27,557.54	-	-	0.00%
Total Indirect Costs	\$ 310,338.48	\$ -	\$ -	0.00%

Per App#2 Per Above

\$ 310,338.48 \$ 310,338.48

Explanation of Indirect Costs

Our Indirect Costs can be broken down into two categories: Bad debt and captiol costs. The bad debt consists of \$282,780.94, most of which is a loan taken out during the FY22-23 to cover operational costs while waiting for City Reimbursements to process. The remainder of the bad debt is a result to incorrect payment of taxes made by a former bookkeeper, and payments owed to contractors for building costs. Both the taxes and payments to building contractors may be paid off by other sources in the coming weeks. The remaining \$27,557.54 is dedicated for captiol improvements Warehouse 505 agreed to cover as part of the Master Rental Agreement. New Mexico Xtreme Sports is requesting \$0 funds from the City of Albuquerque to cover these costs.



Warehouse 505

Organization Guide



Our Purpose

Mission

Warehouse 505 is a 501(c)(3) non-profit social enterprise with a goal of investing in the divested community of Albuquerque, New Mexico. Through the creative arts, individual sports, and social enterprise, Warehouse 505:

- Provides a safe and secure facility for youth, their families and the community, including, individuals, organizations and businesses to engage, interact and operate.
- Offers creative arts, individual sports, and leadership classes and workshops for youth ages 13-20.
- Develops employment opportunities for youth.
- Maintains an accessible performance space.

Vision

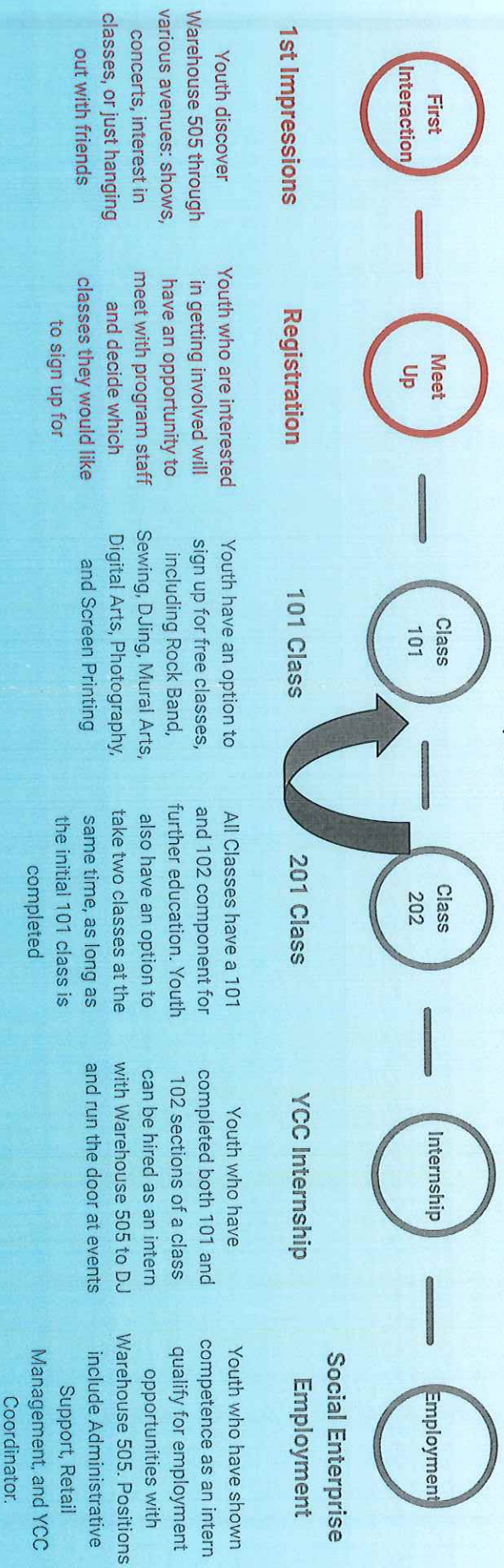
Creative arts and individual sports will be utilized by Albuquerque youth, their families and the community as a means of cultivating and maintaining a thriving community; a community that is inclusive, meets economic needs and fosters strong, shared emotional connections.

Values

- Youth are at the center of all thoughts, decisions and actions.
 - Creative exploration and experimentation are essential to life.
 - Inclusivity: a welcoming, safe and secure environment is a universal right.
 - Local communities must be self-sustaining.
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Program Road Map

Youth choose how much and how far along the road map they would like to achieve. Some youth only go through registration and choose to continue hanging out without signing up for classes. Some complete the entire program and join our Youth Creative Council (YCC), and some only participate in classes. All levels of interest are accepted. Below demonstrates the entire process.



Program Calendar

Aug 21-Sept 29, 2023 Fall Q1 Classes

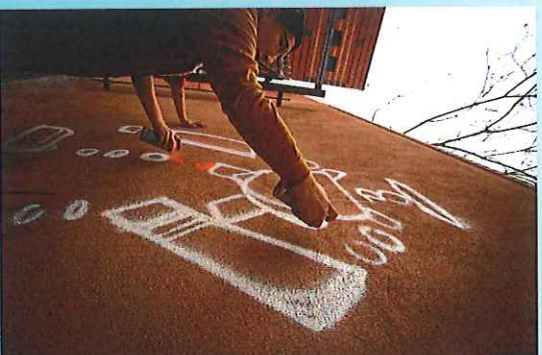
Oct 10-Nov 1, 2023 Fall Q2 Classes

Jan - Mar, 2024 Spring Q1 Classes

April-May, 2024 Spring Q 2 Classes

June, 2024 Summer Q1 Classes

July, 2024 Summer Q2 Classes





Program - A Space for Teens

When youths are out of school where do they go? If a youth needs space away from home where do they go? If a young person does not have money for a movie, roller city, or the mall where do they go? How many spaces can you think of for young people to be able to be in that does not require anything from them in return?

Albuquerque is a beautiful city however when it comes to young people age 13-20 there are few spaces for them to be in a safe and productive way.

When youths come to 505 they can come as their authentic selves. They don't need to be in classes to come to the space, hang out, use the equipment, or have a snack. We consider ourselves a safe, chill space where youths can come and be free.



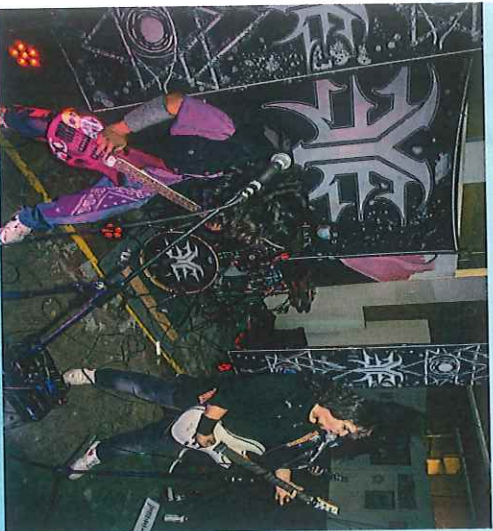


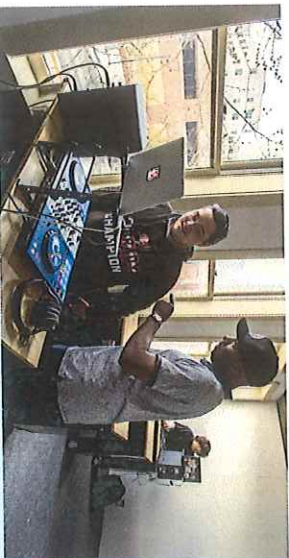
Program - Events

Warehouse 505 prides itself on the production of free or low cost events for all ages throughout the year. These events that are open to the public are always clean and sober events as well as SAFE spaces.

Many venues in Albuquerque do not offer all ages events, which leaves youth without access to the arts and entertainment which is vital to their development.

Venues which do offer all ages show usually have alcohol served, even if it is monitored, can put youths in contact with inebriated adults. 505 creates an ambiance which lends to no temptation or possibility for youths to have access to drugs or alcohol in house, or be exposed to adults who have been drinking.





Programs - Classes

DJ 101 and 201

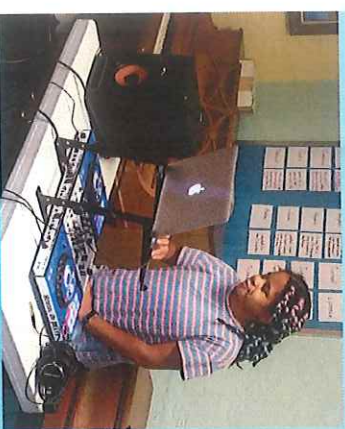
Instructor: DJ Flo Fader / Tuesday & Wednesday (2-4pm)

DJ 101 with local DJ extraordinaire Flo Fader will take youths on a musical journey through the history and art of DJing. Youths will learn crucial lessons on how to hook up and operate basic DJ equipment from past and present. Learn and perform turntable maneuvers, DJ routines, important crowd response techniques, and preparation for club gigs.

****Must have taken DJ 101 at least twice in order to take DJ 201****

Instructor: DJ Flo Fader / Tuesday & Wednesday (4-6pm)

DJ 201 is a class that is available for youths that have taken DJ 101 at least twice. DJ 201 is structured for youths to learn advanced techniques while DJing and also how to perform and read a crowd when performing. The instructor will teach youths how to put together different DJ sets outside their comfort zone to best meet a client's needs. In the class, youths will learn the business around DJing professionally and what it means to be a professional DJ. The class will also provide real opportunities to perform in front of crowds.

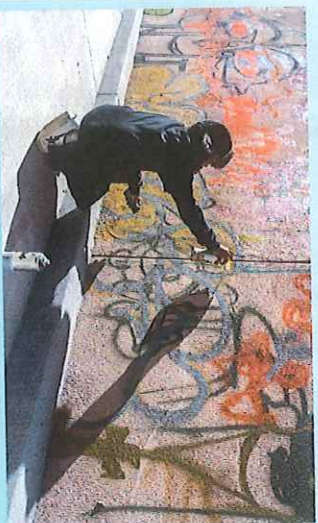




Programs - Classes

Mural Arts

Instructor: Jeremy "JERMZ" Johnson / Wednesday & Friday (4-6pm)



Mural Arts Class with JERMZ at Warehouse 505 is an exciting opportunity for young artists to learn the art of mural painting from a professional muralist. Through a combination of hands-on instruction and collaborative projects, youths will learn the techniques and skills necessary to create large-scale works of public art. They will also have the opportunity to explore different styles and approaches to mural painting, as well as learn about the history and cultural significance of public art. By the end of the class, youths will have the skills and confidence to create their own mural and contribute to the vibrant public art scene in Albuquerque.

Programs - Classes



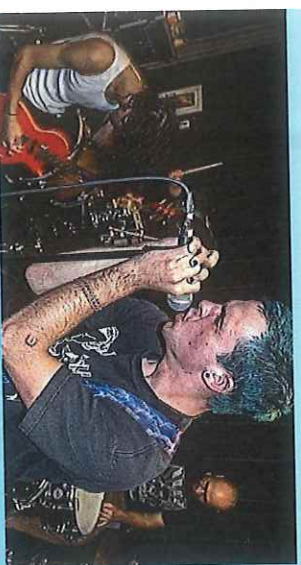
Rockstar 101 and 201

Instructor: Lee Sillery / Monday & Tuesday (2-4pm)

Start working together in a jam band environment with Lee Sillery from Constant Harmony. youths will link up with other musicians from different levels to start playing and making music together. Open to all levels of playing. Don't know how to play an instrument? Lee will help you learn any instrument you need in order to start playing and jamming with others!

****Must have taken Rockstar 101 in order to take Rockstar 201****

Instructor: Lee Sillery / Monday & Tuesday (6-8pm)



Rockstar 201 with Lee Sillery at Warehouse 505 is an intermediate-level class designed for youths who have completed Rockstar 101 or have prior experience in playing an instrument. In this class, youths will deepen their knowledge and skills in music theory, songwriting, and performance. They will learn advanced techniques for playing their instrument, including scales, chords, and improvisation, as well as how to write and arrange their own original music.

Programs - Classes



Digital Drawing 101 and 201

Instructor: RJ Harris / Tuesday & Thursday (4-6pm)

Digital Drawing 101 with RJ Harris is a beginner-level course that teaches the fundamentals of digital drawing using iPads and the Procreate app. Youths will learn various digital drawing techniques, including sketching, inking, and coloring, as well as how to work with layers and other digital tools. RJ provides individualized feedback and guidance throughout the course to help each youth develop their skills and artistic voice. By the end of the course, youths will have a portfolio of their work and a strong foundation in digital drawing.

****Must have taken Digital Drawing 101 in order to take Digital Drawing 201****

Instructor: James Black / Tuesday (6-8pm)



Digital Drawing 201 with James Black is a class for youths who have experience in digital drawing or have completed Digital Drawing 101. In the class, youths will explore more advanced techniques and skills to enhance their digital drawing abilities using iPads, the Procreate app, Apple Pencils, and other digital tools. Youths will learn about layering, shading, color theory, and the basics of screen printing to transfer their artwork onto physical objects. James Black will provide personalized feedback to help youths develop their unique artistic style. By the end of the class, youths will have an expanded skill set and a portfolio of their artwork.





Programs - Classes

Live Sound

Instructor: Lee Sillery / Monday & Tuesday (4-6pm)

Do you enjoy watching live music and ever wonder to yourself what it takes to run such a large sound system and mix bands live? This is the class for you! Learn about how to set up a stage with mics, mix on stage monitors, and front of house. Lee Sillery has been working live shows all around Albuquerque for years, and knows the ins and outs of live music mixing. You'll also learn how to work our digital sound board with the potential to hire you to work sound and lighting for our shows in house. This is a great way to learn new skills as well as the potential for a job!



Programs - Classes

Sewing Basics 101 and 201

Instructor: Angelina Skonieczka / Tuesday & Thursday (4-6pm)

Learn to sew and create fashion pieces for yourself and your community in Sewing 101. Angelina will teach you the basics in order for you to get a start on any project you may have in mind to create. We will provide all the materials and equipment you need for this class. Come and join us!

****Must have taken Sewing Basics 101 in order to take Sewing Basics 201****

Instructor: Angelina Skonieczka / Tuesday & Thursday (6-8pm)

The Sewing Basics 201 class at Warehouse 505 is designed for youths who have some experience with sewing and are looking to enhance their skills. This six-week course will cover advanced techniques such as basic pattern drafting, zipper installation, and buttonholes. Youths will also learn about fabrics, including their properties and how to choose the right material for their project. In addition to technical skills, the class will also emphasize creativity and self-expression, encouraging youths to explore their own unique style through their projects. By the end of the class, youths will have created several finished projects that they can be proud of, and will have a deeper understanding of the art and craft of sewing. The class will be taught by experienced instructors who will provide individualized instruction and guidance to help each youth achieve their goals. Whether you want to pursue a career in fashion design or just love to sew as a hobby, this class will help you take your skills to the next level.



Programs - Classes

Movie Making 101

Instructor: Kaidin Jarusey / Tuesday & Thursday (4-6pm)

Unlock your creativity with the Movie Making Class at Warehouse 505! In just five weeks, learn the fundamentals of moviemaking through hands-on activities and lessons. From scriptwriting to editing, explore the technical and creative aspects of filmmaking. No experience needed, all skill levels welcome! Our experienced instructors will provide support and feedback to guide you through the process. By the end, you'll have the skills to create your own films and showcase your work. Don't miss this opportunity to discover the exciting world of moviemaking. Sign up for the Movie Making Class at Warehouse 505 today!

Coming Soon!



Program - Internship

Youth who have attended classes, participated in YCC, and have successfully taken leadership workshops will be hired on to our team at Warehouse 505 as responsible, dedicated and passionate interns who uphold our vision and contribute to our thriving community of artists and entrepreneurs.

This includes assisting youth in creating and building their resumes/cvs/artistic portfolios/biographies, providing opportunities to gain real experience working in a creative arts community setting, and trainings to become leaders before they become employees, so that they have the skillset and tools to succeed.

Interns provide mentorship and workshops that teach youth to grow into leaders and create a healthy and functional Youth Creative Crew, where Interns will be responsible for also being the governing body of our organization, ran for youth and by youth!



Program - Social Enterprise

505 Print Shop

Program Class:
Youths receive instruction on how to design and print

Employment: Youth can be hired to operate and manage the Warehouse 505 Commercial Enterprise Business

Income Supports
Warehouse 505
Program, Salaries,
Capital, and Revenue

505 Retail Stores

Program Class:
Youths can design merchandise to be sold in stores, with profits going back to the youth.

Employment: Youth can be hired to operate and manage the Warehouse 505 Retail Store.

Income Supports
Warehouse 505
Program, Salaries,
Capital, and Revenue

505 Poetry Cafe

Program Class:
Youths will write and perform poetry in the space

Employment: Youth can be hired to operate and manage the Warehouse 505 Retail Cafe.

Income Supports
Warehouse 505
Program, Salaries,
Capital, and Revenue

505 Recording Studio

Program Class:
Live Sounds and Film classes

Recording Studio will also be available for rent to locals and professionals.

Income Supports
Warehouse 505
Program, Salaries,
Capital, and Revenue

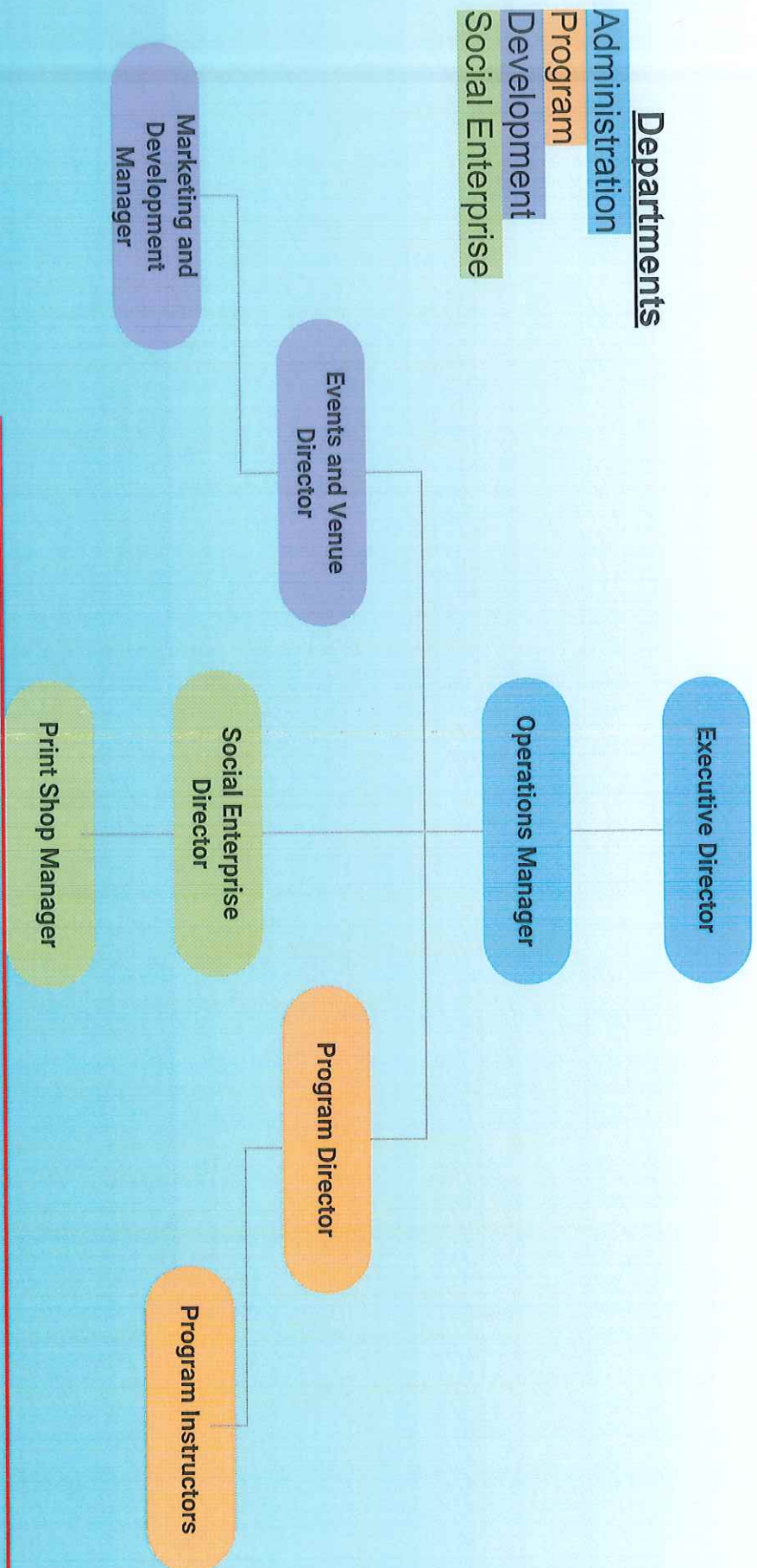
Art Gallery

Program Class:
Digital and Mural Arts

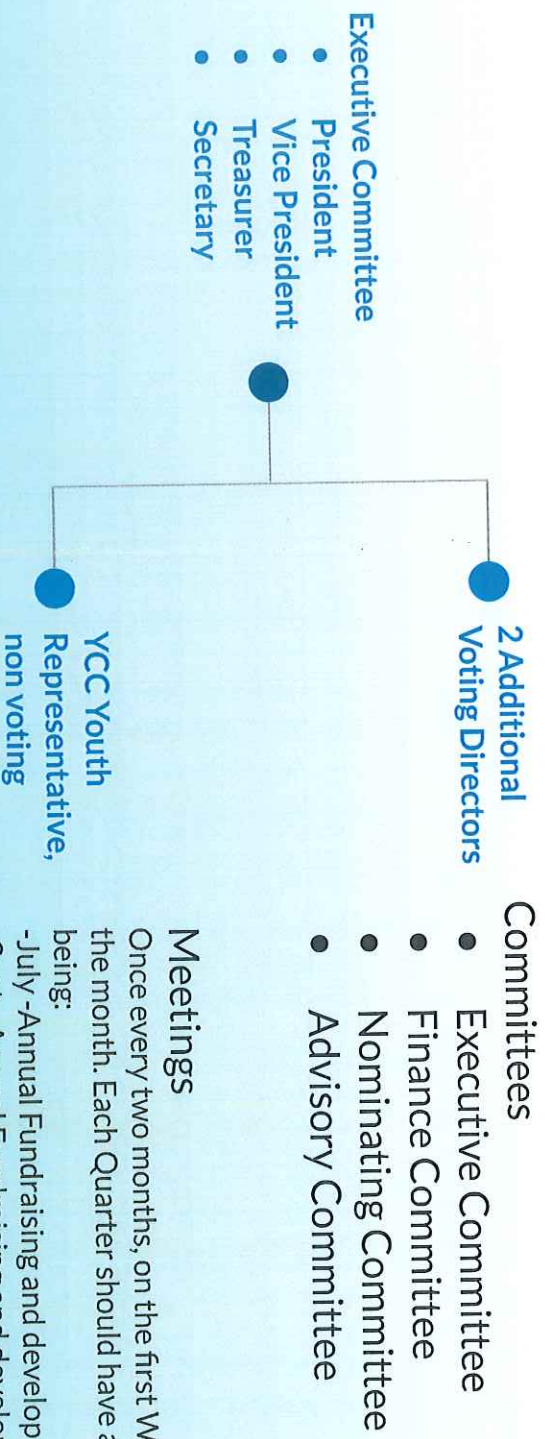
Employment: Youth can produce and sell their art and receive 100% of the proceeds for their work.

Income Supports
Warehouse 505
Program, Salaries,
Capital, and Revenue

Staff Organizational Chart



Governance Chart



Terms

All board members shall serve two-year terms and are eligible for re-election for up to three consecutive terms. Term limits do not impact a board member's ability to participate as members of any committees. Board members can resume the serving of terms after a two-year absence.

Board of Directors - Committees

Executive Committee

The four officers serve as members of the Executive Committee. Except for the power to amend the Articles of Incorporation and bylaws, the Executive Committee shall have the powers and authority of the board of directors in the intervals between meetings of the board of directors and is subject to the direction and control of the full board. A quorum of the Executive Committee shall be 50 percent of the officers.

Finance Committee

The treasurer is the chair of the Finance Committee, which includes one other board member, at least two members of the Advisory Committee, and the Operations Manager (staff member). The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans and the annual budget. The board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the board of the Executive Committee. The fiscal year shall be July 1 through June 30. Annual reports are required to be submitted to the board showing revenue, expenditures, pending revenue and income. The financial records of the organization are public information and shall be made available.

Board of Directors - Committees

Nominating Committee

The Vice-President is the chair of the Nominating Committee. One additional member from the Executive Committee and at least one general member shall prepare a slate of candidates when terms are set to expire or when a vacancy becomes available.

Advisory Committee

A voting member of the board co-chairs the Advisory Committee along with the staff member currently responsible for outreach. The committee is required to include one community member and one currently participating YCC youth as committee members. The committee is responsible for garnering public and youth input as well as the facilitation of public meetings as outlined in Article III Section 4.



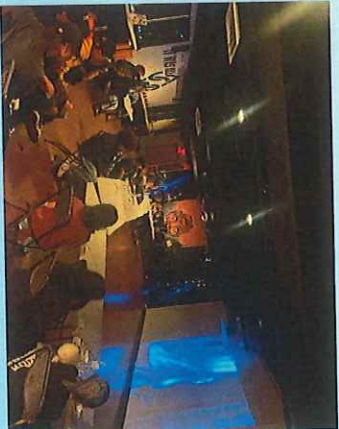
Youth Creative Council (YCC)

Youth can join YCC at anytime, though they must join YCC for Internship and Employment Opportunities.

The YCC is a collective of artists, xtreme athletes, and community arts advocates who are the youth governing body of Warehouse 505, providing a youth perspective on programming, events and community outreach. Not only is YCC the youth governing body but also provides opportunities for like minded youth to come and be celebrated.

This happens in a two part process every other week YCC has meetings to discuss, current Warehouse events, classes, and YCC needs. Also during this meeting they plan, small events, workshops and outings. On the alternating weeks YCC then executes these planned events.

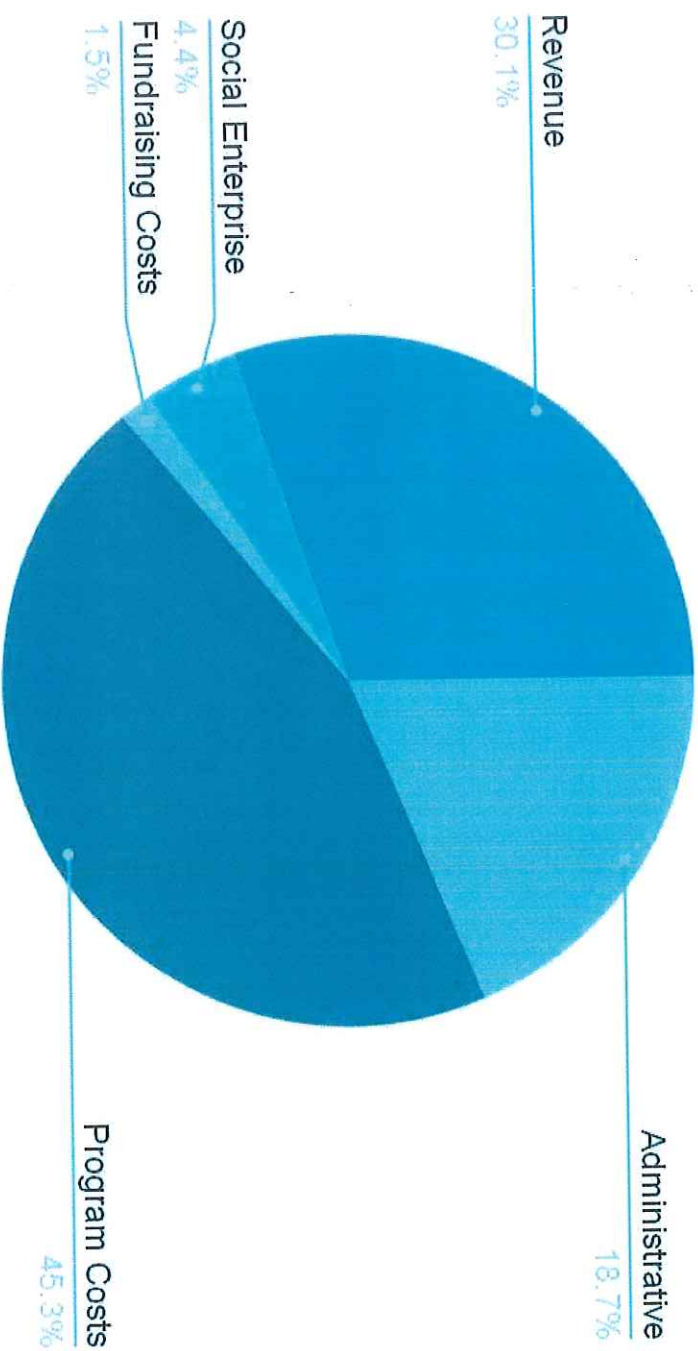
For example one Wednesday YCC discusses that they want to have Harry Potter themed movie night. They plan the details of when, will there be snack/ activities, and how can 505 staff help make this event a possibility. The following week the staff and YCC create the event they planned the week before. These events are specifically for youth 13-20 to come to but are open to all of the youth of Albuquerque!



Organizational Budget

Administrative Costs	\$192,555
Program Costs	\$466,306
Fundraising	\$15,000
Social Enterprise Costs	\$46,000
Total	\$719,461.52

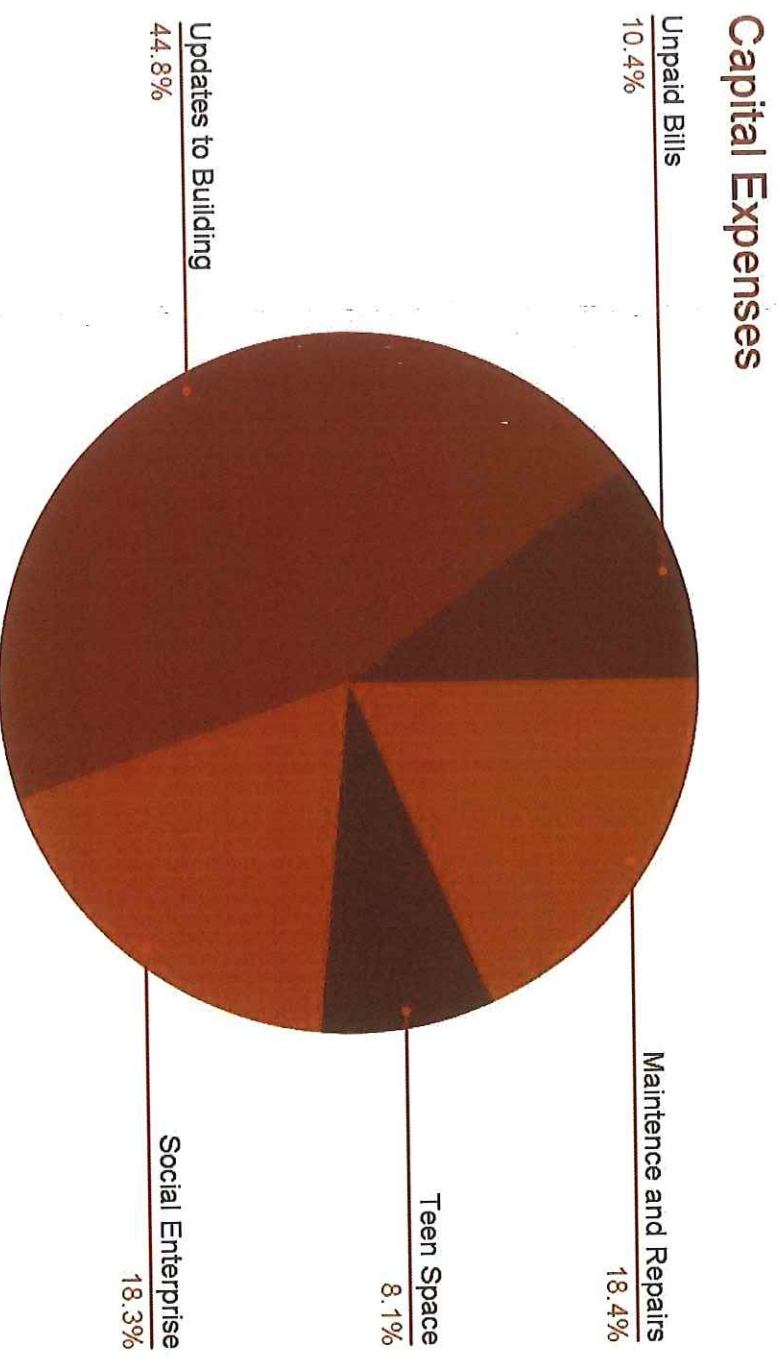
Operational Expenses



42.3%
Program Costs

Bad Debt and Capital Expenses

Maintenance and Repairs	\$57,210.00
Teen Space	\$25,000.00
Social Enterprise Spaces	\$56,750.00
Updates to Building	\$139,060.00
Unpaid Bills	\$32,318.48
Total	\$310,338.48



Fundraising Goals

Total		\$1,029,800
City of Albuquerque Grant	\$375,000	
MRA Grant	\$60,000	
Burque Revolt Grant	\$3,600	
Board of Director Donations	\$70,000	
Business Pledges	\$50,000	
YCC	\$25,000	
Fundraisers and Events	\$50,000	
Individual Donations	\$20,000	
Rentals	\$75,000	
Tenants	\$102,000	
Print Shop	\$150,000	
Retail Store	\$24,200	
Cafe	\$25,000	

Fundraising Goals - Responsibilities

Total	\$1,029,800
Board Responsibilities	\$120,000.00
Program Responsibilities	\$403,600.00
Development Responsibilities	\$120,000.00
Administration Responsibilities	\$162,000.00
Social Enterprise Responsibilities	\$199,200.00
YCC Responsibilities	\$25,000.00