

Chattanooga Design Studio

2015 Progress Report

The Chattanooga Design Studio is moving towards a defined structure, has established advisory leadership, and the framework for sustained management has been created. The activities of the Studio to date can best be characterized as organization, operation and outreach.

Organization

The priority of the Studio to date has been official organization. An initial advisory board consisting of twelve advisors was established in October of 2014 to provide broad oversight for the organization. That number has increased to eighteen as new voices, skills and perspectives have been added to the group (addendum A). Three sub-committees have been established within the advisory group. The sub-committees include membership (concerning advisory group and board composition), personnel (concerning the hiring and management of staff), and property (concerning the physical location of the studio). The advisory group has convened on a monthly basis, and will continue to do so as the eventual Board of Directors sees fit.

Tyler Hand from Miller Martin was engaged to assist in the formal organization of the entity and to assist in the 1023 application for 501(c)(3) status. From the advisory group, an initial board of directors has been selected (addendum B). A charter, by-laws, and conflict of interest statement have been crafted and approved by the advisory group and initial slate of directors. The entity has submitted an application for formal organization with the state (addendum D), and has applied for and received an EIN (addendum C). The 1023 application is in the process of being finalized and is on schedule to be submitted to the IRS in March 2015.

The Board of Directors of the Studio will undergo a strategic planning process in late spring/early summer of 2015. This work, to be led by a professional consultant, will include establishing a vision, crafting a mission statement, and defining a variety of parameters for on-going operations.

Job descriptions for studio staff are currently being crafted. The positions should be advertised in the spring of 2015 with the goal of being fully staffed by the summer.

A variety of options for longer-term studio space are being evaluated. The goal is to be settled into a permanent space by the end of summer 2015.

Operation

The Studio hit the ground running in November and has since been engaged in a broad variety of projects in a number of capacities:

Consultation

The Studio has been engaged in a number of urban design and planning processes. These include:

- participation in the UNUM Vine Street RFP process,
- participation in the City of Chattanooga's Miller Park RFQ process,
- participation in an advisory group for the City of Chattanooga's form-based code process,
- design consultation on the Walnut Street boutique hotel public realm design,
- design consultation on the 422 Vine Street development by Adam Green,
- meeting with the UTC SGA to discuss potential student connections and involvement with the innovation district,
- consultation with Glass House Collective on an upcoming programming charrette,
- initial contact with the design professionals involved in the Erlanger expansion,
- initial contact with the developers of the Edney Building.

Visualization

One of the roles of the studio will be to make visions legible and accessible giving them a visual presence. Toward that end, the studio has produced graphics in support of a number of community efforts:

- Site investigation and renderings for the Bravo IV project- an industrial recruitment effort by the City of Chattanooga
- Renderings for the Enterprise Center in support of the Innovation District concept.

Education

One of the proposed elements of the studio is program to engage and sustain college-level design studios in the investigation of opportunities in Chattanooga. Toward that end, conversations have been initiated with:

- UTC Interior Design (Dana Moody)
- Auburn University Landscape Architecture (David Hill)
- Auburn University Planning (John Pittari)
- Auburn University Masters of Real Estate Development (Michael Robinson)
- Georgia Tech Architecture (Bob Farrow)

Outreach

The studio has begun introducing itself to the community in an effort to establish an identity, and to identify and develop potential working relationships. To date there have been twenty-five individual meetings with different stakeholders in the community. These meetings have involved elected officials, governmental staff, members of the architectural community, builders, developers, and other non-profits engaged in the development of the community. Outreach efforts are ongoing as the list of potential partners and stakeholders continues to grow.

Budget and Expenditures

The initial budget is being refined as the studio continues to take shape. To this point, the only substantive changes relate to the graduating of personnel funds in order to account for performance and COLA's over time. A revised budget and list of expenditures are located in addenda E and F.

Addendum A – Advisory Group

Paul Brock
Ethan Collier
Ann Coulter
Chris Crimmins
Isaac Duncan
Robert Fischer

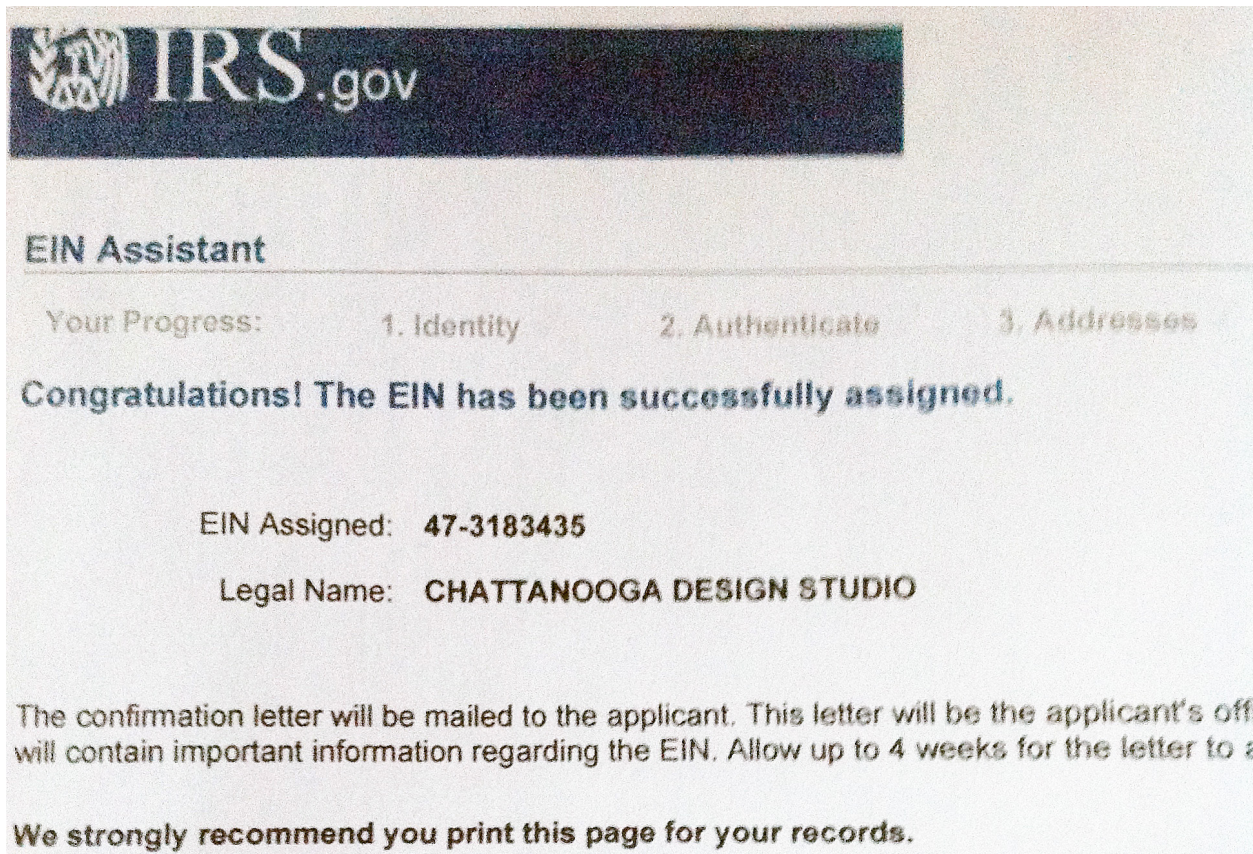
Kelly Fitzgerald
Lisa Flint
Vann Graves
Heidi Hefferlin
Mitch Patel
Jeff Pfitzer

Stacy Richardson
Virginia Anne Sharber
Rob Taylor
Macon Toledano
Kim White
Jim Williamson

Addendum B -Proposed Slate of Directors and Initial Term

Paul Brock	1 year
Ethan Collier	1 year
Kelly Fitzgerald	1 year
Lisa Flint	2 years
Mitch Patel	2 years
Jeff Pfitzer	2 years
Stacy Richardson	2 years
Christian Rushing	3 years
Virginia Anne Sharber	2 years
Rob Taylor	3 years
Macon Toledano	3 years
Kim White	3 years

Addendum C -EIN



The image is a screenshot of the IRS.gov website showing the 'EIN Assistant' confirmation page. At the top left is the IRS logo and 'IRS.gov'. Below it, the heading 'EIN Assistant' is followed by a progress bar with three steps: '1. Identity', '2. Authenticate', and '3. Addresses'. The main message reads: 'Congratulations! The EIN has been successfully assigned.' Below this, the assigned EIN is '47-3183435' and the legal name is 'CHATTANOOGA DESIGN STUDIO'. A note states: 'The confirmation letter will be mailed to the applicant. This letter will be the applicant's official confirmation and will contain important information regarding the EIN. Allow up to 4 weeks for the letter to arrive.' At the bottom, it says: 'We strongly recommend you print this page for your records.'

Addendum D -Filing Acknowledgment



STATE OF TENNESSEE
Tre Hargett, Secretary of State
Division of Business Services
William R. Snodgrass Tower
312 Rosa L. Parks AVE, 6th FL
Nashville, TN 37243-1102

Chattanooga Design Studio
FL 2
850 MARKET ST
CHATTANOOGA, TN 37402-2644

February 13, 2015

Filing Acknowledgment

Please review the filing information below and notify our office immediately of any discrepancies.

SOS Control # :	000788811	Formation Locale:	TENNESSEE
Filing Type:	Nonprofit Corporation - Domestic	Date Formed:	02/13/2015
Filing Date:	02/13/2015 3:01 PM	Fiscal Year Close:	12
Status:	Active	Annual Report Due:	04/01/2016
Duration Term:	Perpetual	Image # :	B0056-2200
Public/Mutual Benefit:	Public		
Business County:	HAMILTON COUNTY		

Document Receipt

Receipt # : 001839655	Filing Fee:	\$100.00
Payment-Check/MO - CFS-1, NASHVILLE, TN		\$100.00

Registered Agent Address:
CHRISTIAN RUSHING
FL 2
850 MARKET ST
CHATTANOOGA, TN 37402-2644

Principal Address:
FL 2
850 MARKET ST
CHATTANOOGA, TN 37402-2644

Congratulations on the successful filing of your **Charter for Chattanooga Design Studio** in the State of Tennessee which is effective on the date shown above. You must also file this document in the office of the Register of Deeds in the county where the entity has its principal office if such principal office is in Tennessee. Please visit the Tennessee Department of Revenue website (apps.tn.gov/bizreg) to determine your online tax registration requirements. If you need to obtain a Certificate of Existence for this entity, you can request, pay for, and receive it from our website.

You must file an Annual Report with this office on or before the Annual Report Due Date noted above and maintain a Registered Office and Registered Agent. Failure to do so will subject the business to Administrative Dissolution/Revocation.

Tre Hargett
Secretary of State

Processed By: Jeff Cook

Addendum E -Revised 3-year Budget

	Q4 2014	2015	2016	2017	
Personnel					NOTES
Executive Director	\$ 18,000	\$ 72,000	\$ 72,000	\$ 72,000	75% of \$96,000 salary (ED as consultant)
Sr. Urban Designer		\$ 45,335	\$ 69,700	\$ 71,443	\$68,000/yr start, 2.5% yrly adjustment
Urban Designer		\$ 23,335	\$ 35,875	\$ 36,772	\$35,000/yr start, 2.5% yrly adjustment
Benefit Load		\$ 17,168	\$ 26,394	\$ 27,054	25% of employee salaries
Facilities					
Studio & Utilities		\$ 9,475	\$ 18,750	\$ 18,750	1,250sf @ \$16/sf incl. utilities (1562/mo)
Furnishings		\$ 18,500			Office and studio furniture
Equipment		\$ 26,500	\$ 3,000	\$ 3,000	Computers, printers, phones
Programs					
Transient Studios		\$ 5,000	\$ 10,000	\$ 10,000	2 university studios per year
Interns / exhibits		\$ 45,000	\$ 45,000	\$ 45,000	Restricted funds from Footprint
Travel/Conference		\$ 4,000	\$ 4,000	\$ 4,000	
Legal/Professional	\$ 8,000	\$ 10,000	\$ 2,000	\$ 2,000	Strategic planning and legal
Media/Marketing					
Website		\$ 12,000	\$ 1,000	\$ 1,000	
Identity		\$ 6,000			
Subtotals	\$ 26,000	\$ 294,313	\$ 287,719	\$ 291,019	
Contingency		\$ 15,000	\$ 10,000	\$ 10,000	
Totals	\$ 26,000	\$ 309,313	\$ 297,719	\$ 301,019	934,050

Less than original budget

Greater than original budget

Addendum F -Expenditures to Date

RiverCity Company (RCC)
 Project 256 - Chattanooga Urban Design Studio
 Detail Postings for Dates 7/1/2014 Thru 6/30/2015
 Account Number/Description

Period	Date	Journal	Comments	Beginning Balance	Debit	Credit
5302-00-256	PARKING: CDP:RCC-CUDS					
				0.00		
04		10/4/2018 GJ-000583	Republic Parking		15.00	0.00
05		11/2/2018 GJ-000627	Republic Parking		15.00	0.00
06		12/3/2018 GJ-000002	Republic Parking		13.73	0.00
07		1/2/2019 GJ-000028	Republic Parking		13.73	0.00
08		2/4/2019 GJ-000094	Republic Parking		13.73	0.00
				71.19	0.00	71.19
5315-00-256	LEGAL FEES: RCC:RCC-CUDS					
				0.00		
04		10/18/2018 AP-000140	00MILLER MILLER & MARTIN September Legal		676.49	0.00
				676.49	0.00	676.49
5319-00-256	MEALS & ENTERTAINMEN:RCC-CUDS					
				0.00		
05		11/15/2018 MC-000137	Dish T'Pass LLC 002067		120.00	0.00
				120.00	0.00	120.00
5326-00-256	TELEPHONE SERVICE: C:RCC-CUDS					
				0.00		
04		10/7/2018 AP-000136	00COM001 COMMWORLD Setup Christian's pho		55.00	0.00
				55.00	0.00	55.00
5341-00-256	PROFESSIONAL FEES &:RCC-CUDS					
				0.00		
05		11/4/2018 AP-000144	00RUSH Studio C. Rushing, LLC Monthly Se		6,000.00	0.00
06		12/2/2018 AP-000159	00RUSH Studio C. Rushing, LLC December D		6,000.00	0.00
07		1/6/2019 AP-000014	00RUSH Studio C. Rushing, LLC Monthly De		6,000.00	0.00
08		2/3/2019 AP-000026	00RUSH Studio C. Rushing, LLC Chattanoog		6,000.00	0.00
				24,000.00	0.00	24,000.00
Project 256 -		0.00	24,922.68	0.00	24,922.68	24,922.68
Report Total:		0.00	24,922.68	0.00	24,922.68	24,922.68
Run Date:	2/24/2019 9:57:27 AM	Page:		1	G/L Date:	2/24/2019 User Logo



CERTIFIED PUBLIC ACCOUNTANTS

May 5, 2017

Chattanooga Design Studio
719 Cherry Street No. 100
Chattanooga , TN 37402

Chattanooga Design Studio:

Enclosed is the organization's 2015 Exempt Organization return.

Form 990-N (e-Postcard) has been filed electronically. There is no paper equivalent for this form, however, a summary worksheet is provided for review purposes.

A copy of the Form 990-N summary worksheet return is enclosed for your files. We suggest that you retain this copy indefinitely.

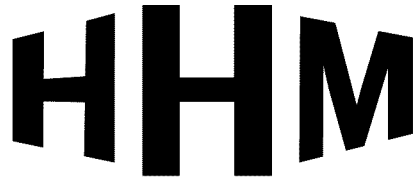
Very truly yours,

Henderson, Hutcherson & McCullough, PLLC

1200 MARKET STREET | CHATTANOOGA, TN 37402

T 423.756.7771 | F 423.265.8125 | HHMCPAS.COM

AN INDEPENDENT MEMBER OF THE BDO ALLIANCE USA



CERTIFIED PUBLIC ACCOUNTANTS

May 5, 2017

Chattanooga Design Studio
719 Cherry Street No. 100
Chattanooga , TN 37402

Chattanooga Design Studio:

Enclosed is the 2015 Exempt Organization return, as follows...

Instructions for filing the above form are furnished for easy reference. Your copy should be retained for your files.

Very truly yours,

1200 MARKET STREET | CHATTANOOGA, TN 37402

T 423.756.7771 | F 423.265.8125 | HHMCPAS.COM

AN INDEPENDENT MEMBER OF THE BDO ALLIANCE USA

TAX RETURN FILING INSTRUCTIONS

FORM 990-N

FOR THE YEAR ENDING
December 31, 2015

Prepared for	Chattanooga Design Studio 719 Cherry Street No. 100 Chattanooga , TN 37402
Prepared by	Henderson Hutcherson & McCullough PLLC 1200 Market Street Chattanooga, TN 37402
Amount due or refund	Not applicable
Make check payable to	Not applicable
Mail tax return and check (if applicable) to	Not applicable
Return must be mailed on or before	Not applicable
Special Instructions	<p>Form 990-N (e-Postcard) has been filed electronically. There is no paper equivalent for this form, however, a summary worksheet is provided for review purposes.</p> <p>A copy of the Form 990-N summary worksheet return is enclosed for your files. We suggest that you retain this copy indefinitely.</p>

Form 990-N (e-Postcard) Summary
(THIS IS NOT A FILEABLE FORM - FOR REVIEW PURPOSES ONLY**)**

Tax period beginning 01/01/2015 and ending 12/31/2015

Organization's legal name

CHATTANOOGA DESIGN STUDIO

Employer ID number

47-3183435

Other names used by organization (DBA)

Number and street (or P.O. box, if applicable)

719 CHERRY STREET

Room/Suite

100

Telephone number

City or town, state or country and ZIP + 4

CHATTANOOGA , TN 37402

Web address, if applicable WWW.CHATTANOOGASTUDIO.COM

Check if organization is not a 509(a)(3) supporting organization and its gross receipts meets limits for the tax year

Check if organization is terminating (going out of business)

Information regarding principal officer:

Name

Street address

City, state or country and ZIP + 4