

**RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ February 27, 2014**

Location: RAC, Resource Room Time called to order: 5:37 p.m. Time adjourned:
7:42 pm

Members present: Andrea Biren, Susan Brand, Inez Brooks-Myers, Donna Brorby, Bob
 Connolly, Peter Dodge, Sue Hartman, Yolanda Holley, Matt Jacobson,
 Bernadette Jones, Terry Kotsatos, Ellengale Oakley, Connie Tritt, Susan
 Wittenberg

Members Absent: Anna Blackman, Edric Kwan

Staff present: Richard Ambrose, Executive Director; Hannah Lennet, Volunteer
 Coordinator

Others Present: Megan Bradfield, Haas Board Fellow

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Handouts Distributed or emailed prior to meeting:

- 1) Board Meeting Agenda for February 27, 2014
- 3) Minutes of Board of Director’s Meeting, January 23, 2013
- 4) Treasurer’s report -- Balance Sheet, Profit and Loss Statement, and Cash Flow Schedule
 as of January 31, 2014; proposed additional expenditures
- 5) Executive Director’s Report – February 2013 (attached)
- 6) Background Check grid

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1. Introduction – Hannah Lennet, Volunteer Coordinator. The Board President introduced our Volunteer Coordinator Hannah Lennet. Hannah is a performing artist and she teaches performing art. She grew up with at least one artist parent. Art is very important in her life.

Hannah has been in her position since August 2013. By now, she fully understands the volunteer program and she believes that she can make it grow. There are 350 volunteers currently on RAC’s list of volunteers, of which 200 are “active,” having volunteered in the last 3 months. She described some volunteer opportunities that might be interesting to board members: helping to “turn over” exhibitions, help with UpCycle April 12 (family event, environmental emphasis), help with youth art tours at RAC, help with onsite and offsite classes. She will be emailing the board, soliciting volunteers

2. Approval of minutes of the January 23 Board meeting. The board president referred the board to the draft minutes of the January 23, 2014 Board meeting that she circulated by email in advance of the meeting. She asked if anyone had any corrections. Inez Brooks-Myers noted that the minutes erroneously identified the Exhibition Committee as the Exhibitions/Curatorial Committee. She made the following

MOTION: *“I move that the Board approve the minutes of the January 23, 2014 board meeting, as circulated in draft, with the name of the Exhibition Committee corrected.”*

The motion was seconded by Susan Wittenberg. It passed unanimously.

3. Treasurer’s Report. Connie Tritt, Treasurer, reviewed the balance sheet, profit and loss statement and cash flow report for January 31, 2014. There have been no significant changes in the Art Center’s financial condition since last month. Income continues to higher than projected by the budget. The Art Center was 58% of the way through its fiscal year at the end of January but had brought in 78% of the gross income budgeted for the fiscal year. The Art Center has a reserve of cash. As has been noted during previous meetings, the Art Center has been reaping the benefits of improved communication and marketing, attracting more paying students for studio classes among other things. The finance committee now projects a gross income of \$260,000 from the studio arts program, in comparison to the \$215,000 that was budgeted for this fiscal year. The budget was to receive \$125,000 in grants, but the Art Center has received \$147,000 so far this year and will receive \$30,000 more (Scully Foundation and Sui Generis Foundation). We have the support of 18 foundations this year. The statements reflect execution of the board’s decision last month to invest some funds in a new Charles Schwab account managed by board member Matt Jacobson.

The treasurer referred the board to the 990 that she circulated to all members. It is about to be submitted. Board members should inform Connie if they see any problems with the 990 she circulated

4. Executive Director’s Report. Ric Ambrose, Executive Director, reviewed his January/February written report that is attached. He discussed the proposal for additional expenditures this fiscal year in detail. As discussed above and each of the last few months, educational enrollment is up and the Arts in the Community (after school programs at schools, community centers and libraries) is expanding. There is increased demand on education department staff. Both the on-site and AIC directors should be full-time, with increased administrative support. Also, the computers that staff use need to be replaced; the plan is to replace them with mini-macs which are relatively inexpensive. Ric asked for authorization to expend an additional \$12,000 to increase staff hours, to apply to the Richmond Community Foundation for \$5,000 for mini-mac computers and to submit a Letter of Intent (LOI) to the Lucas Family Fund for \$100,000 to expand the Arts in the Community program. Ric explained that the Art Center did now have the capacity to use a \$100,000 grant for the AIC program if it were to receive one. Donna Brorby made the following

MOTION: *“I move that the Board authorize the Executive Director to expend and additional \$12,000 over the fiscal year budget for 2013-2014 for staff salaries, to increase staff hours in the education department.”*

The motion was seconded by Connie Tritt and it passed unanimously.

Inez Brooks-Myers made the following

MOTION: *“I move that the Board approve the Executive Director to make an application to the Richmond Community Foundation for \$5,000 to provide for mini-mac computer stations for all staff requiring computer stations for their work, and to submit an LOI to the Lucas Family Fund proposing a grant of \$100,000 for the Art Center’s Arts in the Community program.*

Susan Brand seconded the motion and it passed unanimously.

Josh Oliver brought a team of 8 subcontractors to evaluate the possibility of converting the space that KCRT is vacating to the Art Center’s use. They estimated a cost of \$1.4 million, including 20% for cost overruns, not including any fee for architectural services and not including any work in the courtyard. The facilities committee will follow up. The City of Richmond has a duty to make some repairs/updates, such as the new exit signs and emergency exit lighting that is currently in progress. Ric will schedule a time for any interested board members to see the KCRT space. Interested board members should let Ric know, so that he can consider their availability. When the time is scheduled, all board members will be advised, so that they can come if they want to.

Bechtel and Leshner foundation monies can be used for capital improvements that improve the Art Center’s program.

The treasurer’s report mentioned the \$10,000 grant that the Art Center is receiving from the Sui Generis Foundation. Virginia Rigney nominated the Art Center for this grant, which is how the Art Center comes to get this money. \$5000 is for the AIC at sites and \$5,000 if for AIC teacher training.

5. Committee Reports.

a. HR Committee. Committee Chair Bernadette Jones reported that the HR committee, working with the executive director, determined that RAC should/would do background checks including a DOJ criminal records check for all new employees and for volunteers who work with minors. She will be conducting a team-building session for managers on March 4.

a. Marketing Committee. Susan Brand, chair of the committee, shared three possible logo design themes that the committee is considering after eliminating other choices. A majority of the board favored one of the three themes and Susan said that she would take that back to the committee.

b. Nominations Committee. Committee Chair Andi Biren reported that LinkedIn has a feature to link potential board members with nonprofit boards. The Nominations Committee is using that feature. The Art Center is not likely immediately to have many new board openings, but it does need a new treasurer next year.

6. Old Business

Staff/Board Strategic Planning Meeting. The meeting is set for April 5, 2 – 5 p.m., at the Richmond City Hall. Ric will arrange for staff to provide committee chairs with proposed strategic plan revisions before then, and committee chairs must meet with their committees to consider strategic plan updates before then.

7. New Business

The Oliver Ranch Tower Performance benefit for the Art Center is set for July 12. The board events committee will take a lead role in planning and making arrangements. There is space for 100+ (125 maximum, but that is crowded). The ticket price will be set to yield a net \$5,000 to the Art Center. The price is likely to be approximately \$150. There will be a discount for members.

8. Adjournment. The meeting was adjourned at 7:42 p.m.

Refreshments: Susan Brand volunteered to bring refreshments for the March 27 meeting.

Upcoming Dates:

- March 8 & 9 Art of Living Black Open Studios 11-5
- March 22 New Exhibitions Open – Reception 4-6
- March 27 Board Meeting 5:30-7:30 p.m.
- March 29 Breakfast Group Coffee & Discussion, 11 a.m. – 1 p.m.
- April 5 Breakfast Group Coffee & Discussion, 11 a.m. – 1 p.m.
- April 5 BOARD/STAFF Strategy & Communication meeting 2-5 pm
- April 12 Breakfast Group Coffee & Discussion, 11 a.m. – 1 p.m.
- April 12 UPCYCLE! 1-4
- April 17 WCCUSD Student Art Show reception 5:30-7:30
- April 19 Breakfast Group Coffee & Discussion, 11 a.m. – 1 p.m.
- April 24 Board Meeting 5:30 – 7:30 p.m.
- April 26 Breakfast Group Coffee & Discussion, 11 a.m. – 1 p.m.
- May 3 Breakfast Group Coffee & Discussion, 11 a.m. – 1 p.m.
- May 10 Breakfast Group Coffee & Discussion, 11 a.m. – 1 p.m.
- May 17 Breakfast Group Coffee & Discussion, 11 a.m. – 1 p.m.
- May 24 Breakfast Group Coffee & Discussion, 11 a.m. – 1 p.m.
- May 31 Breakfast Group Coffee & Discussion, 11 a.m. – 1 p.m.
- June 14 Annual Membership meeting 4 pm

Board meetings are 5:30 to 7:30 the fourth Thursday of the month, except in November and December when the meetings will be on the third Thursday due to holidays.

Executive Director Report for February 2014

Facilities:

Josh Oliver of Oliver and Company, and a number of their sub- contractors, reviewed our architectural program and schematic rendering to improve the RAC and the adjacent KCRT facilities to meet our growing operations and programmatic needs; conducted two walkthroughs; and submitted a detailed estimate cost analysis. The total estimate for the multi-phase improvement program is \$1.3 million (including a 15% contingency). We will be scheduling a walkthrough in the next few weeks for the entire board to acquaint them with the proposed modifications for RAC and KCRT space. I would like to thank Peter Dodge and Sue Hartman for coordinating these efforts and to Oliver and Company for contributing their expert services.

Programs Activities:

1. We had three successive receptions and art talks for the winter exhibition series in February. Each event was well received and attended. Overall we had over 750 in attendance.
2. We guided over 400 elementary students through our Art Tour program.
3. This spring we will host 13 artists who will lead gallery walkthroughs, artist talks, and two family events. In particular, we have a lively Jive Java talk and a gallery talk by one or two artists each Saturday from 11:00 a.m. to 1:00 p.m. during the Breakfast Group Exhibition.

Grants:

We received a \$1,000 unrestricted grant from Red Oak Opportunity Fund and that we will be a recipient of a \$10,000 grant (shepherded by Virginia Rigney) from a family designated fund for Teacher Professional Training. To date, we have received gifts and/or commitments of \$177,500 from 18 Foundations. Our original budget was \$125,000. We will be restricting \$30,000 of this total for FY14/15. There are two pending grants totaling \$60,000 for AIC program. (Irene Scully Foundation, \$10,000; and Crescent Porter Hale Foundation, \$50,000). We will be submitting a grants in March to the Richmond Community Foundation for the purchase of computers/IT equipment (\$5,000) and to the Zellerbach Foundation (\$7,500) for sponsoring the fall 2014 Diebenkorn Exhibition .

Sponsorships:

1. We have raised \$3,300 in sponsorship for the Upcycle Event on April 12th. New sponsors include Nutiva (\$1,000) and Top of the Mall (\$500). Note: We will be hosting an art activity at the Mall in May to promote our summer programs
2. Oliver and Company will sponsor the Breakfast Group Exhibition scheduled for Spring (\$2,500)

3. West Contra Costa Unified School District will sponsor the 49th WCCUSD student exhibition in the Community Gallery this spring (\$4,950).

Operations:

With the significant growth in the Education programming coupled with projected increase in our net income (from \$32,000 to \$74,000) for this fiscal year, I have attached a request to increase staff hours for four staff members to accommodate the increased services and events in the next four months, to purchase of computers to replace our aging computers for the staff and to transport a donated 24 cubic ft. GIL kiln from SF to Ceramic Studio. (see "Ric's Proposal for additional Expenditures").

We will have our first of our all-staff monthly meetings on March 5th to improve overall communications and operations. Bernadette Jones will be conducting a 2.5 hour Coaching Session for staff managers on March 4th, and I will be attending an all day Coaching seminar hosted by Compass Point on April 9th.