

Richmond Art Center

Minutes of Board of Directors-November 20, 2014

Location: RAC, Resource Room Time called to order: 5:44 p.m. Time adjourned: 8:25 p.m.

Members Present: Andrea Biren, Anna Blackman, Susan Brand (5:49), Donna Brorby, Inez Brooks-Myers, Peter Dodge (5:58), Sue Hartman, Yolanda Holley, Matt Jacobson, Bernadette Jones, Edric Kwan, Ellengale Toki- Oakley, Connie Tritt, Susan Wittenberg

Members Absent: Bob Connolly, Terry Kotsatos

Staff Present: Richard Ambrose

Others Present: None

Handouts Distributed or emailed prior to or at the meeting:

1. Agenda for November 20, 2014 Board Meeting
2. Minutes of Board of Director's Meeting, October 23, 2014
3. Executive Director's Report November 2014 (attached)

1. Introduction/Announcements/Agenda Reviews- Donna Brorby, Board President, called the meeting to order at 5:44 p.m.

2. Approval of the Minutes-November 20, 2014 board meeting- Donna Brorby directed the board to the draft minutes of October 23rd board meeting that were circulated in advance via email. It passed with one correction. Correct the spelling of Andi Biren's name. Inez made the following:

MOTION: *"I move that the board approve the draft minutes of October 23, 2014 board meeting as circulated with the minutes to reflect the correct spelling of Andi Biren's name."*

The motion was seconded by Matt Jacobson. Andi Biren, Susan Wittenberg, Anna Blackman and Edric Kwan abstained. It passed.

3. Treasurer's Report-Treasurer Connie Tritt stated that she has not distributed the financial reports for the month of October 2014. The reports are being addressed by the new finance manager and should be ready by next board meeting. Connie explained that the IRS wants to see the Art Center's returns for the period after the 2010 embezzlement; including the bank statements that were altered. She stated that the IRS form 990 due November 15th 2014 to be extended.

The board discussed issues concerning EDD and independent contractors. The independent contractors maybe reclassified as casual employee status. This change will cost the Art Center \$15k-\$30k more annually.

4. Executive Director's Report- Ric Ambrose, Executive Director reviewed his November 2014 written report with the Board. It is attached. Some of the highlights discussed were:

- Submitting applications for grants for the AIC summer programs
- 4H partnership and Art Practice to shadow students
- Community Development Block Grant (CDBG) application
- RAC/KCRT facility improvements and the need to comply with ADA requirements
- Artist-In- Residence pilot program at Washington Elementary
- Review of the staff retreat held on November 15th and second retreat December 17th
- Staffing changes and increase of weekly hours to support administration needs

The board discussed the importance of applying for the City of Richmond Community Development Block Grant to meet one or both of two current needs: (1) expanding the AIC program to provide more educational services to middle and low income families and (2) facility improvements to permit expansion of the Art Center's programs. Andi made the following:

Motion: *" I move that the board approve that the Art Center submit an application for a CDBG grant for fiscal year 2015-2017 to the City of Richmond for funds for one or both of the purposes we have discussed."*

The motion was seconded by Inez. It passed unanimously.

A question was raised concerning the status of the Partnership Campaign fundraising goals. Ric explained that the campaign has reached 40% of its fundraising goals for this fiscal year, ending June 30, 2015.

5. Old Business- Donna announced that the end of year fundraising phone-a-thon has been rescheduled for December 9th at 5:30 p.m..

6. New Business-The year end Staff and Board Party will be held at Susan Wittenberg's home January 10, 2015 from 5-7 p.m. Susan will prepare a draft of the Save the Date invitation.

7. Committee Reports-

- a. **Exhibition Committee:** Inez Brooks-Myers, chair of the committee announced that the exhibition charter was circulated via email. Donna reminded committee chairs to check their charters in the board of director's binder. She will send an HR charter to Bernadette.

8. Closed Executive Session-The President called the board into an executive session at 6:31 pm. for the purposes of having a confidential discussion about personnel matters (ED annual evaluation). Ric was in attendance until 6:48 p.m. The executive session ended at 8:20 p.m.

9. Adjourn- The meeting was adjourned at 8:25 p.m. Matt volunteered to bring snacks for the December board meeting.

10. Upcoming Dates:

- December 18, 5:30- 7:30 p.m. Board Meeting
- January 10, 5:30- 7:30 p.m. Staff/Board Party
- January 11, Opening of Winter Exhibits
- January 15, 5:30 -6:30 p.m. Executive Committee
- January 22, 5:30 – 7:30 p.m. Board Meeting
- February 7, Reception for Winter Exhibits

Executive Committee is regularly scheduled to meet on the 3rd Thursday each month, and the full board on the 4th Thursday. These meetings move up one week in November and December, due to holiday schedules.

Executive Director Report for November 20, 2014

Fund Development:

We received a \$20,000 gift from an Anonymous Donor through the East Bay Community Foundation to support general operating. This is based on our recent successes serving the community. We also received \$2,500 from the Soroptimist Richmond International to support our AIC program at the Richmond Library. The Diebenkorn Exhibition has generated additional income from our donation box over the nine week period and from the exhibition catalog sales. We have netted (after cost of printing and design) over \$3,200 in Diebenkorn catalog sales; we also received an additional \$1,100 grant from the Diebenkorn Foundation to print a second edition. We have generated about \$4,000 in donations to the suggested donation box from our fall program event participants and gallery visitors. The donations exceeded last year's total donation box contributions of \$2,700 by nearly 150%.

Susan Wittenberg, Virginia Rigney and Rebeca Garcia Gonzalez facilitated a successful orientation meeting with Leah Casey, Program Officer for Chevron's Youth and Safety program. We discussed the possibility of submitting grants for our AIC summer program and sponsorship of our 50th Anniversary West Contra Costa Unified School District Student Exhibition as well as participating in their Employee Volunteer program. We will be submitting our applications in early January.

Meeting with Bill Lindsay/City of Richmond:

Katy Curl and I met with Bill Lindsay about the City's commitment to fulfill the RAC/CITY MOU, long term lease of the Art Center and KCRT space. He indicated that he is very impressed with the accomplishments of the Art Center over the past two years and feels very strongly about the City's MOU commitment to invest in the Art Center and its programs. He is confident that the City obligation outlined in the MOU is still in place for the next year. He is interested in issuing a 20-year lease with the Art Center allowing us to secure capital funding from our donors and foundations for improvements and vigorously supports our long term relationship and continued support. We will be following up with another meeting to discuss the long term lease in the near future. The next day, I presented

an overview of our historic relationship with the City and current community engagement successes for the City Department heads in a meeting at the RAC. Bill indicated that the City's investment is worth every dollar and praised the Center's leadership for its successes.

I met with Jim Goines, the City of Richmond's Finance Director, and City representatives of the (CDBG) Community Development Block Grant (HUD program) to discuss our potential participation by submitting grants in two areas: providing educational services to middle and low income families and facility improvements. We are eligible to ask for support for our AIC program as well as capital improvement support for KCRT/RAC improvements particularly in those fulfilling specific ADA requirements (ramp, door entry between RAC/KCRT, movement of Administrative operations to West Gallery and installing a public handicapped restroom between the Admin Office and Curatorial Office. With the December 15th deadline looming we are still assessing if we can provide sufficient documentation and supporting materials to apply to both categories. This is a two year grant for FY15-17.

Programs:

We closed the fall exhibitions with astounding results and achievements. Attendance for the 10-week exhibit (estimated at 5,000) exceeded our annual attendance for this past year and doubled over FY12/13. The closing party on the last day attracted 300 guests. We received many accolades from visitors and media including from noted Bay Area art critics/curators. The Diebenkorn Foundation were exceptionally proud of our efforts to frame Diebenkorn's drawings. We had numerous group visits, the majority of them college students from Monterey to Sacramento who not only viewed the exhibition but spent time drawing or sketching from Diebenkorn drawings.

Our fall class/workshop program met its financial and enrollment goals: 450 students enrolled generating \$70,500 in tuition fees. Nicole Kite has quietly done an exceptional job of managing the Studio program and coordinating a successful Skeleton Fest program which attracted over 400 parents and kids to the Skeleton Fest. The winter catalogs have been mailed and registration starts next week. Our fall AIC programs will conclude in mid-December and both Rebeca and Rachael are currently mapping the spring after school program sites/activities and in particular, the first in-school Artist-in-Residence program at Washington Elementary School, providing 8-week classes in art to 450 students.

Staff Retreat:

Bernadette Jones generously provided her time to facilitate the Staff Retreat on Saturday November 15th at the Brickyard Marina. Both Andi Biren and Donna Brorby participated in the multiple sessions. The focus of the discussion was building trust and improving the work culture. We addressed several issues that need to be addressed. I will be working with staff individually and collectively to improve morale and trust. The 6-hour retreat included a variety of interactive team activities designed to explore ways to improve communication and build trust.

In addition to building trust, several key outcomes were discussed: updating all staff job descriptions; crafting a comprehensive calendar of all internal and external activities to assess capacity and coordination; improving board/staff relations; and gathering input from staff and board on the reorganization of our staff structure. These and other recommendations will be implemented over the next several weeks. To follow up and to assess accountability around our commitments to improve trust, we have scheduled a second retreat for December 17th. There will be subsequent staff retreats and meetings to gauge improvements. I would like to express my gratitude to Bernadette for coordinating, planning and facilitating the Staff Retreat, and to Andi and Donna for joining staff for this important day.

Staff Allie Bauer was hired in late July as a part-time temp at the Front Desk. She has been working to master the complex ActiveNet system and has provided additional admin communications support for Teri Gardiner. Given her admirable performance and in lieu of opening the search for the Visitor Services Coordinator position, I have hired Allie as the full time Visitor Services Coordinator. The job descriptions for both Nicole and Allie will be updated to reflect the changes in the Center's administration needs. Both Rebeca and Racheal will increase their weekly hours in order to support the administration of the Washington Elementary School Artist in Residence program. Rebeca will work an additional 8 hours over a 10 week period and Racheal will increase her time by five hours over a 12 week period (total increase payroll \$3,500). The increase staff costs will be offset

\$3,000 administrative fee charged to WES. The increase in time is necessary in order to provide quality program and oversight for this important pilot program.