

## **Richmond Art Center**

### **Minutes of Board of Directors-September 25, 2014**

Location: Basement-Richmond City Hall Time called to order: 5:45 p.m. Time adjourned: 8:20 p.m.

**Members Present:** Andrea Biren, Susan Brand, Anna Blackman, Donna Brorby, Inez Brooks-Myers, Sue Hartman, Yolanda Holley, Matt Jacobson, Bernadette Jones, Terry Kotsatos, Ellengale Toki-Oakley, Connie Tritt, Susan Wittenberg

**Members Absent:** Bob Connolly, Peter Dodge, Edric Kwan

**Staff Present:** Richard Ambrose, Executive Director

**Others Present:** Michele Seville, Arts & Culture Manager

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Handouts Distributed or emailed prior to or at the meeting:

1. Board Meeting Agenda for September 25, 2014 (attached)
2. Minutes of Board of Director's Meeting August 28, 2014
3. Executive Director's Report August 2014 (attached)
4. Treasurer's Financial Report, P&L Statement (July-August 2014)
5. E.D. Accomplishment Report to the board
6. Replacement material for Board of Directors Binder

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**1. Introduction/Announcements/Agenda Reviews-** The meeting was called to order by Board President Donna Brorby at 5:45 p.m. Michele Seville and Sue Hartman presented a video slide show which highlighted the relationship of the City and Richmond Art Center. They will give the Art Center a copy of the slide show (it is a .ppt document). The following points were emphasized:

- History
- City Support
- Building Infrastructure
- IT Support
- KCRT Option Space
- **Goal-** Continue partnership building.

- **Suggestions**-Hold a City of Richmond senior staff meeting at RAC Diebenkorn exhibition. Build relationships with Chevron and the Latino community.

Donna Brorby reminded board members to complete and turn in monthly time sheets.

**2. Approval of the minutes of August 28, 2014 Board meeting-** Donna Brorby referred to the draft minutes of August 28<sup>th</sup> board meeting. Inez requested the minutes be corrected and to include the presence of then-staff member Nina Thompson.

Susan Wittenberg made the following:

**MOTION:** *“I move that the minutes of August 28, 2014 board meeting be corrected to show the presence of Nina Thompson for part of the meeting and to approve the minutes as corrected.”* Andi Biren seconded. It passed unanimously.

**3. Closed Executive Session-**Donna Brorby called the executive session to order at 6:12 p.m. The minutes of the executive session are confidential. During the closed session, the minutes of the closed executive session of August 28<sup>th</sup> were handed out and read by those present. Andi Biren made the following:

**MOTION:** *“I move that the board approve the closed executive session minutes of August 28, 2014 as circulated.”* It was seconded by Ellengale Oakley. It passed unanimously.

The closed executive session ended at 7:00 p.m.

**4. Treasurer’s Report-** Treasurer, Connie Tritt distributed the Profit and Loss Statement dated July through August 2014. The following matters were brought to the attention of board members:

- The IRS is auditing the Art Center return for the embezzlement period
- The current and prior treasurers of the Board are helping to prepare for the audit
- After the embezzlement, policies and procedures were put in place to ensure that embezzlement will not reoccur
- Nina Thompson, briefly the Art Center’s finance manager, was terminated (more information in the confidential minutes of the executive session); again the Art Center has a bookkeeper part-time to process payroll and billing, with the board treasurer providing oversight
- Net Income of \$4285 for July-Aug 2014 P&L

**5. Executive Director’s Report-** Ric Ambrose presented his E.D. Report for September 2014 (attached). Board members were encouraged to attend Familias Unidas Dia de Los Muertos benefit on October 24, 2014 at the Richmond Art Center. The ED’s recommendation to cancel the Holiday Arts Festival this year was discussed in depth. The recommendation was based on the current staff vacancies and the burden it would be on existing staff to produce the event. Some board members thought that the board could help produce it and that the matter should be referred back to staff to decide whether or not to cancel it. Others thought that there was no way to produce the event without it being very difficult for

staff, and that our priority at this time must be supporting staff and improving staff morale and that the board would do so by directing that the event be cancelled.

Connie Tritt made the following:

**Motion:** *“I move that the Holiday Arts Festival 2014 be cancelled and that the Art Center hold nothing like a Holiday Arts Festival this year.”* Ellengale-Toki Oakley seconded it. It passed by a vote of 6 ayes, 5 nays and two abstentions’ (Andi Biren, Anna Blackman).

## **6. Committee Reports-**

- **Development/Sustainability Committee Report-** The chair Matt Jacobson announced the Partnership Campaign kick off scheduled for October 2, 2014. Board members were encouraged to attend the kick off. A sign up sheet was circulated to confirm attendance. Members were updated on the business solicitation team developments. Meetings with Chamber of Commerce and Chevron, topics discussed; building relationships with 23<sup>rd</sup> street merchant association and coordinating events at Richmond Art Center.
- **Finance Committee-** Matt announced that the finance committee met and discussed moving funds from Chase account to G.E. Capital Bank online account. The account is FDIC insured.

Andi Biren made the following:

**MOTION:** “I move to authorize Ric and Connie to open an account at G.E. Capital Bank at their discretion.” Connie Tritt seconded it. It passed unanimously.

## **7. Old Business**

**Board of Director’s Binders-** The board president distributed updated replacement material for board of director’s binders. She reported that she also emailed the replacement material. Sue Hartman will produce a digital version of the handbook.

**8. New Business-** The board president will send the Executive Directors’ annual review material to board members by email.

**9. Adjourn-** Motion 8:20 p.m. Snacks next time Bernadette Jones

## **10. Upcoming Dates:**

**Sat. October 18, 2:00 p.m. - 4:00 p.m. Juan Fuentes Artist Talk**

**Thurs. Oct 23, 5:30 – 7:30 p.m. Board meeting**

**Sat. Oct. 25, 1 p.m. – 3:00 p.m. Skeletonfest**

**Sun. Oct. 26, 4:00 p.m.- 6:00 p.m. Garry Knox Bennett major donor event**

**Sun Nov. 2, 1:30 p.m. – 3:00 p.m. Considering Diebenkorn, discussion**

**Sun. Nov. 16, 3:00 p.m. – 5:00 p.m., Fall exhibits closing reception**

**Thurs. Nov. 20, 5:30 p.m. – 7:30 p.m. Board meeting**

Agenda for September 25, 2014 Richmond Art Center Board of Directors Meeting

Richmond City Hall Basement Lunch Room (near Richmond Art Center)

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|---|------------|------------------------|
| 1. Announcements/Introductions  | 20 minutes |                        |
| Introduce Michele Seville, Virginia Rigney and Sue Hartman, and their Presentation, RAC and the City of Richmond  |            | Donna<br>MS, VR and SH |
| Board timesheets – hand in tonight  |            | Donna                  |
| Familias Unidas Dia de Los Muertos benefit at RAC, a few board members encouraged to attend, Friday 10/24 Friday, see postcard announcing it outside the door |            | Donna                  |
| 2. Approval of minutes of Aug board meeting (MOTION)  | 3 minutes  | Yolanda                |
| 3. Executive Session –  |            |                        |
| Personnel issues  | 10 min     | Ric/Bernadette         |
| Approve minutes, Aug mtg, Exec Session  | 2 minutes  | Yolanda                |
| Accomplishments FY 2013-14  | 10 minutes | Ric                    |
| 4. Treasurer's Report   | 15 minutes | Connie                 |
| 5. E.D. Report  | 20 minutes | Ric                    |
| 6. Development/Sustainability committee report  | 15 minutes | Matt                   |
| Partnership Campaign – Kick-off October 2   |            |                        |
| New names to add to our solicitation list?  |            |                        |
| 7. Old Business   | 10 minutes | Donna                  |
| Update board director binders   |            |                        |
| 8. New Business   | 10 minutes | Donna                  |
| ED annual review – distribute materials   |            |                        |
| Set up process to complete  |            |                        |
| 9. Snacks next time   |            |                        |
| 10. Adjourn – (MOTION)  |            |                        |

Upcoming Dates:

Sun. Sept 28, 1:30 – 3 p.m. Diebenkorn event, Renee Bott talk, Diebenkorn at Crown Press

Sun. Oct. 5, 6:30 – 9:30 p.m. Diebenkorn event, still life drawing activity  
Thurs. Oct. 9, 6 – 8:30 p.m. Diebenkorn event, figure drawing activity  
Thurs. Oct 23, 5:30 – 7:30 p.m. Board meeting  
Sat. Oct. 25, 1 p.m. – 3 p.m. Skeletonfest  
Sun. Oct. 26, Garry Knox Bennett major donor event  
Sun Nov. 2 , 1:30 – 3 p.m. Considering Diebenkorn, discussion  
Sun. Nov. 16 3 – 5 p.m., Fall exhibits closing reception  
Thurs. Nov. 20, 5:30 – 7:30 p.m. Board meeting  
Thurs. Dec. 4 5:30 – 7:30 p.m. Holiday Arts Festival VIP reception  
Dec. 7 11 a.m. – 5 p.m. Holiday Arts Festival [Cancelled?]

Board meetings are 5:30 – 7:30 p.m. the 4<sup>th</sup> Thursday January – October. In November and December, board meetings are the third Thursdays, due to holidays. The executive committee meets the Thursday a week before the board meeting, at 5:30 p.m.

## Executive Director Report for September 2014

### Increased Studio enrollment for summer and fall quarters:

We have increased enrollment for both summer and fall quarters by 10%, averaging 420 students per quarter. Earned revenue for Summer Camp and classes was \$75,000 the highest in years. We are on target to reach our fall enrollment goal as well and I am happy to announce that drawing and painting classes that have generally lagged compared to other types of media classes over the past few years, are stronger than ever averaging 8 to 16 students per class. Nicole Kite deserves special thanks for her successful management of the summer program.

### AIC Program:

I am happy to announce that multi-talented AIC instructor Racheal Scraffan has now joined our team. She will be supporting Rebecca Garcia Gonzalez to manage the burgeoning AIC program and will be working 25 hours a week with a possible increase in time as the program continues to grow.

This fall we will be providing AIC programs to 16 schools and community sites and the Richmond Art Center (an increase of 9 from last fall) including two new initiatives: Artists in Residence program at Washington Elementary School and Professional Development at Downer Elementary School. We continue to receive interest from other schools to provide STEAM afterschool programs generated from our new website and teachers who participated in last month's Professional Development program for elementary school teachers. We are integrating our efforts through the WCCUSD Administration office.

### Events:

We participated in the Solano Stroll with a booth that attracted hundreds of kids and adults to pound, chase and shape a leaf copper pendant while promoted our exhibition and class programs. Nicole Kite did an exceptional job of arranging the setup and Metal artist Ed Lay and his jewelry students provided the art activities. Our screen printers Joyce Shon and Monica Gyulai printed scarves at the Richmond Wrecking Belles, a women's roller derby event at the Crane Way.

### Exhibitions:

We opened the fall exhibitions to a packed house of enthusiastic patrons, artists and supporters. Over 700 people attended the VIP and opening receptions for the Diebenkorn in Berkeley, Frank Lobdell, Tom Holland and Social Discourse in Print exhibitions. Guest Curator Jan Wurm's relationship with the Diebenkorn Foundation helped to make this program a huge success. The Richard Diebenkorn Foundation and family are very pleased about the organization and presentation of the exhibition and related programs. Anthony Torres did a great job of curating works by a richly diverse group of artists in the *Social Discourse: In Prints* in the Community gallery.

Last Sunday some 150 guests listened to Gretchen Grant and Kathan Brown who discussed Diebenkorn as an artist, father and printmaker. In addition to the scheduled programs we will be adding a

performance in the Main Gallery by Del Sol String Quartet, date to be determined. We have sold over 120 Diebenkorn catalogs. We are considering printing a second edition with partial funding from the Diebenkorn Foundation. In addition, a sponsor has come forward to pay a videographer to film and edit three of the scheduled Diebenkorn programs for our and the Foundation's archives.

And finally exhibition attendance has more than doubled over the past year. Our first open Sunday attracted over 75 visitors.

**Staffing:**

Ryan Race, Visitor Services and Volunteer Manager has resigned from her position, however she will continue in the short term supporting the Volunteer program in a part time capacity. We have posted the position. We have hired Allie Bauer to support Nicole Robinson with front desk responsibilities including our expanded Sunday hours.

Newly hired Finance Manger Nina Thompson was dismissed due to an unsuccessful background check. Given that she had access to employees' and contractors' confidential information we have notified staff and contractors to be alert to potential fraud or identify theft. It's been a practice to offer employees a job offer on the condition of successful background check, which takes about 3 to 4 weeks. In the future we will complete a background check prior to hiring as the Finance Manager has access to confidential information and financial accounts. Nancy Canas who was the bookkeeper during the previous transition will assist during this transition.

**Holiday Arts Festival:**

With our current staff vacancies (Development, Visitor Services and Volunteer Manager, and Finance Manger positions) and with Kato Jaworski on extended medical leave, and after seeking input from the staff and a subsequent conversation with the Executive Committee, I am recommending cancelling this years Holiday Arts Festival scheduled for December 7<sup>th</sup>.

With the Event Coordinator position open, it will be too late to bring an outside event coordinator to coordinate this labor intensive event. The event coordinator will costs thousands of dollars and will stil require heavy staff involvement for the development and coordination. This will overtax the already full workload of the current staff.

We are exploring the planning of smaller fundraising events to reduce the budget shortfall of \$22,000 that will result from taking a "sabbatical leave" from the event this year. We will emphasize our many milestones this fall and will encourage dollar for dollar matching grants to support the Richmond Art Center and the growth of our principal programs. We will recommend that the interested vendors participate in the local Holiday Fair at the Craneway a week before the HAF.