

## Richmond Art Center

### Minutes of Board of Directors-March 26, 2015

Location: RAC Resource Room. Time called to order: 5:38 p.m. Time Adjourned: 7:05 p.m.

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

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

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

**Others Present:** Jan Wurm, Exhibition Director

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Handouts Distributed or emailed prior to or at the meeting:

1. Agenda March 26, 2015 Board Meeting (emailed prior to meeting)
2. Draft Minutes of Board of Director's Meeting, February 26, 2015 (handout)
3. MOB Closed Executive Session February 26, 2015 (handout)
4. Executive Director's Report March 2015 (emailed)
5. Treasurer's February 2015 Financial Reports (handout)
6. Proposed Revised Handbook Section (handout)

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**1. Introduction/Announcements/Agenda Reviews-** Donna Brorby, Board President, opened the meeting at 5:36 p.m. She announced the resignation of Board of Director's members Peter Dodge and Bob Connolly.

Ric Ambrose, Executive Director, introduced everyone to Jan Wurm, the Art Center's new Exhibitions Director.

**2. Approval of the minutes-**Donna Brorby asked members to read the draft minutes of February 26th board meeting and the closed executive session minutes. Donna asked if anyone had any corrections to the minutes. There were minor corrections. Susan Wittenberg made the following:

**Motion:** *"I move that the Board accept the draft minutes of the February 26, 2015 board meeting as corrected."*

Inez-Brooks-Meyers seconded it. It passed unanimously.

**3. Treasure's Report-**Treasurer, Connie Tritt, informed the board that Finance Director Carolyn Rodkin finished the CDP reports. The funds that were authorized to pay Connie's office to do the CDPs will not be expended. Carolyn is still being assisted by a part-time bookkeeper.

Connie reviewed the Profit Loss Budget Performance, Balance Sheet Comparison reports as of February 2015. She explained that the City of Richmond loan balance for \$96K is officially cancelled. Revenue is up for the 8 month period. Expenses are down due to staff vacancies. The Finance Director is still struggling with difficulties reconciling some temporarily restricted fund accounts from the time before she was finance director.

**4. Executive Directors Report-** Ric Ambrose, Executive Director presented his March 2015 report; attached. The following points were addressed:

- **Fund Development-**Our anonymous donor from last year has renewed the challenge match for FY15/16 for donations of \$200 - 999. Planning has begun for the Art Center's 80<sup>th</sup> Anniversary Gala.
- **Exhibitions-**Board members are encouraged to attend the WCC Student Art Show Reception on April 23.
- **Education-**The Art Center is running out of space. May need to rent off site storage
- **Robert Edsel Talk-**A two minute video about the Art Center was presented at the Robert Edsel Talk, Leshner Center for the Arts. The video maybe shown at next month's board meeting.

**5. Committee Reports-**

- **Exhibition Committee-**Inez-Brooks-Meyers, Committee Chair reported that the exhibition committee had an in-depth discussion of the issues raised by occasional objections to exhibited art works based on violent or sexual content during their committee meeting, March 25<sup>th</sup>. The committee does not favor censorship of artists. At its next meeting, it will consider further what to propose to the board as policy.
- **Nominations Committee-**Donna Brorby, Board President reported that potential candidates are being interviewed beginning March 27<sup>th</sup>. The election will be held June 13<sup>th</sup> during the annual membership meeting.
- **Marketing Committee-**Susan Brand, Committee Chair reported the Marketing Committee will meet with the Development Committee to discuss the schedule for fundraising and donor stewardship activities and the development of necessary marketing materials.

**6. Old Business-**

**a. Update pursuit of restitution from Kristina McGovern-**Andi Biren reported that a probation and restitution hearing is scheduled April 10<sup>th</sup> in Alameda County. Donna said that she would attend the hearing and find out if there is anything else the Art Center can do.

**b. Board Party to Celebrate Staff- March 28, 5:30-7:30 p.m.-**Donna reminded members to attend the Board/ Staff celebration at Susan Wittenberg's home.

## 7. New Business-

**a. Board Meeting-** Donna Brorby pointed out that the WCCUSD student art show reception and April board meeting are scheduled on the same day, April 23. The board agreed to reschedule its April meeting to April 30<sup>th</sup>.

**b. Employee Handbook-**Members discussed the proposed revision of the handbook section on medical, family care and disability leaves of absence. Andi made the following:

**Motion:**” *I move that the board adopt the amendments to the Employee Handbook section F. Medical, Family Care and Disability Leaves of Absence.*”

Susan Hartman seconded it. It passed unanimously.

## 8. Adjourn- 7:05 p.m. Motion Snacks next time Yolanda

### Upcoming Dates:

May 3 2:00-3:30 p.m., Boxing Your Memories  
May 5 We Give campaign  
May 9 3:00-5:00 p.m., Art in the Community Annual Student Show Reception  
May 16 Gruen donor event (invitation only)  
May 17 2:00 p.m. – Del Sol Quartet Performance  
May 24 3:00-5:00 p.m., Mildred Howard: Spirit and Matter closing reception, 3-5 p.m.  
May 25 Memorial Day, no classes  
June 13 4:00 - 5:00 p.m. Annual Members Meeting  
June 13 5:00-7 p.m., Summer Exhibitions Opening Reception

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

## Executive Director Report for March 2015

### **Fund Development**

The El Sobrante Art Guild, which has awarded up to \$3,500 annually to individual students in the WCCUSD Student Exhibition for the past three decades, will contribute \$2,000 toward our AIC program.

The Savin Foundation has renewed their \$10,000 Challenge Match for FY 15/16, providing a 1:1 match for contributions of \$200 to \$999 up to \$10,000. In addition, they have committed \$20,000 to support the Exhibition Director's Salary for FY 15/16 and FY16/17. I have a follow-up meeting scheduled with Gene Savin in April.

We have 10 grant applications pending, requesting a total of \$224,000 total to support our AIC and Summer Camp programs for FY15/16. Our goal is to raise \$200,000 in grant support for next year's programs. We will continue to submit grants in the coming months.

### **Exhibitions**

We are very pleased that Jan Wurm has accepted our offer to join us as our new Exhibition Director. Jan guest curated three recent exhibitions for the Richmond Art Center: *The Breakfast Group*, *Closely Considered: Diebenkorn in Berkeley*; and *Mildred Howard: Spirit and Matter*. She was also responsible for soliciting financial support from two foundations and several individuals in addition to acquiring a host of in-kind donations of art supplies, food and beverages for the related program events.

The Mildred Howard exhibition was the featured article for *San Francisco Chronicle's* Datebook section last week. We expect an article on the Huffington Post and International Sculpture magazine in the near future.

Nearly 400 people attended the opening reception for the Spring Exhibitions: *Mildred Howard: Spirit and Matter* and the *50<sup>TH</sup> Anniversary WCCUSD Student Exhibition*. Many of the guests were noted Bay Area artists and art supporters who visited the Art Center for the first time or for the first time in many years. Ken Baker, the art critic for the *San Francisco Chronicle* was in attendance at the opening and commented on how well the exhibit was organized. Mildred was extremely appreciative of the Art Center's support for the exhibition and mentioned that she is very pleased that her artwork is displayed in Richmond instead of in San Francisco, Chicago or New York. This Sunday we'll present a conversation with Mildred Howard at 1:30 pm in the Main Gallery – I encourage you all to attend to meet this very dynamic artist.

Inez will give the Exhibition Committee report.

### **Education**

We are currently in 18 sites this spring delivering STEAM-based programs in the majority of the school and community center sites. We are also a sponsor for the Cinco de Mayo Parade, which will include the design and construction of two floats by students at the Latina Community Center and Richmond High School.

The storage of Art Supplies continues to be an issue. We will be purchasing mobile shelving to store the supplies in the Resource Center. We will be submitting an application to the ED Fund to conduct 8-week classes at four community sites this summer. The AIC program has grown to provide a year-round schedule of offsite classes.

Spring classes in the studios start this week and enrollment is very healthy with additional student enrollment expected over the next two weeks. We are ahead of last year's numbers. I want to thank Nicole Kite for her tireless efforts to manage this thriving program.

### **Communications**

The Art Center's Director of Communications, Teri Gardiner, submitted her resignation this week effective April 10<sup>th</sup>. Over the past two years Teri has marshalled the efforts to update our brand and create a new look for the Art Center's internal and external communications, including the redesign of our logo and web-site. She also shepherded the effort to secure the support of the community to encourage the City Council to sustain the Art Center's funding and increase visibility and awareness for the Richmond Art Center throughout the Bay Area via social media. We will all miss her professionalism, high standards and passion for the arts.

### **Additional Items/Events**

- The 2013 990 was filed and the FY12/13 & FY13/14 Cultural Data Profile was completed and filed.
- We have secured the Promissory Note from the City of Richmond, cancelling the balance of the City loan. The balance (\$96,720) will support the Center's operations for this year. Many thanks to Andi Biren for her tenacity in securing the document and necessary signatures from the City officials.
- **Robert Edsel Talk at the Leshner Center for the Arts**  
The Richmond Art Center was honored for its great work in the Bay Area at the Robert Edsel lecture sponsored by the Leshner Foundation. A two-minute video about the Art Center produced by KTVU Channel 2 was premiered and we were acknowledged for our programmatic impact in the community. 18 RAC guests were treated to a special reception and an audience with Robert Edsel. Kathleen Odne, Director of the Leshner Foundation, will be meeting with me some time in April to review our three-year grant application to support the operating costs of AIC. I would like to thank Matt Jacobson for organizing the invitations and support of the event. We raised \$3,000 in ticket sales.
- We are in the early stages of producing the Injury and Illness Prevention Plan (IIPP). This will take about six weeks to complete. We have hired Elin Porter of Robert Half Human Resources Management to assist in production of the IIPP.
- We hosted the unveiling of proposed landscaping for the Plunge Garden in Point Richmond. Students from the Merritt College Landscape and Horticulture program exhibited their schematic renderings of the site and the final rendering was unveiled by Mayor Tom Butt. 60 students and supporters attended the event.