

Richmond Art Center

Minutes of Board of Directors-May 28, 2015

Location: RAC Resource Room: Time called to order: 5:34 p.m. Time Adjourned: 8:19 p.m.

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

Members Absent: Sue Hartman

Staff Present: Richard Ambrose- Executive Director

Others Present: Rebeca Garcia-Gonzalez- Deputy Director

Handouts Distributed or emailed prior to or at the meeting:

1. Agenda May 28, 2015 Board Meeting (emailed prior to meeting)
2. Draft Minutes of Board of Director's Meeting, April 30, 2015 (emailed prior to meeting)
3. Executive Director's Report May 2015 (emailed prior to meeting and attached)
4. Treasurer's April 2015 Financial Reports (emailed prior to meeting)
5. Draft Budget FY 2015-2016 (emailed prior to meeting)
6. Notes to RAC FY 2015-2016 Budget (emailed prior to meeting)
7. Proposed 2015 Salary Structure & Pay Ranges (emailed prior to meeting)
8. Salary Strategy Recommendations (emailed prior to meeting)

1. Introduction/Announcements/Agenda Reviews- Donna Brorby, Board President, opened the meeting at 5:34 p.m. Board members were reminded to turn in their volunteer hour time sheets.

2. Approval of the Minutes- Donna Brorby referred members to the draft minutes of April 30th that was circulated by email prior to the board meeting. Donna asked if anyone had any corrections to the minutes. There were none.

Inez Brooks-Myers made the following:

Motion: *"I move that the Board approve the minutes of the April 30, 2015 meeting as circulated in draft prior to this meeting."*

Susan Wittenberg seconded it. Matt Jacobson and Edric Kwan abstained. It passed with 10 "aye" votes.

3. Treasurer's Report- Connie Tritt, Treasurer, reviewed the April 2015 Balance Sheet Prev. Year Comparison and April 2015 P&L Budget Performance reports with members.

Connie explained total income is at 87%, which is on track with expectations, since the end of April is 83% through the fiscal year. The Art Center has revised certain of its' accounting procedures to comply with the Generally Accepted Accounting Principles or GAAP. Expenses are down primarily due to staff vacancies.

Connie referred members to the draft budget and the Notes to RAC FY2015/2016 prepared by the Executive Director. Members compared FY2014/15 with FY2015/16 budget and discussed the need to increase income to sustain the Art Center's budget. Suggestions were made regarding registration fees, obtaining sponsorships, grants, fundraising events (for example, studio art tours), We Give and Amazon Smile. Members agreed to modify Studio Arts, fundraising income and Admin/General Operations expenses. Andi made the following:

Motion:" *I move that the Board adopt version 3 of the 2015/16 draft budget with addition of line items for Artist Studio Tour income and expenses, an overall decrease of \$15000 in unrestricted donation expectations and a \$3000 increase in expenses related to Human Resources."*

Inez seconded. It passed.

4. Executive Directors Report- Ric Ambrose, Executive Director presented his April 2015 report (attached). The following points were addressed:

- **Facilities IT-KCRT** move is not happening immediately. New workstations are being put in place for Art Center staff, in the existing space, and prepared for IT upgrades. The Art Center is consulting with SSP Data contractor to provide data port conversions and network connections; estimated cost between \$12-15K. The Executive Director recommends that we use available funds from this year's budget.

Bernadette Jones made the following:

Motion: *"I move that the Board approve the execution of a contract by the Executive Director, with an appropriate technical consultant, up to an amount of \$15,000 (fifteen thousand dollars), to provide technical services necessary so that the Art Center's computer network and number and placement of computer work stations are sufficient for current operations, and that the contract be paid from the FY2014-2015 budget whether or not the work is completed this fiscal year".*

Susan Brand seconded it. It passed unanimously.

- **Facilities Studios-** The Studio Director has launched the Fall Class/Workshop schedule with an expanded program to include teens.
- **Staffing-** The search for the new Communications Director is nearing completion. Candidates are being interviewed for the AIC Director. The Development Coordinator, Art Studio Coordinator positions are being posted.
- **Fund Development-** Committee members, Susan and Matt provided updates on their meeting with Andrea Bailey of Chevron. Chevron would like the Art Center to design a wrap for their WCCUSD Fab LAB mobile. Ric will contact Chevron to see if they have computers that can be donated to the Art Center.

5. Committee Reports-

- **Nominations Committee**-Donna Brorby, Board President announced the Art Centers annual member's meeting June 13th. Board members were encouraged to attend the annual meeting and a sign up sheet was passed for members to sign up. Donna stated that the committee is working to fill four Board of Directors spaces.

Donna presented the Board of Directors Officer nominees for FY2015-2016.

Susan Wittenberg made the following:

Motion: *"I move that the Art Center's officers for FY 2015-2016 be President Donna Brorby, Vice President Inez Brooks-Myers, Secretary-Treasurer Connie Tritt".*

Ellengale Toki-Oakley seconded it. It passed unanimously.

- **Exhibition Committee**-Inez committee chair agreed that the Executive Director and Exhibition Director should be responsible for exhibition policy and signage.

7. Old Business- Executive Session-The Board President called members into an executive session at 7:48 p.m. and ended at 8:17 p.m. The board reviewed the report and recommendations of their pro bono consulting firm (Towers & Watson) for the Art Center's salary structure. Minutes for the executive are confidential and not open to the public.

During the session, Andi made the following:

Motion:" *I move that the salary structure and pay ranges for full time employment for 2015, proposed by the Art Center's pro bono compensation consultant Towers Watson, Inc., circulated prior to tonight's meeting, are adopted by the board for use by the Executive Director until future resolution amending the ranges is adopted, provided that the any salaries that are currently below the minimum for the position are not required to meet the minimum in less than 18 months."*

Inez seconded it. 7 yes 4 oppose.

8. Adjourn 8:19 p.m. Snacks next time Susan Brand

Upcoming Dates:

June 13 4:00 p.m.- Annual Members Meeting, Summer exhibition opens 5-7 p.m.
June 14 Summer exhibition opens

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.

* Edric Kwan- left at 6:34 p.m.

ED Report for June 2015

Annual Members Meeting /Opening Reception

39 members voted for the slate featuring three Board Directors nominated to serve their second three-year term and three nominees to start their first three-year term during our Annual Members meeting on June 13th. Congratulations to Susan Brand, Donna Brorby and Edric Kwan for being elected to begin their second three-year terms. Additionally, I look forward to working with our new Board members James Wheeler, Daniel Aarons and Alisha Fowler.

We had a successful opening reception for the Summer Exhibitions. An estimated 500 guests were in attendance with several coming from as far away as San Diego to the south and Ashland, Oregon to the north. Works by 250 artists are currently on display in our four galleries. I would like to thank Gene Erickson and Roger Smith for their astute installation of the 177 works featured in the members' exhibition; Judy Stone and Jan Schechter for organizing the jury process and installation of the *California Now* exhibition; and Tom Buckwalter of NAID for overseeing the *Tell It Slant: Crafts of NIAD Art Center NAID* exhibition.

Richmond City Funding

The proposed City of Richmond FY15/16 balanced budget includes full funding (\$375,000) for the Richmond Art Center. This commitment to the Art Center has been included in the City budget in spite of layoffs and departmental cuts throughout city services. We are very grateful for the continued support of Bill Lindsay, Michelle Seville and Katy Curl to ensure that funding for the arts in Richmond continues. The budget should be approved by the City Council by the end of June.

Over the past two weeks representatives of the Richmond Art Center (Rebeca, Andi, Donna, Susan W. and myself) met with City Council members Nat Bates, Gayle McLaughlin, Jael Myrick and Vinay Pimplé to update them the investment and programmatic impact of the City's support over the last three years. They were impressed with our achievements and our ability to deliver programs at low cost. I have a presentation to the City Council scheduled for their July 21st meeting and will continue to update Council members throughout the next year. I would like to give special thanks to Susan Brand, Kim Kellogg, Jan Brown and Donna Brorby for updating our Return on Investment document.

Fund Development

The Morris Stulsaft Foundation contributed \$10,000 and the Tides Foundation contributed \$5,000 for FY 15/16 AIC programs. We have secured \$5,500 in sponsorships to date for this fall's *Body as Agent* exhibition. We will be submitting a grant to the Zellerbach Foundation to support the David Park exhibition scheduled for this spring. In the next few weeks I will be working with Jessica Parker, our new Communications Director, to develop a one-year plan to integrate our fund development, marketing and communications efforts into one comprehensive plan. Part of this plan will include restructuring our Membership program and the annual giving program.

Staffing

We've hired Jessica Parker as our Communications Director and Rachel Schaffran as our AIC Director. Jessica has ten years of communication and fundraising leadership experience at three organizations. Under the tutelage of Rebeca Garcia Gonzalez, Rachel has taken on a leadership role during her tenure as the AIC Coordinator. I am very excited about what Rachel brings to the program particularly integrating multiple disciplines in alignment with STEAM. We are interviewing candidates for the full time AIC Coordinator position. Rebeca and I continue to onboard Jessica and Rachel in their new positions and coordinate the transition of Rebeca's AIC duties to Rachel in midst of the search for the new AIC Coordinator.

Recommendation: Staff Bonuses

I propose that we give merit bonuses to staff from a pool of \$10,000. These one-time bonuses will be based on their performance over the past year. These bonuses were not budgeted for FY14/15, however the anticipated fiscal year revenue will cover these additional costs and will provide an excellent way to recognize people's hard work and initiative over the past year.

Programs

We just completed our Professional Development workshop for 10 AIC teaching artists incorporating STEM into their art curriculum which will be delivered in our after school program this coming year. Registration for summer classes and camps is off to a good start and we expect to meet our projections for the summer quarter. We are initiating our summer program at four Community Centers starting this week with the Booker T Anderson and Crescent Community Centers. Our summer STEAM workshop starts in early July and we will have 40 registered students from low-income families. Our third Professional Development workshop for 20 Elementary teachers will start in mid-July.

Operations

We have completed the IIPP plan (Injury and Illness Preventive Program) and established a safety committee (Rebeca, Ted, Erin, Marisa and Pete) to update and implement the plan and to provide and document safety training programs for staff, and where appropriate volunteers on an annual basis.

We will be recruiting an independent CPA to conduct our audit and 990 for FY14/15. The goal is to have it completed by November.

We will be implementing IT upgrades to our management information systems in the next few weeks and have installed security cameras in the South and Main galleries. We are also planning to update our filing system and naming protocols for our server, ensuring that organizational documents are secured and backed up as well as assess the effectiveness of various google calendars.