

RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ January 19, 2017 - draft

Location: City of Richmond Conference room, 450 Civic Center, Richmond, CA
Time called to order: 5:50 pm

Members Present: Danny Aarons, Anna Blackman, Susan Brand, Inez Brooks-Myers, Donna Brorby, Marguerite T. Browne, Alisha Fowler, Matt Jacobson, Edric Kwan (6:40 pm), Juliann Martinez, Ellengale Oakley, Sabina Li Pan, James Wheeler, Susan Wittenberg

Members Absent: Carlos Privat

Staff Present: Ric Ambrose

Guest Present: Ralph Ricciardi

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Handouts distributed at or emailed prior to the meeting:

- 1) Board Meeting Agenda for January 19, 2017
- 2) Minutes of Board of Directors for November 17, 2016
- 3) Executive Director's Report
- 4) Financial Reports

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1. Announcements. President Inez Brooks-Myers called the meeting to order and reminded the board that it was extremely important that time sheets for volunteer hours be submitted asap to Nisha Chaudhan-McGrath at Nisha@richmondartcenter.org.

2. Approval of minutes. Corrections were made to the minutes of November 19, 2016. The minutes were then approved.

3. Summary of "Equity and Access" (December 10, 2016)

Executive Director Ric Ambrose gave a brief summary of the workshop. The workshop began with a breakfast session on December 10, 2016, and was facilitated by two consultants. The discussion was on equity. Participants included board members and senior staff. Part 2 of the workshop will held soon. It will only be for senior staff. A complete report will be presented to the board after the series is completed.

4. Treasurer's Financial Report. Sabina Li Pan

Treasurer Sabina Li Pan distributed copies of the Balance Sheet as of December 31, 2016, Profit and Loss Budget Performance (detail), July through December, 2016 and Profit and Loss Budget Performance (summary), July through December 2016, the revised Audit Report, and the RAC 990.

She introduced Ralph Ricciardi, the auditor who discussed the 990 and the audit. He reported that it was a clean audit and answered the Board's questions.

Sabina also discussed the errata sheet for the 990 and made changes as necessary.

5. Executive Director's Report – Ric Ambrose

a. Fund Development – grants received since November 2016

- i. Fleishhacker Foundation - \$20,000
 - Video and speaker equipment
 - Commission for Guinevere Hastings to create a piece for the Spring
 - Exhibition
- ii. Vera and Joseph Long Foundation - \$30,000
 - Equipment for mobile Digital Media Program
- iv. West Contra Costa Unified School District - \$8,500
 - Sponsor the WCCUSD's student art and AIC student art exhibitions in the spring
- v. Koshland Grant from the San Francisco Foundation - \$20,000
 - AIC Cinco de Mayo float in the spring
 - Professional training for AIC teachers
 - Afterschool activities for youth and senior citizens fall 2017

b. Holiday Arts Festival

Nearly 900 visitors attended the Annual Holiday Arts Festival on December 4, 2016. Our overall goal of \$20,000 was not met but we did net \$18,147. Overall the vendors and invited community were very pleased with the organization of HAF, the sales and visitor's participation. Six memberships were sold.

We are planning to host a studio opening on April 15 to promote the Studio Program. It will consist of demos in each studio and sales of student and faculty work.

Ric thanked the entire staff for their time in developing and coordinating the Holiday Arts Festival, and the board members who volunteered for the event.

c. End of the Year Online Donation Campaign

The Richmond Art Center participated in the nationwide *Giving Tuesday* on November 29, 2017 and conducted an end of year online giving program. \$8,000 was donated from 82 donors. Many of the donors were new, or re-engaged donors (hadn't donated for past several years). In addition, we received two unrestricted \$3,300 gifts from an Albany couple and \$1,500 from Sacramento

Studio LLC. These were first time gifts.

d. Professional Development

The RAC is hosting a series of 4 workshops for 27 Richmond area elementary and middle school teachers who will serve as arts liasons for their respective school. The workshops are contracted by the WCCUSD. The teachers will be introduced to visual art/performing arts concepts and strategies to integrate and promote the arts in the classroom. Dominique Enriquez and a professional from the Alameda County Office of Education will conduct the workshops.

e. AIC

WCCUD is contracting with the RAC to provide a 15-week afterschool program at John F. Kennedy High School that might incorporate the school's FAB Lab. This is a pilot program to launch an afterschool program for the district's high schools.

The KaBoom project has been delayed due to unseasonable weather. It should be completed by March. KaBoom is a partnership with the City of Richmond.

f. Development of Five Year Strategic Plan

We are in the last year of our current 3 –year Strategic Plan. We plan to develop a five-year plan for FY 17-22 during the next 10 weeks. Unlike the current three-year strategic plan process where the entire board was presented the draft at the end of the development, the board will be involved through bi-weekly executive

summaries that will provide opportunities for board members to respond or query. The goal is to have a final draft present to the board by the end of March.

g. Lease and KCRT

Carlos Privat will be sending a draft of the 25-year lease for the Center's legal counsel to review, and presentation to the board for approval at the February 16th Board Meeting.

The KCRT studio is being painted and the carpets shampooed. The next step is to hook up the work stations and phone system in our network to the City. Hopefully our move will happen in late February.

6. President's Report

- a. Connie Tritt who served as the Board's Treasurer for five years has submitted her resignation from the board, effective immediately. On behalf of the Board, Inez thanked Connie for her years of dedicated service.
- b. Executive Director Ric Ambrose is going to address safety issues with the staff. Teachers who do not comply with safety training may be deemed unemployable

by the RAC. Safety at the Art Center is an important issue.

- c. A sexual harassment workshop will be held for all staff members.
- d. We need to study what is happening with the declining enrollments in our studio courses. Dominique has presented data on this topic to the Marketing Committee.
- e. The Teacher Handbook is in progress.

7. Committee Reports

a. Development

James Wheeler reminded the Board to turn in their pledge cards. On February 11, at 11:00am, board members will man the phones to thank our members and donors for their support. Two candidates for development director were interviewed.

b. Education.

Susan Wittenberg said that members of the Education Committee participated in a four hour retreat to discuss aspects of the Education Plan. Staff is preparing the report.

c. Exhibition

January 22 – at 1 pm – Guy Diehl on his painting
January 29 – Panel discussion on the Art of Glass blowing by Marvin Lipofsky
February 4 – Opening of the Art of Living Black. Reception begins at 2 pm.
February 11 – Richard Mayhew

d. Governance

Donna Brorby announced that we have a draft lease from the City. The next step is to develop a board position. Attorney Andi Biren is working with Donna on this project. .

e. Human Resources

Juliann Martinez stated that the process for evaluating the Executive Director Ric Ambrose has been finalized. Thanks to the board for participating. An Employee-teacher handbook is being developed.

f. Marketing.

Susan Brand reported that “The End of the Year Online Donation Campaign” was a first for the Art Center. A series of stories from different areas of the Art Center were presented, \$3,123 was contributed from 32 donors. Online data tracking is helpful to add and grow our donor database.

Media coverage appeared in The East Bay Times, Berkeley Monthly and Richmond Standard.

We'll be working with Melissa Schafer from Catchafire to develop a Membership campaign.

Social media continues to grow, especially on Instagram.

Marketing is developing a presentation for Ric to use for the Richmond City Council as well as other organizations and businesses.

g. Nominating

Matt Jacobson requests that the board members help find potential new board candidates. We need members who could be potential officers. Sabina Li Pan volunteered to go to the Volunteer Board Match session this March in San Francisco.

7. Old Business

There was no old business.

8. New Business

Alisha Fowler has volunteered to bring snacks for the February 16 meeting.

10. Adjournment

A motion to adjourn was passed. The meeting adjourned at 8:02 pm.

Upcoming Dates:

Feb. 4, 2017 (Saturday) Exhibition openings, 12:00 – 2:00 pm Artists Talks,
Opening Reception 2:00 – 4:00 pm

Feb. 11, 2017 (Saturday), 12:00 – 2:00 pm, Richard Mayhew Artist Talk

Feb. 16, 2017 (Thursday) 5:45 – 7:30 pm, Board Meeting

Feb. 18, 2017 (Saturday) 2:30 – 4:00 pm, Winter Family Day Jazz Art

Feb. 24, 2017 (Friday) 6:30 – 9:30 pm, After Hours Sip and Make

March 16, 2017 (Thursday) 5:45 – 7:30 pm, Board Meeting

Submitted by Anna Blackman, February 15, 2017