

Richmond Art Center
Minutes of Board of Directors Meeting – April 20, 2017

Location: City of Richmond Conference Room, 450 Civic Center, Richmond, CA
Time called to order: 5:45 pm

Members Present: Anna Blackman, Susan Brand, Inez Brooks-Myers, Donna Brorby (6:00 pm), Marguerite T. Browne (6:00 pm), Alisha Fowler, Matt Jacobson, Juliann Martinez, Stephen Nomura, Ellengale Toki Oakley, Sabina Li Pan (6:20 pm), Carlos Privat, James Wheeler, Susan Wittenberg

Members Absent: Danny Aarons, Edric Kwan,

Staff Present: Ric Ambrose

Handouts e-mailed (prior) or distributed at the meeting:

- 1) Board Meeting Agenda for April 20, 2017
- 2) Minutes of Board of Directors meeting of March 16, 2017
- 3) Financial Report
- 4) Executive Director's Report

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1. **Announcements:** President Inez Brooks-Myers called the meeting to order at 5:45 pm. She reminded the Board members to send in their time sheets to Addela Garboos (addela@richmondartcenter.org). It is okay to submit 1 or 2 sheets at a time. The time sheets provide important evidence for grant applications.
 2. **Approval of minutes:** The minutes of March 16, 2017 were approved as corrected.
 3. **Treasurer's Financial Report:** Treasurer Sabina Li Pan distributed copies of the monthly financial reports and reviewed them with the Board.
 4. **Executive Director's Report:** The Art Center hosted **two artists' talks**; the first one for the participating artists in the *Making Space* exhibition and the second one representing *Mapping the Uncharted*. Both talks were videotaped as part of the Fleishhacker Foundation grant we received this year. We will have the edited videotape on our website along side with 9 other talks that were videotaped over the past four years. This includes talks during the Bella Feldman, Diebenkorn, David Park, Mildred Howard, Terry St. John, Making Our Mark and the current exhibition, *Making Space*.

WCCUSD Student Art Show: Last Thursday, we hosted the reception for the 52nd WCCUSD Student Art Show. Over 150 parents, students and art teachers attended the reception. WCCUSD Superintendent Mathew Duffy made remarks and expressed his excitement about attending the event and seeing the students' work. In addition, councilperson Gayle McLaughlin and Eduardo Martinez were in attendance as well as three of the five school board members. Ric expressed

his thanks to Susan Wittenberg for arranging the food and beverages from the School District's kitchen. This year the exhibit represented work from 17 middle and high schools and works by 350 students, an increase of 15% from last year.

Open House will be held this Saturday, April 22, 2017 from 10:00 am to 3:00 pm. There will be 26 students selling their art work. There will also be a demonstration in each of the studios. This is to promote the Studio Program and to thank the participating students and teachers for their support of the Art Center. Ric expressed thanks to the Studio staff – Dominique, Lukaza and Marissa – for organizing the event.

The RAC has hired **Catherine Millar** as the Development Director. Catherine comes with a wealth of knowledge and experience in annual giving, grant writing, major gifts and capital campaigns. She will be introduced to the board at the May meeting.

Nisha Chauhan-McGrath, Volunteer and Visitor Services Coordinator has submitted her resignation to accept an administrative assistant position to the President of California College of the Arts. Her decision is an important step forward in her arts administration career. Over the past 14 months, Nisha has upgraded the quality of the Volunteer program, and has infused it with a leadership structure and a foundation that will continue to support our increasing volunteer needs. She effortlessly managed dozens of volunteers for the Gala and Holiday Arts Festival activities. She leaves behind an up-to-date SOP and Handbook of the Volunteer program. The staff will greatly miss her enthusiasm and can do attitude but we are all very **excited** for her as she embraces this new opportunity.

Budget: The senior staff is currently developing the preliminary budget for next year, to be presented to the Finance Committee at their meeting in early May. Overall, we expect to receive less support from foundations in FY17/18 and there is no gala planned for next year, which netted \$80,000 for this year. Combined with revenue reductions from the city and rental fee, the very preliminary projection for next year is a \$55,000 - \$65,000 deficit. This does not include fundraising costs for the capital campaign. The focus for fundraising for next year is to expand our donor base and increase giving to offset some of the reductions. There is still a deficit but no plans to cut staff. The budget will go to the Finance Committee the week of the 23rd and to the board in May. The final draft will come in June. This is a working budget. Inez asked about the Strategic Plan – shouldn't it and the budget be working hand in hand? Ric and Inez will meet to develop plans for a retreat.

5. **President Inez Brooks-Myers** reminded the board members that in addition to membership dues, board members should make a donation to the RAC. This way, 100% of the board members would be donors, a fact that is important to grantors.

6. **Committee Reports:**

Development – James announced that Catherine Millar is the new Development Director. She will be a good fit for the Art Center. She was a major fundraiser for Johns Hopkins and other universities. The Capital Campaign of \$10 million should have an endowment component .

Exhibition – Marguerite announced the current shows in the large gallery. Joan Brown will open in September 9. This is also the anniversary of Pogo Park. Phil Linhares, a retired curator from the Oakland Museum of California, recommended that RAC host a Motorcycle show. The Members meeting will be on June 10, after the Member's Show.

Governance – Donna reported that Governance is working with Human Resources on the Employee Handbook.

Human Resources – Juliann reported that there would not be a performance evaluation of Rick in May because he just had one 6 months ago. The new performance procedure will include having Ric establish 3 goals for himself. At the May meeting, the board will also come up with 10 substantive goals. We want to make sure that we are all on the same page. Going forward, Ric's job description needs to be updated. The Executive Director 's contract needs to be renewed by September. The employee manual is being updated. Mandates like sexual harassment and bullying are available on line for each employee to compete.

Marketing – Susan B showed a Power Point presentation developed for Ric to use when he presents to the City Council. This pp can be used for many different events.

Nominating – Matt reported that the search for candidates for the Board is progressing. He has two board candidates.

7. **Old Business:** Ric reported on his meeting with the City Manager concerning the lease.
8. **New Business:** There was a discussion by the board as to how many members should sit on the board. The Bylaws provide a range of 12-20. Matt made a motion to set the number of board members to 16 for FY 2017-18.

Motion: Moved that the number of Richmond Art Center Board members for 2017-2018 be 16. (MSP – Jacobson/Brorby).

9. **Snacks** for the May meeting will be brought by Alisha.
10. **Adjournment:** A motion to adjourn the meeting was moved, seconded and passed. The meeting adjourned 7:40

Upcoming Dates:

April 20, 2017 (Thursday) 5:45 – 7:30 pm, Board Meeting
April 22, 2017 (Saturday) 10:00 am – 3:00 pm, Open House
May 5, 2017 (Friday) 12:00 – 1:30 pm, Thank you luncheon for Connie Tritt
May 12, 2017 (Friday) 5:30 – 7:30 pm, VIP Reception
May 18, 2017 (Thursday) 5:45 – 7:30pm, Board Meeting
May 21, 2017 (Sunday) 12:00 – 3:00 pm, AIC Reception
May 21, 2017 (Sunday) 12:30 – 3:00 pm, Spring Family Day
June 10, 2017 (Saturday) 3:30 – 5:00 pm, Members Meeting and Reception

June 10, 2017 (Saturday) 5:00 – 7:00 pm, Opening Reception for Exhibitions
June 15, 2017 (Thursday) 5:45 – 7:30 pm, Board Meeting

Submitted by Anna Blackman, May 18, 2017