

Richmond Art Center
Minutes of Board of Directors Meeting – May 18, 2017

Location: City of Richmond Conference Room, 450 Civic Center, Richmond, CA
Time called to order: 5:47 pm

Members Present: Danny Aarons (6:10), Anna Blackman, Susan Brand, Inez Brooks-Myers, Donna Brorby, Marguerite T. Browne, Matt Jacobson, Edric Kwan (7:00 pm), Juliann Martinez, Carlos Privat, James Wheeler, Susan Wittenberg

Members Absent: Alisha Fowler, Sabina Li Pan, Ellengale Toki-Oakley, Stephen Nomura,

Staff Present: Ric Ambrose, Catherine Millar, Jeremy Millsap

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

- 1) Board Meeting Agenda for May 18, 2017
- 2) Minutes of Board of Directors meeting of April 20, 2017
- 3) Financial Reports
- 4) RAC FY17/18 Draft Budget
- 5) Executive Director Self-Assessment July 2016-June 2017

1. Announcements: President Inez Brooks-Myers called the meeting to order at 5:47 pm. Ric Ambrose introduced two new staff members: Catherine Millar, Development Director and Jeremy Millsap, Volunteer Coordinator. President Brooks-Myers reminded the Board members to send in their time sheets to Jeremy Millsap (jeremy@richmondartcenter.org).

2. Approval of minutes: The minutes of April 20, 2017 were approved as corrected.

3. Treasurer's Financial Report: The treasurer's financial report was given by board member Donna Brorby because Treasurer Sabina Li Pan was out of town.

4. Executive Director's Report: RAC received \$7500 from Mechanics Bank for the AIC program.

Professional Development: Staff will attend professional development training at Compass Point in June. Topics included will be coaching, communication, leadership. The presenter will be Alicia Santa Maria.

Studio transition: Temporary staff have been hired to assist Lukaza in the Studio Program to fill the vacancy created when Dominique Enriques left.

Receptions: There will be both a **VIP** and a public reception for AIC on Sunday, May 21, 2017.

Budget for FY 2017/18: The draft budget was developed with input from department heads. The Finance Committee is reviewing it and will make recommendations to the board at the June 15th meeting. There are still issues to be resolved that may affect the budget, including the lease and MOU.

5. **President Inez Brooks-Myers** deleted item #7 (Motion to confirm size of 2017-2018 board) since this had been completed at a previous meeting.

Bylaws revision: President Brooks-Myers recommended that Article 4 section 4 of the bylaws be revised, changing the number of meetings a board member may miss during a 12 month period from 5 to 4. This item was placed under “new business” on the agenda for discussion and vote.

6. **Committee Reports:**

Development – Juliann gave the report since James was out of the country. There is a need for a strategy for melding the capital campaign and major gifts. Catherine Millar, Development Director is creating a 2-month work plan.

Exhibition – Marguerite announced that the next meeting would be after June 10. There is interest in visual training strategy. More information coming.

Human Resources – Juliann discussed the process for Ric’s evaluation. He discussed his goals, highlighting 3 major goals.

Marketing – Susan B talked about the progress we have made over the past 2 years. A special thanks to Julie Sparenberg who is doing an incredible job with social media. Susan asked each board member to submit to her 5 adjectives that describe the RAC. These will be used as the “branding” is updated.

Nominating – Matt gave the report from the nominating committee. The committee nominates the following individuals for officer positions for FY 2017-18:

President – Inez Brooks-Myers
Vice President – James Wheeler
Secretary – Danny Aarons
Treasurer – Sabina Li Pan

The committee nominates the following individuals to run for election to the Board:

Sarah Antonich
Karen McKeown
Philip Linhares
Stephen Nomura
Hertha Sweet Wong

Motion: Approve the slate of officers for 2017/2018. (MSP – Jacobson/Privat).

7. **Old Business:** Ric reported on his meeting with the City Manager concerning the lease.

8. New Business

Motion: Moved that the number of absences a board member can have during the year change from 5 to 4. (MSD – Aarons/Kwan). The motion was defeated.

9. Snacks for the June meeting will be brought by Donna.

10. Adjournment: A motion to adjourn the meeting was moved, seconded and passed. The meeting adjourned 7:45

Upcoming Dates:

May 21, 2017 (Sunday) 12:00 – 3:00 pm AIC Reception

May 21, 2017 (Sunday) 12:30 – 3:30 pm, Spring Family Day

June 10, 2017 (Saturday) 3:00 – 4:00 pm, Reception and Members Cast Votes for Board

June 10, 2017 (Saturday) 4:00 – 4:45 pm, Members' Meeting

June 10, 2017 (Saturday) 5:00 – 7:00 pm, Public Reception for Exhibitions

June 15, 2017 (Thursday) 5:45 – 7:30 pm, End of the Fiscal Year Board Meeting
(Retiring Board Members last meeting)

July 20, 2017 (Thursday) 5:45 – 7:30 pm, First Board Meeting of New Fiscal Year (New Board Members, first meeting)

Submitted by Anna Blackman, June 15, 2017