

**RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ June 15, 2017**

Location: City of Richmond Conference room, 450 Civic Center, Richmond, CA
Called to order: 5:50 p.m.

Members Present: Danny Aarons, Anna Blackman, Susan Brand, Donna Brorby, Matt Jacobson, Steven Namura, Ellengale Oakley, Sabina Li Pan, Carlos Privat (departed 6:15p.m.), James Wheeler (Acting Chairperson).

Members Absent: Inez Brooks-Myers, Marguerite Thompson Browne, Juliann Martinez, Susan Wittenberg

Staff Present: Ric Ambrose, Catherine Millar

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Handouts distributed at or emailed prior to the meeting:

- 1) Board Meeting Agenda
- 2) Minutes of Board of Directors for May 18, 2017
- 3) Executive Director's Report
- 4) Financial Reports with Proposed FY 17/18 Budget

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1. Announcements. We were reminded that time sheets are to be submitted directly to Jeremy Millsap at Jeremy@richmondartcenter.org.

2. Approval of minutes

A spelling and a grammatical correction was made to the minutes of May 18, 2017 meeting. The minutes were then approved unanimously.

3. Treasurer's Financial Report - Sabina Li Pan

The Treasurer reviewed the balance sheet with previous Year-to-Date comparison.

- a. Sabina pointed out that the financials are through April, not YTD.
- b. There was a discussion of the draft budget for FY 17-18 and the accompanying notes and assumptions.
- c. There has been a drop in class enrollment, foundation, City and other support totaling approximately \$221,500.
- d. There is a corresponding drop in Operating Expenses resulting in a net adverse impact on operations of c. \$58,000. and corrections will be made to the upcoming FY projections. (See accompanying budget notes).

- e. Donna said the deficit shall be reviewed in six months. Then adjustments to the FY budgets will be made, as necessary.
- f. Sabina suggested looking at new revenue sources including crowd sourcing.
- g. Ric commented that the City was “still working hard to support us”. Since they are nearly ready to pass its FY 17-18 budget, this would be a good time to work with them on a new, multi-year memorandum of understanding or MoU.
- h. There was discussion of the details of the proposed budgets for Marketing.
- i. It was pointed out that this draft budget is without Salary Allocation so it may appear misleading. Ric discussed a plan to rearrange the staff budget (c. \$829K total) by changing the staff structure. It is proposed that numerous positions including AIC teachers) be shifted from PT and hourly to staff positions.
- j. Donna noted that the Finance Committee thinks this is a very spare budget and that several staff positions are still open because we are offering too little (e.g. Deputy Director and H.R. positions). She enquired about the level of staff support for the changes considered and was told by Ric that they are involved in the process and are supportive.
- k. The status of a \$5K grant from _____ Oil was briefly discussed. Ric said it is being re-submitted this year.
- l. Susan noted that past FY budgets assumed that Studio classes would be self-supporting.
- m. Susan made a MOTION to provisionally approve the proposed FY 17-18 budget. SECOND by Matt and the budget was provisionally approved 9/0/0.
- n. Sabina stated that we need a new signer for the Mechanic’s Bank account and proposed authorizing herself, Ric and Inez. She offered a MOTION to that effect, SECOND by Donna and it was APPROVED 8/0/0.
- o. Sabina concluded her report by saying that her recent focus has been on the new budget and that the year–end review will be done at the next accounting cycle. Donna stated that the fiscal goal is to have six months’ operating expenses in reserve. James stated his concern that surpluses can get too big in the eyes of current and potential donors.

4. Executive Director’s Report – Ric Ambrose

- a. Fund Development. The E.D. is looking ahead optimistically at the upcoming FY. His targets include a gift of up to \$18,000 from the CA Arts Council and additional

grants specifically for new AIC teachers at six schools. Details are in the report summary he provided.

b. Eight staff will participate in the Compass Point Leadership Development program including himself and Catherine It will be paid for by the CA Arts Council.

c. He attended a ribbon cutting ceremony with our project partners at _____ Alley. The project was done by our AIC group and funded by the KaBoom foundation.

d. Ric noted that the General Membership meeting / Opening Reception of 6/10/17 was well attended and that 9 pieces of art from the show were sold.

e. There were 155 participating Member-Artists in the show, up from 120 last year.

f. Donna asked that Jeremy help shape the volunteer staff for this and future events.

g. James asked about moving the C/S manager (Addela) into the [open] Operations Manager position. Ric said that the position must be posted and that they will assess all candidates.

5. President's Report

President Inez Brooks-Myers was absent but James as Acting Chair, submitted a Presidents' Report. See the attached text.

6. Committee Reports

a. Development Committee Report – James Wheeler

James reported that the committee is discussing new fund raising events. They will go into details at their [upcoming] meeting of 6/22/17

b. Exhibition Committee Report

No report was available as the committee representative was absent.

c. HR Committee Report – Donna Brorby

Donna mentioned that the HR committee is revising the HR Handbook and that a summary of changes will be presented at the next board meeting.

d. Marketing Committee Report –Susan Brand

Susan reported that the committee has a special meeting scheduled to audit and assess all current branding and collateral materials of the RAC. The goal is to streamline and update the brand and look as needed.

She made special mention of Julie's consistent, excellent, hard work in the execution of her duties.

e. Education Committee Report

No report was available as the committee representative was absent.

7. Old Business

a. James inquired about the status of lease negotiations with the City. Ric responded that the current lease expires July 1 and reverts to a Month-to-Month agreement. He said that the City will begin reviewing the lease in July.

b. Sabina and Ric lead further discussion of the FY 2017-2018 budget. A MOTION was made to accept the proposed budget and passed unanimously.

8. New Business

a. James invited board members to a party at Susan Wittenberg's home on Aug. 13 and said details will be forthcoming.

b. Ric We'll have a presence at Richmond's Juneteenth festival

c. Susan Brand presented gifts to the outgoing BoD members on behalf of President Brooks-Myers and the Board. The outgoing members are Susan Wittenberg, Ellengale Oakley, Anna Blackman and Matt Jacobson. The gifts were ceramics created by an RAC artist.

d. Steven volunteered to do snacks for the next meeting.

e. Matt commented that he is developing an "Ambassadors Program" consisting of ex-board members and non-board RAC supporters.

9. Adjournment

Ellengale made a MOTION to adjourn. SECOND by Anna. PASSED 8/0/0. The meeting adjourned at 7:35 pm.

Upcoming Dates:

June 17, 2017 (Saturday) 1:00 – 3:00 pm, Talk by Spotlight Artists

July 16, 2017 (Sunday) 1:00 – 3:00 pm, Panel Discussion on Glass

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

August 6, 2017 (Sunday) 1:00 – 3:00 pm, Glass Demonstration

August 13, 2017 (Sunday) Party at the Wittenberg's. Details forthcoming.

August 17, 2017 (Thursday) 5:45 – 7:30 pm, Board Meeting

Submitted by Danny Aarons, July 19, 2017