

**RICHMOND ART CENTER  
MINUTES OF BOARD OF DIRECTORS MEETING ~ July 20, 2017**

Location: City of Richmond Conference room, 450 Civic Center, Richmond, CA  
Called to order: 5:45 p.m.

Members Present: Danny Aarons, Sarah Antonich, Inez Brooks-Myers, Donna Brorby Marguerite Thompson Browne, Phil Linhares, Juliann Martinez, Karen McKeown, Stephen Nomura, Sabina Li Pan, James Wheeler, Hertha Sweet Wong.

Members Absent: Susan Brand, Carlos Privat

Staff Present: Ric Ambrose, Catherine Millar

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Handouts distributed at or emailed prior to the meeting:

- 1) Board Meeting Agenda
- 2) Executive Director's Report
- 3) Financial Reports

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**1. Announcements**

- a. The meeting opened with a brief introduction of the new board members, Phil Linhares, Stephen Nomura, Hertha Sweet Wong, Sarah Antonich and Karen McKeown.
- b. We were reminded to submit our time sheets. Please send them directly to Jeremy Millsap at [Jeremy@richmondartcenter.org](mailto:Jeremy@richmondartcenter.org)

**2. Approval of minutes**

Two corrections were made to the draft minutes of the June 15, 2017 meeting. The minutes were then approved unanimously.

**3. Treasurer's Financial Report. Sabina Li Pan**

- a. Sabina explained that because of the Fiscal Year End, she has presented a P&L summary rather than a Month to Month comparison. See the attached financial statement.
- b. There was a shortfall in Studio income due to a drop in class enrollment. That has been balanced this year by an increase in grants and donations.
- c. There has been a drop in operating expenses due to vacancies in Staff resulting in minimal net adverse impact on our financial position.
- d. We still have substantial cash reserves of about six months operating expenses therefore our focus should be on managing expences well.
- e. Sabina presented a Balance Sheet for the fiscal year end.
- f. She recommends moving cash reserves between accounts to maximize our coverage under FDIC protections.

g. In the upcoming months she will focus on updating our accounting policies.

#### **4. Executive Director's Report – Ric Ambrose**

##### **a. Grant Applications**

We have submitted a grant application to the Savin Foundation for \$30,000. We hope to receive \$20,000. to support the Exhibitions program. Any excess will be used to hire an assistant for the program.

The foundation is closing and we have asked for an endowment for or contribution to our capital campaign.

There is money coming in for the Joan Brown exhibition and programs

He is investigating a grant from American Honda (+ partners) offered for STEAM projects.

We did not receive a hoped-for grant from the City of Richmond for \$15,000. Last year we received \$50,000 from that program.

##### **b. Camp results**

Ric noted that the program was very successful this year with enrolment doubled to c. 240 kids. He felt the success was due in part due to the new, shorter 1 Week schedule and a focus on cost reduction. Net income was up \$10,000 after inclusion of scholarships granted.

Post-program interviews with staff showed that they feel they need more staff and volunteers because “kids are labor intensive”.

##### **c. Events**

Ric noted that the Member Exhibition has kept the galleries busy with twice the usual visitorship and that the glass show and upcoming glass demo. should continue the popularity.

There is a VIP reception for the Joan Brown exhibition scheduled for Sat. 9/9/17.

We will have a table at several upcoming public events including the Solano Stroll, Richmond's Juneteenth festival and the Richmond Festival.

##### **d. Staff**

The Deputy Director position is being split into two jobs; HR Director and Operation Director so the center will be hiring for a new position.

#### **5. President's Report – Inez Brooks-Myers**

There was a review of the Committees for the benefit of the new board members. Chairs of each committee gave a very brief outline of their committee's mission.

Juliann suggested we create a thank you card for outgoing board member Susan W.



## **6. Committee Reports**

### **a. Development – James Wheeler**

James welcomed the new board and committee members.

Catherine proposed a Spring fund raising event along the lines of the Gala events held every five years. She is developing an outline for such events.

She is also proposing a Leadership Giving Society comprising \$1,000. + donors. Details and benefits of membership will be forthcoming as they are developed. It was noted that Catherine is our first professional development person. She feels we have good prospects. She proposed a one year trial Leadership Giving Society program as a freestanding program and as a learning exercise for the FY '18-'19 Capitol Campaign.

James stated that we have engaged a consultant for the capitol campaign.

Draft language was presented for Matt Jacobson's Ambassadors Circle program. The focus would be to keep ex-board members and strong donors in the fold. Inez asked for a stronger, more active Purpose Statement. Discussion ensued proposing form, text and launch dates.

James made a MOTION to accept the proposed language, SECOND by Stephen. The motion PASSED 11/0/0.

### **b. HR Committee - Juliann**

Juliann welcomed the new board members.

She outlined her committee's goals of keeping the RAC a good employer plus recruiting and retaining strong staff.

They are currently engaged on the annual review of our HR Handbook. She will present the results at the Sept. '17 Board meeting.

c. Education Committee. No report was available.

d. Exhibition Committee. No report was available.

### **e. Marketing Committee – Susan, Karen**

Co-chair Karen McKeown reported that the committee is assessing ways to build awareness of the RAC. They are also looking at a Community Listening Tour to assess how well we're recognized and how we're perceived in the community.

They are looking at cooperation with the Art in the Community (AIC) coordinators (Julie and Rachael) to design the program. The thinking at this point is to have the field work done by third parties to maximize objectivity.

Discussion developed about the value of various events for building our brand and membership. Included were a plan to make the Sip & Make a regular event and a discussion of refining the HAF. The committee is collecting data and will make recommendations.

## **7. Old Business**

Ric noted that our current lease with the city expired July 1 but continues with favorable terms as a Month-to-Month agreement. Ongoing discussions are with Bill Lindsey. Ric is asking the city for a 50 year lease in deference to our upcoming capitol campaign. That would be up from the last (and City proposed) term of 30 years.

The city is asking for a lease rate for the space and wants us to pay separately for support services. No agreement has been reached.

The 5 year Memorandum of Understanding (MOU) with the city has also expired. It was \$375,000 per year. Ric feels the city was impressed by how well we used our funding (especially in community outreach) but faces political conflicts so they will renew the MOU but for a reduced amount. They are proposing declining support starting with \$350,000/ yr. in year one, and declining by \$50,000 each year thereafter. The change is that the funds will be provided as a 1:1 matching grant with whatever monies we raise up to \$100,000. Ric is asking for a 10 yr. MOU but will accept 3 or 5 years.

## **8. New Business**

Inez distributed four documents, a Board Member Pledge, Agreements affirming our Board Responsibilities, a Code of Ethics affirmation and Conflict of Interest policy statements. They were reviewed and signed by each board member present and collected for the permanent record.

Hertha volunteered to do snacks for the next meeting to be held on Aug. 17, 2017

## **9. Adjournment**

A MOTION was made and SECONDED to adjourn. PASSED 11/0/0. The meeting adjourned at 7:40 pm.

Upcoming Dates:

- August 6, 2017 (Sunday) 1:00 – 2:00 pm, Glass Demonstration
- August 13, 2017 (Sunday) 2:00 – 5:00 pm, Wittenberg Party
- August 17, 2017 (Thursday) 5:45 – 7:30 pm, Board Meeting
- September 9, 2017 (Saturday) 5:00 – 7:00 pm, Exhibition Reception
- September 21, 2017 (Thursday) 5:45 – 7:30 pm, Board Meeting

Submitted by Danny Aarons, Aug. 17, 2017