

**RICHMOND ART CENTER  
MINUTES OF BOARD OF DIRECTORS MEETING ~ Aug. 17, 2017**

Location: City of Richmond Conference room, 450 Civic Center, Richmond, CA  
Called to order: 5:55 p.m.

Members Present: Danny Aarons, , Susan Brand, Inez Brooks-Myers, Donna Brorby, Marguerite Thompson Browne, Juliann Martinez, Karen McKeown Stephen Nomura, Sabina Li Pan, Carlos Privat, James Wheeler, Hertha Sweet Wong

Members Absent: Phil Linhares, Sarah Antonich

Staff Present: Ric Ambrose, Catherine Millar

=====

Handouts distributed at or emailed prior to the meeting:

- 1) Board Meeting Agenda
- 2) Executive Director's Report
- 3) Financial Reports
- 4) June and July Minutes

=====

**1. Announcements**

Inez reminded everyone to submit our time sheets. Please send them directly to Jeremy Millsap at [Jeremy@richmondartcenter.org](mailto:Jeremy@richmondartcenter.org).

**2. Approval of minutes**

Draft minutes of the June and July 2017 meetings needed corrections. They will be presented for approval at the Sept. meeting.

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

a. The committee is reviewing and updating the accounting policies and procedures. They will make a presentation at the Sept. meeting.

b. She presented and discussed the P&L statement. She noted that it covers the first month of the fiscal year so timing issues distort the picture slightly.

c. There is still a temporary drop in operating expenses due to vacancies in Staff.

d. Sabina presented a balance sheet for the fiscal year end noting apparent distortions similar to the P&L due to timing of pre-paid expenses, etc.

Donna is looking at the Endowment Fund created in 1998, researching its history and current status.

Because of the small balance, she thinks it may be appropriate to close out the fund per the terms of the original trust. She intends to have a report at the Oct. board meeting.

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

a. Ric reports that the Summer Programs brought in \$15,000 more than last year. There were twice the number of students (to nearly 240) due to a new camp format and better marketing.

b. Grants and donations to the Exhibitions program are up due in part to enthusiastic support for the upcoming Joan Brown and "Earth, Wind and Fire" shows. He noted that the recently closed Glass Arts show was very popular.

#### **c. Events**

Ric thanked Susan and Harvey Wittenberg for hosting the recent party at their home.

#### **d. Staff**

A search committee has selected Addela Garboos to hold the new position of Operations Manager. Ric has hired Joyce Lavey as a part-time Human Resource Manager. Her first project will be interviewing staff and conducting a Work Climate survey.

Lukaza Branfman-Verissimo has resigned to pursue new opportunities, leaving an opening for a Studio Education Coordinator.

There is now a part-time position open for Front Desk staff. There are also 3-1/2 FTE positions open in the Studio and Outreach programs. Developing the Job Descriptions and conducting an open search process is expected to take about 3 months. The new H.R. director will conduct a search with an eye towards maximizing diversity in our workforce.

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

a. Inez thanked Susan and Harvey Wittenberg for hosting the recent party honoring board members.

b. She announced the recent, sudden death of Steven Tipping and circulated a card of condolence for board members to sign.

c. She asked again for Charters from each committee. They should be submitted by Sept. 7. They are needed for our records and to post on the Art Center's web site.

#### **6. Committee Reports**

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

James announced the new committee members.

He reviewed progress on the new Ambassadors Circle initiative. Catherine is collecting names from past donors for an Ask letter.

The Spring event committee is now chaired by Donna Brorby assisted by Sarah Antonich.

James is finalizing steps to put the Capitol Campaign plans into effect.

Plans for a Leadership Society are coming together. It should be ready for roll-out by mid-Oct. 2017

He reviewed a number of pending grant and gift applications including ongoing talks with American Honda, The Soroptimist Society, Kaiser-Permanente (for HAF support) and others. (See the attached Executive Director's Report for the full list).

b. Exhibitions – Marguerite Browne

We were briefed on plans for the opening reception and catalogue for the Joan Brown exhibition. Marguerite noted that the catalogue was funded by a grant from the Zellerbach Family foundation.

The reception is on 9/9/17 and we were reminded to attend the event if possible.

There was a discussion about plans for the upcoming Holiday Arts Fair (HAF) including elimination of the silent auction we've done in past years.

The Committee discussed the upcoming exhibition schedule and artists they would like to feature. Ric noted that Jan Wurm is a one-person department so she can only plan about a year out. A grant from the Savin Foundation, if received, will fund a part-time assistant for her.

Marguerite and Ric discussed insurance coverage for exhibitions, before, during and after the shows are open. They will meet to review details.

c. Marketing – Karen McKeown / Susan Brand

Staff person Julie Sparenberg gave an update on marketing efforts with emphasis on social media efforts, which are going well.

HAF vendor opportunities are open with applications on-line. HAF promotion is ramping up. The focus is on variety with vendors selling in the \$20-\$60. range.

We are presenting a program with the La Peña Cultural Center in Berkeley to feature ten murals in Richmond. The reception will be at the Richmond Art Center on 10/8/17.

Susan discussed the developing plans for a community survey called "The Listening Tour". The models are those done by the Richmond History Museum and Pogo Park. Ric is visiting the Santa Cruz museum to learn about their successful turn-around. The goal of the survey is to improve our marketing and outreach and to learn how to make the Richmond Art Center more relevant to the community. We plan to have summarized findings by the end of the calendar year.

There was a brief discussion of how to add three Richmond Art Center banners in the immediate area and place Richmond Art Center signage on the former KCRT entry.

A call was put out for board members to attend and staff two upcoming events, the Solano Stroll (9/19) and the exhibition reception at the Richmond Art Center on 9/9/17.

The membership brochure is being revised with a new format and revised membership categories. Some discussion ensued to clarify the rationale for the new categories and to fine tune some wording.

## **7. Old Business**

None.

## **8. New Business**

a. Carlos volunteered to do snacks for the next meeting to be held on Sept. 21, 2017

b. A motion was made and seconded to adjourn. PASSED 12/0/0. The meeting adjourned at 7:40 pm.

### Upcoming Dates:

September 9, 2017 (Saturday) VIP: 3:30 – 5:00, General: 5:00 – 7:00 pm, Exhibition Reception

September 10, 2017 (Sunday) 10:00 am – 5:00 pm, Albany Stroll (Richmond Art Center booth)

September 21, 2017 (Thursday) 5:45 – 7:30 pm, Board Meeting

September 23, 2017 (Saturday) 2:00 – 3:30 pm, "Picturing Life" (Discussion on Joan Brown)

October 8, 2017 (Saturday) 2:00 – 6:00 pm,  
Reception for the 2<sup>nd</sup> Annual Mural Festival with La Peña (at the RAC)

October 14, 2017 (Saturday) 2:00 – 3:30 pm,  
"Picturing the Environment (re: exhibition – "Earth, Wind and Fire")

October 19, 2017 (Thursday) 5:45 – 7:30 pm, Board Meeting

October 21, 2017 (Saturday) 1:00 -3:00 pm, Don Farnsworth, "Printing Joan Brown"

October 28, 2017 (Saturday) 12:00 noon – 3:00 pm, Fall Family Day

Submitted by Danny Aarons, Sept. 21, 2017