

**RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ Sept. 21, 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, Susan Brand, Inez Brooks-Myers, Marguerite Thompson Browne (by telephone), Phil Linhares, Juliann Martinez, Stephen Nomura, Sabina Li Pan, James Wheeler, Hertha Sweet Wong

Members Absent: Donna Brorby, Carlos Privat, Karen McKeown

Staff Present: Ric Ambrose, Catherine Millar, Joyce Lavey

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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
- 4) September draft Minutes

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1. Announcements

Ric introduced Joyce Lavey. The new head of HR for the Richmond Art Center.

Inez reminded everyone to submit our time sheets for the month and for prior months. She gave examples of what hours should be on the time sheets emphasizing that we should count all the time we engage in functions on behalf of the center.

Please send them directly to Jeremy Millsap at Jeremy@richmondartcenter.org

2. Approval of minutes

Minutes of the June and July 2017 meetings were tabled until Old Business.

3. Treasurer's Financial Report – Sabina Li Pan

a. The Finance committee met 9/20/17. Due to time constraints they did not have a report prepared. A presentation will be made at the Oct. Board meeting.

b. Sabina presented and discussed the current P&L statement. She noted there are several shortfalls against the budget. There is a temporary drop in operating expenses due to staff vacancies, resulting in some savings to date. In sum, we are ahead of budget for the year.

c. Sabina presented the Balance Sheet for the fiscal year to date. She noted that Cash on Hand was good with about eight months of operating reserves on hand. She will be moving some cash to new accounts to maintain FDIC coverage. She also pointed out some apparent distortions in the B/S due to timing of pre-paid expenses, etc.

d. Sabina concluded her report noting that we have good income flow and are in good financial health.

4. Executive Director's Report – Ric Ambrose

a. We will apply for a \$10,000 grant for a King Elementary School program, from the Neighborhood Public Arts fund for arts / literacy. Ric noted that they have a new mission so he does not expect gifts from them in the future.

We did not receive a grant from the Zellerbach Family Foundation for the Joan Brown exhibition. Their policies prevent them from funding a given recipient for 3 consecutive years.

We also missed the American Honda grant. He thanked Catherine Millar and Susan Wittenberg for their work writing that proposal. Ric noted that we're developing ongoing relationships with these donors so Catherine and Susan's work will pay off in the long term. He is continuing to prospect, as always.

b. Events

Ric and Catherine will be attending the invitational Council of Industry cruise. He expects to be joined by members from the transportation and fuel industries, etc. and the members of the Richmond City Council.

The MOU and proposed lease will probably be on the City Council docket at their Oct. meeting. We have asked for a 5 yr. MOU.

Work has begun on the Winter '17-'18 Studio Class schedule.

The Richmond Art Center will hold a Back to School social on Sept. 30, 2017 for the AIC and studio Teaching Artists.

c. Staff

There is a new part-time staffer at the front desk, Jessica Jordao.

The Richmond Art Center has posted a FT Director of Studio Art position.

The Richmond Art Center has posted a PT Studio Art coordinator position.

A Teaching Artists Manual is being created.

James asked about surveying the Teaching Artists on issues of teaching climate, etc. He noted that the survey is 3 years past due. Ric responded that it is on his task list but there aren't resources to do it at present.

Ric thanked Susan Wittenberg and Ellengale Toki Oakley for their fine job organizing refreshments for the Joan Brown reception. He also thanked Stephen Nomura and the many volunteers who help at the Solano Stroll.

He reported that over 50 vendors have applied for the Holiday Arts Festival (HAF) this year. There are 36 spaces available.

A new AIC site list is out. (See his report). He mentioned that school Principals each have some discretionary funds that we hope to tap into to support AIC activities.

5. President's Report – Inez Brooks-Myers

a. Inez implored the board members to action in support of the Richmond Art Center. She commented that a privilege of board service is to support this organization with our time and money. She elaborated that our tasks include helping develop donors from among our friends, associates, etc.

b. She stated that Susan and Harvey Wittenberg are moving to Ohio. There will be a farewell coffee for them at the Richmond Art Center on Oct. 7, 2017.

6. Committee Reports

a. Development – James Wheeler

James noted that the Wittenberg's departure will be a significant loss to the Richmond Art Center and to the community.

His committee met on Aug. 30 to pick a date for the Spring fund-raising event. They chose April 14, 2018. The Spring Event committee is now chaired by Donna Brorby assisted by Sarah Antonich.

James reported that Catherine is in charge of the Leadership Society and that Susan is developing a brochure.

Former board member Matt Jacobson is heading up the Ambassadors' Circle program. It will consist of community-wide friends of the Art Center who will lend their names to development efforts for the Richmond Art Center.

b. Exhibitions – Marguerite Browne

Artist Mary Lovelace has been asked to show in the Spring 2018. Marguerite will coordinate with Jan Wurm. Their next committee meeting is Oct. 18, 2017.

c. Marketing – Susan Brand

Susan thanked staff for their help at the Solano Stroll. She noted it was very successful exposure for the Richmond Art Center. Volunteers and staff engaged attendees and handed out 500 brochures to the public during the day long event.

Donna gave about 30 Strollers a more extensive survey about the Richmond Art Center. Her "gentle persistence" made that possible and Susan observed that we must use that as a model for collecting further data.

Susan thanked Julie Sparenberg for her great (as usual) work. Julie started a Meet-Up group for Richmond Art Center events which currently has about 60 members. Julie is also developing a bilingual (Spanish-English) brochure for the AIC program.

Julie also did a great job getting listings for and coverage of the Joan Brown events. She is now working on publicity for the upcoming HAF where the focus is on variety, with vendors selling in the \$20-\$60 range.

d. Spring Event – Donna / Sarah

An ad-hoc committee has formed for the Spring Event.

e. Nominating – Sarah Antonich

The committee is getting up to speed, studying the history and solidifying the committee membership. Donna and James are helping. Sarah will have a report in Oct.

7. Old Business

Minutes of the Aug. 17, 2017 meeting were distributed at the beginning of this meeting. There were minor spelling corrections made. Juliann MOVED to accept them as corrected, SECONDED by Sarah and it was PASSED 10/0/0.

June and July '17 minutes were also reviewed. Phil MOVED to accept them, SECONDED by Juliann and the motion PASSED 10/0/0.

8. New Business

a. Board Giving – Catherine

She is formalizing a Board Giving program. Please pledge by the end of Oct. to the Leadership Society.

She thanked everyone for their support so far and concluded “We’re off and running”.

b. Phil volunteered to bring snacks for the next meeting to be held on Oct. 19, 2017

c. At 7:45 p.m. staff left the Board meeting. At 7:50 the board went into Executive Session.

d. At the conclusion of the Executive Session, a motion was made and seconded to adjourn the board meeting. It PASSED 10/0/0 and the meeting adjourned about 8 p.m.

Upcoming Dates:

September 23, 2017 (Saturday) 2:00 – 3:30 pm, “Picturing Life” (Discussion about Joan Brown)
September 30, 2017 (Sunday) 2:00 – 5:00 pm, “Back to School Social” (for our Teaching Artists)
October 8, 2017 (Sunday) 1:00 – 5:00 pm, “Second Annual East Bay Mural Festival”
October 14, 2017 (Saturday) 2:00 – 3:30 pm, “Picturing the Environment”
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
November 16, 2017 (Thursday) 5:45 – 7:30 pm, Board Meeting

There will be no Board meeting in December, 2017

Submitted by Danny Aarons, Oct. 19, 2017