

**RICHMOND ART CENTER
BOARD OF DIRECTORS MEETING
January 18, 2018**

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 Brown, Susan Brand, Juliann Martinez, Karen McKeown, Stephen Nomura, Carlos Privat, James Wheeler, Hertha Sweet Wong, Sabina Li Pan

Members Absent: Phil Linhares

Staff Present: Ric Ambrose, Catherine Millar, Nisa Sandres, Joyce Levey

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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) Board Meeting Minutes for September 21, 2017 and November 16, 2017

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1. Announcements

RAC Executive Director Ric Ambrose introduced the new Studio Art Coordinator, Nisa Sandres. Ms. Sandres introduced herself and described her background.

2. Approval of minutes

Sabina Li Pan asked about approval of the accounting policy in the November meeting. It was noted that this was discussed at that meeting and would be corrected in the minutes. Minutes of the September and November 2017 meetings were approved with corrections.

3. Treasurer's Financial Report – Sabina Li Pan

Sabina presented financials for RAC, comprising:

- ◆ P&L Statement which shows a yearly budget surplus due to staff vacancies and more grants than anticipated. It is expected that expenses will "catch up" with this surplus.
- ◆ Balance Sheet showing month to month assets and liabilities. The balance sheet also shows a current surplus which Sabina is investing in T-bills, rather than opening a new, additional bank account. This provides insurance on the funds while enabling liquidity/access to the funds if needed in the short-term.
- ◆ Temporarily Restricted Funds Tracking which tracks spending against restricted funds.

4. Executive Director's Report – Ric Ambrose

a. Funding/Development

The Richmond City Council unanimously approved a five-year MOU for the RAC.

- ◆ \$350,000 this year
- ◆ Decreasing \$25,000/year for the next four years
- ◆ The MOU includes a challenge match of \$150,000 for donations of \$1,000 or more.

The end-of-year online donation campaign netted \$9,000+ from 79 donors, which represents an increase of 20 donors. The annual appeal campaign goal is ahead of schedule, with less than \$13,000 to go towards the \$120,000 total goal.

Ric shared the foundation and grant schedule, showing the past two years of grants and their current status which will be used in guiding grant requests to be made in the coming fiscal year (we have

submitted all grant requests for the current fiscal year). He reported that Blick Art Materials will provide \$4,000 in support of the spring and summer exhibits and will offer discounts to RAC students during this period.

b. End-of-year Financial Projections

Assuming that fundraising goals are met, the RAC should end the fiscal year \$72,000 in the black, as opposed to the budgeted \$59,000 deficit.

c. Staff

As noted above, the RAC welcomed Nisa Sanders as the new Studio Art Coordinator. In addition to her extensive experience in studio art, Nisa also will be able to work with Julie Sparenberg on digital and social media in support of the RAC.

The Exhibition Director position has been posted and phone interviews will commence at the end of January. Meanwhile, Jan Wurm, who resigned as Exhibitions Director effective Nov. 23, will be acting as Guest Curator for several exhibitions in 2018.

The RAC is posting a part-time position for Art in the Community (AIC) Coordinator. This is an existing position which has been vacant since April, 2017.

d. Programs

Winter will see three exhibitions:

- ◆ The Art of Living Black
- ◆ In Focus
- ◆ The Cutting Edge

There will be a talk by artists in The Art of Living Black exhibit at noon on Saturday, February 3. This will be followed by the opening reception for the winter exhibits from 2 to 5 p.m.

Future exhibits include:

- ◆ Selections of Betty Ann and Ray Barnett's California contemporary art collection, curated by RAC board member Phil Linhares and shown in the South Gallery this spring.
- ◆ Textile artist Lia Cook, curated by board president Inez Brooks-Myers to be shown in the South Gallery this fall.
- ◆ Michael Dear and Ronald Rael will curate an exhibition on Border Art in the Main Gallery this fall.
- ◆ Board member Marguerite Thompson Brown will curate a show of Mary Lovelace's artwork in the fall of 2019.

The WCCUSD Extension Program has asked AIC Director Rachel Schaffran and AIC Coordinator Cristina Haley to conduct professional development programs for elementary school teachers. Washington Elementary renewed their agreement with the AIC program to provide art classes.

e. Studio

Enrollment for winter is strong and we will likely reach our tuition goal for the year, which represents a \$30,000 increase over last year.

f. Holiday Arts Festival (HAF)

The HAF was a big success with much thanks to RAC staff, including Jeremy Millsap, Addela Garboos, Marisa Burman, and Julie Sparenberg. Overall, the event netted \$21,000 (\$4,000 more than budget).

g. Staff Climate Survey Results and Action Plan – **Joyce Levey**

Joyce presented an overview of the employee survey and interview results, which included a timeline and materials from the Employee Survey Feedback Meeting held with RAC staff. Information was gathered via an online survey (via Survey Monkey) and one-on-one staff interviews. Organizational strengths were shared with staff, as were recommendations for future action. The survey and surrounding actions were

well-received by staff, who felt supported and heard throughout the process. The Board expressed gratitude to Joyce for her work.

5. President's Report – Inez Brooks-Myers

Inez announced that Danny Aarons has resigned as Board Secretary due to outside work commitments. Sabina nominated Karen McKeown to replace Danny as temporary secretary (until the next fiscal year commences in July 2018). James Wheeler seconded the nomination and all approved.

6. Committee Reports

a. Development – James Wheeler and Catherine Millar

James reported that fundraising for the Leadership Society is ahead of schedule and that we have five months to raise the remaining \$13,000.

Planning for the spring event, “PARTY Richmond” is underway and Donna Brorby provided details later in the meeting.

The first Ambassador's Circle event is being planned for February 25. This event will be invite-only for Ambassador's Circle and Leadership Society. Board members are encouraged to attend and reach out to members of the aforementioned groups to attend as well.

Catherine reiterated the news that we are doing well and are ahead of schedule with fundraising. And though we are close to meeting the Leadership Society goal, a mailing will go out to potential members in May and she is culling class lists for potential donors.

A “thank you” phonathan is scheduled for mid-February (around Valentine's Day). Board members will be asked to phone members and thank them for their donations. More information will be forthcoming.

b. Exhibition – Marguerite Thompson Brown

Marguerite elaborated on the exhibits described by Ric Ambrose in his Executive Director's report (see above). She also announced that Robin Henderson will work on the catalog for the Mary Lovelace exhibit in 2019.

Also, for the Border Art exhibit, Marguerite explained that the exhibit will highlight the influence of people from the Southern border and will include an interactive wall in the courtyard where attendees will be encouraged to write on the wall. The catalog for this program will also be translated: a Spanish version will be available.

c. Marketing – Susan Brand and Karen McKeown

Susan summarized Julie Sparenberg's busy winter schedule: spring catalog, summer camp promos, “Save the Date” postcards for the spring event, and more. Julie is introducing a “bio” wall of instructors in the RAC near the studios and a video monitor that will display information about events, fundraising, class news, etc.

The Community Listening Tour is making progress:

- ◆ The staff has created surveys for different audiences and information-gathering methods.
- ◆ Toody Maher's staff will assist by managing door-to-door canvassing in the Iron Triangle.
- ◆ WCCUSD coordinator for Visual and Performing Arts, Patrick Martin, is sharing information with all district middle school and high school art teachers.
- ◆ Ric is organizing a meeting(s) with leaders from Richmond neighborhood councils.
- ◆ We also will perform on-site focus groups at Richmond locations including the Latino Community Center, Gateway, Pogo Park, and the Library.
- ◆ An online survey will be available on the RAC website.

d. Nominating – Sarah Antonich

The Nominating Committee will meet on February 8 and are developing a one-page focus paper for potential Board members. Sarah asked Board members to consider attending the Board Match recruitment event in San Francisco on March 8.

e. Spring Event – Donna Brorby and Sarah Antonich

Planning for **PARTY** Richmond continues apace.

f. Education – Hertha Sweet Wong

Hertha announced that the Education Committee will have its first meeting in February and they seek members to join the committee.

7. Old Business

Donna reminded the Board of the Endowment Fund, indicating that the charter needs to be rewritten and the best way to achieve this would be to disburse the funds and start the Endowment anew.

8. New Business

a. Inez volunteered to bring snacks for the next meeting, to be held on February 15, 2018.

b. Stephen Nomura MOVED to adjourn the meeting with a SECOND by Donna Brorby. PASSED 13/0/0.

The meeting was adjourned at 7:30 p.m.

Upcoming Dates:

- February 3, 2018 (Saturday) 12:00 – 2:00 pm, Talk/”The Art of Living Black”
2:00 – 5:00 pm, Opening reception for Winter Exhibitions
- February 10, 2018 (Saturday) 12:00 – 2:00 pm, Panel of Photography award winners
2:00 – 4:00pm, Jazz as Art
- February 15, 2018 (Thursday) 5:45 – 7:45 pm, Board Meeting
- February 25, 2018 (Sunday) 2:00 – 4:00 pm, Invitation only lecture by Camille Ann Brewer
- March 15, 2018 (Thursday) 5:45 – 7:45 pm, Board Meeting
- April 14, 2018 (Saturday) 6:00 – 9:30 pm, P-Art-Y Richmond

Submitted by Karen McKeown, February 12, 2018