

**RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ June 26, 2014**

Location: RAC, Resource Room Time called to order: 5:30 p.m. Time adjourned:
7:51 p.m.

Members present: Andrea Biren, Anna Blackman, Susan Brand, Peter Dodge, Inez Brooks-Myers, Donna Brorby, Sue Hartman, Yolanda Holley, Matt Jacobson, Terry Kotsatos, Edric Kwan (arrived just after executive session ended), Ellengale Toki-Oakley, Connie Tritt, Susan Wittenberg
Members Absent: Bob Connolly, Bernadette Jones
Staff present: Richard Ambrose, Executive Director
Others present: None

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Handouts Distributed or emailed prior to or at the meeting:

- 1) Board Meeting Agenda for June 26, 2014
- 3) Minutes of Board of Director’s Meeting, May 22, 2014 (Draft)
- 4) Treasurer’s Report -- Balance Sheet, Profit and Loss Statement, and Cash Flow Schedule as of May 31, 2014
- 5) Proposed budget for fiscal year 2014-15 (draft, “version 9”)
- 6) Executive Director’s Report – June 2014 (attached)
- 7) Board committees list, FY 2013-14 (attached)
- 8) Proposed revision to Employee Handbook provision on Conflict of Interest and Gifts (attached)
- 9) Board Member Self-Assessment Form (filled out forms collected by Susan Wittenberg at the meeting) (attached)
- 10) Fiscal year end committee reports (Exhibition, Facilities, Nominating, Development) (attached)

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1. Executive Session. At the request of the board president, it was moved and seconded that the board go into executive session for the purposes of having a confidential discussion concerning personnel matters. The executive session began at 5:30.

2. Announcements/Introductions. The board president announced the results of the board election at the annual members meeting. Staff verified the current Art Center membership of more than twenty voters and thirty-one votes were cast. The following board members were elected for a second term: Anna Blackman, Connie Tritt, Ellengale Toki Oakley, Matt Jacobson, Susan Wittenberg.

3. Approval of minutes of the May 22 Board meeting. The board president referred the board to the draft minutes of the May 22, 2014 Board meeting that she circulated by email in advance of the meeting. She asked if anyone had any corrections. There were none. Donna Brorby made the following

MOTION: *“I move that the Board approve the minutes of the May 22, 2014 board meeting, as circulated in draft.”*

Matt Jacobson seconded the motion. It passed unanimously, with Edric Kwan and Terry Kotsatos abstaining.

4. Treasurer’s Report. Connie Tritt, Treasurer, reviewed the balance sheet and profit and loss statement for May 31, 2014. The reports were in a different form than usual, and there was no cash flow report because the Art Center now has a half-time bookkeeper and no finance director. Connie explained some things about how to read the reports and that there have been no significant changes since the reports she presented last month (and two months ago). She and Ric agreed that the Art Center would have a sixty to eighty thousand dollar net income over expenses for fiscal year 2013-2014.

Connie told the board that it approves signatories to the Art Center’s accounts, and that issue needed to be reviewed for the coming fiscal year, given new officers. She suggested adding Donna Brorby, the incoming board president, but retaining Andi Biren, the outgoing board president, because Andi lives in Richmond and Donna in San Francisco. She suggested replacing Kato with Rebeca Garcia-Gonzales in light of Kato’s authorized leave.

Connie made the following

MOTION: *“I move that Donna Brorby and Rebeca Garcia-Gonzales be added as approved signatories on the Art Center’s bank and Charles Schwab accounts, and that Kato Jaworski’s name be eliminated from the list of approved signatories.”*

Inez Brooks-Myers seconded the motion, which passed unanimously.

Connie directed the board’s attention to the proposed budget for fiscal year 2014-15 (version 9). Ric had gone over this version with several board members earlier in the week, at a session to which all board members were invited. The finance committee approved this budget. The board president and treasurer recommend that the board approve this budget. Susan Wittenberg had reviewed the budget carefully and had her questions answered by Ric at the budget review session and she supported approval.

There was lengthy discussion of the recent development that the Art Center may lose some or all of its City of Richmond funding for the coming fiscal year, as a result of the City’s balancing its budget.

Donna Brorby made the following

MOTION: *“I move that the board approve the proposed budget, as circulated, Version 9, with the understanding that it includes \$375,000 in City of Richmond funding that the Art Center had been expecting to receive under its MOU with the City; it will have to be revisited”*

at the July board meeting, after the City passes its budget in early July, if the City eliminates or reduces its funding of the Art Center.

Matt Jacobson seconded the motion, which passed unanimously.

5. Executive Director's Report. Ric Ambrose, Executive Director, reviewed his June report, which is attached.

Ric reviewed his proposals to the board for financing certain one-time expenses next fiscal year from the net of income over expenses from the fiscal year that is about to end. He reviewed his proposal for so financing new carpet for the south gallery and administration foyer (2200 square feet, \$14,000); video/camera/projector equipment and software for use in art classes (\$4,000); blackout curtain for painting studio (where videos are sometimes shown, \$1,000); smoke alarms (\$1,000); security cameras for the south and main galleries (\$4,000); staff bonuses for FY2013-14 paid in July 2014 (\$9,000); executive coaching suggested by the HR committee and approved by the board (\$6,000); HR consulting approved by the board (\$10,000). He reminded the board that, in the past two years, the Art Center has netted a total of \$200,000 in income over expenses, and he recommended the expenditure of \$49,000 of that sum for these needed items.

Susan Wittenberg made the following

MOTION: *“I move that the board approve the unbudgeted one-time expenditures itemized by the executive director, totaling \$49,000, to be paid for from net income over expenses from fiscal year 2013-2014.*

Matt Jacobson seconded the motion and it passed unanimously.

6. Committee Reports.

a. Oliver Ranch Event Committee. Final arrangements are in process for the Oliver Ranch July 12 event. We expect between 74 and 79 people to participate. Donna Brorby will confirm with the winery and caterer.

b. Nominations Committee. Committee Chair Andi Biren informed the board that the committee recommended as officers for FY 2014-15: Donna Brorby, President; Matt Jacobson, Vice President; Yolanda Holley, Secretary; Connie Tritt, Treasurer. Inez Brooks-Myers made the following

MOTION: *“I move that the Board approve the officers proposed by the nominations committee.*

The motion was seconded and passed unanimously.

Andi told the board that the nominations committee needed to be reconstituted for the coming fiscal year. This year, she (board president), Connie Tritt (board treasurer), Susan Wittenberg and Anna Blackman have served on the committee. She proposed that Donna Brorby (incoming

board president) and Matt Jacobson (incoming board vice president) serve in FY 2014-15 in her and Connie Tritt's place. A question was raised whether a current board president is an appropriate member of the nominations committee; the nominations committee nominates board officers, and a current officer could have an interest in remaining an officer. Donna asked if anyone else would volunteer to serve on the committee in place of her. No one volunteered. Donna made the following

MOTION: *"I move that the board nominations committee for FY 2014-2015 be comprised of Donna Brorby, Matt Jacobson, Susan Wittenberg and Anna Blackman.*

Connie seconded the motion. The motion passed unanimously with Inez Brooks-Myers abstaining.

Andi referred the board to the FY 2014-15 Committee List. The list as corrected during the meeting is attached. Anna Blackman made the following

MOTION: *"I move that the Board approve the proposed board committee chairs as listed on the Richmond Art Center Committee List for 2014-15.*

Inez Brooks-Myers seconded the motion and the motion passed unanimously.

c. Marketing Committee. Susan Brand, chair of the committee, reported on the progress of the design of the website, which is expected to launch in August. She pointed out how effective Teri Gardiner is at marketing, recently demonstrated in the campaign to mobilize support for City Funding for the Art Center. In addition to her very effective use of the Art Center's email list and social media, Teri was responsible for the fact that the San Francisco Chronicle having three articles about the Art Center in the two weeks before the board meeting.

d. Governance. Andi referred the board to the proposed revision of the Employee Handbook on the topic of conflict of interest and gifts. She and Donna, who comprise the Governance Committee and who developed the proposed revision, explained the purpose of the revision: to permit casual employees (teachers) to teach at the Art Center and at other venues where they can get part-time work teaching art. Without the revision, staff are forbidden to work at any entity that does business with or competes with the RAC. Inez Brooks-Myers made the following

MOTION: *"I move that the board approve the proposed amendment to the "conflict or interest and gifts" section of the Employee Handbook.*

Matt Jacobson seconded the motion, which passed unanimously.

6. Old Business. None. (Oliver Ranch event was discussed during committee reports.)

7. New Business.

a. **Proposal to increase membership rates.** The executive director circulated a proposal to increase membership rates. It has been a very long time since rates were increased. The proposal is to increase senior and student from \$40 to \$45, individual from \$50 to \$55, artist from \$60 to \$65, family from \$75 to \$80, individual patron from \$100 to \$110, and family patron from \$150 to \$160. Ric proposed also to increase class discounts to 15% for patron memberships (lower level memberships get a 15% discount, the idea is to get some people to sign up for higher level memberships). There was discussion of possible variations on the proposal. Andi Biren made the following

MOTION: *“I move that the board approve membership increases for each membership level up to \$10, effective as soon as the increases can be implemented.*

This would give the executive director and the development committee a chance to review the details and the possible variations.

The motion was seconded and passed unanimously.

b. **Board self-evaluation.** Board members present completed self-evaluation forms for their past year of board service and gave them to Susan Wittenberg. Susan will follow-up to try to get self-evaluations from all board members and will summarize the results and present them at the July meeting.

7. Adjournment. The meeting was adjourned at 7:50 p.m.

Refreshments: Terry Kotsatos volunteered to bring refreshments for the July 24 meeting.

Upcoming Dates:

July 12	Field Trip Fundraiser to Oliver Ranch – all day
July 24	Board meeting 5:30-7:30 p.m.
Aug. 28	Board meeting 5:30 – 7:30

Board meetings are 5:30 to 7:30 the fourth Thursday of the month, except in November and December when the meetings will be on the third Thursday due to holidays. Executive Committee meetings generally are scheduled for 5:30 Thursday a week before the Board meeting. Any and all board members are welcome to attend executive committee meetings, which is where the agenda for the next week’s meeting is worked out.

Executive Director Report for June 2014

Preserve City's funding the Art Center City Campaign

On June 9, Andi Biren and I met with the City Manager Bill Lindsay, Michelle Seville and Caty Curl about the potential 20 million dollar deficit in City's budget for FY14/15. We provided Bill a Return on Investment statement about how we leverage City funds and tremendous growth of our programs over the past two years. Bill congratulated us on our efforts and expressed that the City's support was while worth the investment. Andi and I left the meeting somewhat confident that the funding for the Art Center was in good standing with a worst-case scenario of cuts up to 17%. However, last Thursday we were informed that in the budget draft to the City Council, funding to the three arts organizations was eliminated altogether, which would result in a 35% loss of our annual revenue. Teri Gardiner, myself and several Board leaders met to craft a media advocacy campaign to encourage the Center's supporters to contact the City Council members via social media. We also made announcements about the cuts to the students in the classes, and visitors to the galleries asking them to email the city about severity of the cuts. Over the weekend the Council members' emails lit up and by Tuesday they had received over 300 emails from all corners of Richmond, East Bay and beyond, including numerous artists, museums and business leaders. Channel 2 did a news piece about the potential cuts to the Richmond Art Center, interviewing kids and teens about their classes at the Center.

In preparation for the Tuesday Special Council Meeting on Tuesday June 24th we asked selected teachers, students, and parents to speak on our behalf during the Council Meeting, choreographing their talking points. About 20 people (board members, staff, parents, students, teachers and arts group representatives) spoke cogently and succinctly about their personal experiences at the Art Center and the importance of Center's programs to the community. The City leadership and Council members heard us loud and clear. Impressed with our positioning, the City Council asked City Manager Bill Lindsay to reassess potential funding sources to support the Art Center, East Bay Performing Arts Center and NIAD. Bill Lindsay congratulated us after the meeting on our effort to underscore the importance of the arts. I had a lengthy discussion on Wednesday with City Council member and RAC advocate Jim Rogers. He hopes that the City will identify funding from outside current revenue sources to fund the three arts organizations.

At this point the scope of the cuts to the Art Center's funding are completely unknown – they could be as much as 100%, which would be devastating for our programs. City Manager Bill Lindsay stated that the Art Center has unequivocally been a smart investment for the City. This week, we will continue to work with City leaders and City Manager Bill Lindsay. The final budget will be presented and a vote will take place at the Tuesday, July 1st City Council meeting.

This was, to say the least, one of our finest "hour" in communicating the importance and value of the Center and our constituents they responded splendidly. I would like to thank the staff, especially Teri Gardiner, whose talents made this effort an unqualified success regardless of the outcome. We may have averted the critical loss of funding for all three arts organizations. I would like to thank the City Manager, Council members and Mayor for their time, but especially Council member Rogers for being

a proponent of the motion to reassess all potential funding sources for the Art Center. This week, we will continue to work with City leaders and City Manager Bill Lindsay in preparation for the vote at the Tuesday, July 1st City Council meeting.

Special Events: Oliver Ranch Performance

We currently have 70 participants signed up for this incredible one day experience. We still have 10 days to sell more tickets with a minimum goal of 80 participants.

Development

The Development Committee met to review the fundraising goals and action plans to achieve success for FY14/15. In addition to a number of funding activities, two cultivations events, a VIP Reception for the Diebenkorn exhibit and a visit to noted furniture maker Garry Knox Bennett's Studio, have been scheduled. To date we have raised \$13,000 for the Diebenkorn exhibition with additional asks pending toward reaching our \$18,000 goal. This year our fundraising efforts will be critical to continue our momentum and to sustain and grow our programs.

Job Search

We currently have three openings: full time Finance and Development positions and a part-time AIC coordinator position. I have tabled the search for the Development position pending the City funding decision for FY14/15. The candidate pool for Finance is underwhelming though we will contact two or three applicants, In the meantime, we are revising the finance job description and expect to repost it. Our temporary Bookkeeper, Nancy Canas, is doing a superb job of keeping up with the payables, receivables, bank deposits and payroll. I would also like to thank Connie for spending the extra time needed to support Nancy and keeping our books up to date.

Upon her return from vacation Rebeca Gonzalez will be interviewing the finalists for the AIC part-time position.

Kato Jaworski: With Kato on a possible 10 to 12 week leave, Nicole Robinson may fill in full time for the summer period to support Nicole Kite with the summer camps activities and preparation for Fall classes/workshops. A number of great volunteers have come forth to assist Nicole including Dianne Wightman.

Programs

Summer Exhibition Opening: Nearly a thousand people turned out for the opening reception of our Summer Exhibitions which feature the work of over 200 emerging and established Bay Area artists! This was the largest opening reception attendance in recent history and it included a "who's who" of Bay Area artists, curators, collectors, and art enthusiasts. The combination of the membership show, selections from Ruth Braunstein collection (with Ruth in attendance), Joe Slusky and Chip Sullivan resulted in this expansive Bay Area audience. Visitors continue to stream into the galleries on a daily basis to see the diverse range of art.

Drawing Jam: Anthony Torres, Joe Slusky and Chip Sullivan conducted a three-hour drawing jam performance session on June 5th attracting 60 plus artists, friends and children to draw anything and everything. Their drawings and sketches are included in the Community Gallery Exhibit.

Summer Programs: Over 380 students have signed up for Summer Camp and Adult Classes this summer. An additional 92 teens and elementary students will participate in a number of free classes/workshops including the Virtual Development Mural project, Rosie Girls two week workshop, STEAM II and a Digital photo/video project for high school students at Richmond High School. These are coupled with 20 elementary teachers participating in professional training workshop to add art into their curriculum. It is a pleasure to see the sights, smiles and sounds of kids and teens filling the studios, halls, galleries and courtyard this summer.

Board Member Self-Assessment

Optional: Your Name _____

After each statement, please indicate the degree to which you feel you exhibit the behavior on a regular basis. 5 = Strongly Agree
4= Agree 3= Not Sure 2= Disagree and 1= Strongly Disagree

1. I attend Board meetings regularly.
2. I attend the meetings of my Committee or Committees regularly.
3. I come to board and committee meetings prepared, having studied distributed materials.
4. I participate in Board and committee meetings by contributing constructively without dominating.
5. I am willing to take an unpopular position and explain my reasoning.
6. I communicate with candor and tact, helping to manage conflicts.
7. I exercise independence of judgment when considering issues.
8. I seek and consider the information and opinions of others.
9. I am proactive in strengthening my understanding of my role.
10. I follow through when I undertake or am assigned a task.
11. I am accessible in a timely manner to fellow board members and to staff with whom I work.
12. I bring a needed functional expertise to the board and offer my expertise pro bono.
13. I understand the financial reports shared at board meetings.
14. I understand the scope of the strategic plan and what budgetary resources it will take to achieve.
15. I actively help raise the monetary resources needed to fund the budget.
16. I think I can improve my performance as a Board member, and if so, will write my ideas for doing so on the back of this sheet.

[replacement for section in Employee Handbook]

D. Conflict of Interest and Gifts

The Richmond Art Center expects its employees to use good judgment, to adhere to high ethical standards and to avoid situations that create an actual or potential conflict of interest between the employee's individual interests and the interests of the Art Center.

A potential conflict of interest is a personal or financial interest in any entity that

- does or may do any kind of business,
- is entering or may enter into a financial transaction or relationship or
- is competing or may compete

with the Art Center, including outside employment or consulting. If an employee or any of his or her close relatives (spouse, domestic partner, child, sister, brother, parent, grandparent, aunt, uncle, first cousins or in-laws) has, or is considering having, any such personal or financial interest, then the employee must disclose it to the Executive Director. The Executive Director must provide employee disclosures to the President of the Board of Directors, including his or her own disclosure.

Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with a supervisor or the Executive Director.

- No employee may be employed, either directly or indirectly, as a proprietor, an employee, director, contractor or consultant of an organization or person having any business/financial dealings with the Richmond Art Center without the written consent of the Executive Director, which consent shall not be given if the employee, by the nature of her/his position, may be expected to have a role affecting the business/financial dealings between the party in question and the Art Center;
- No employee may have a controlling financial interest, 5% or greater, in a supplier or contractor if, by the nature of her/his position with the Art Center, the employee may be expected to have a role affecting the business/financial dealings between the party in question and the Art Center.

Employees are prohibited from accepting gifts, entertainment, or other favors beyond common courtesies or exceeding nominal value (\$50), from organizations or individuals with which the Art Center has business/financial dealings.

Employees who violate any provision of this policy through no fault of their own will be given a reasonable amount of time as determined by the Executive Director to comply with the policy. Nonetheless, failure to adhere to these guidelines, including failure to disclose any potential

conflicts or to seek an exception, will result in immediate corrective action, up to and including termination of employment at the discretion of the Executive Director.

MEMORANDUM

TO: Board of Directors, Richmond Art Center

FROM: Donna Brorby, Chair of Art Center Board Development Committee

RE: FY 2013-2014 Year-End Report

DATE: June 26, 2014

Committee composition: The committee has been comprised of board members Andi Biren (Board President), Donna Brorby, Bob Connolly, Yolanda Holley, Matt Jacobson, Susan Wittenberg (Education Committee Chair), and donor and art center student Susan Sharfman (until March 2014, when she advised us that she would continue to help with fundraising but did not want to be on the committee). The committee worked closely with Executive Director Ric Ambrose and development coordinator Laura Buchan worked with the committee when she was employed. Marketing and Communications Coordinator Teri Gardiner provided the committee with materials for major donor solicitations for the Partnership Campaign. (The Art Center is in the process of recruiting a development staff person as this report is written.) The Development Committee and the Events Committee were technically separate committees this past fiscal year, but essentially worked together in the same way as the prior fiscal year when “Events” was a “subcommittee” of the Development Committee.

In the coming fiscal year, the committee will be chaired by Matt Jacobson (Board Vice President). The committee will include events within its purview and some members of the committee will take responsibility for events as they come up; they will choose how much they want to be involved in the rest of the committee’s work. The current roster for the committee in the coming fiscal year includes board members Andi Biren, Susan Brand (events), Inez Brooks Myers (events), Donna Brorby (Board President), Bob Connolly, Yolanda Holley (events), Edric Kwan (events), Ellengale Toki Oakley (events), Susan Wittenberg (Education Committee Chair) and two Art Center students Pat Guthrie and Sarah Leverett (events).

Number of meetings: The full committee met 6 times during the year for the fiscal year fundraising. Several development committee members also attended meetings of the events committee. The full committee met a seventh time this week, preparing for next fiscal year.

Role of committee: The Development Committee identifies and secures funding and resources that promote the mission and goals of the Richmond Art Center (RAC), supports its projects and programs, and meets its fiscal goals.

FY 2013-2014 Actions:

- Ric Ambrose, Andi Biren and Susan Wittenberg between them successfully applied for grants totaling \$169,000 from 20 foundations. In addition, the Art Center received \$30,000 from each of the Savin and Leshner foundations, the final annual payment of three year grants in both cases. The Art Center has already received \$77,000 of the \$117,000 budgeted for grants for the AIC program in the coming fiscal year. Board members Andi Biren and Susan Wittenberg devoted many, many hours to grants research and application-writing, supplementing Ric Ambrose's efforts. There are no other staff at the Art Center doing grant writing.
- The Committee managed the "major donors" part of the fall/winter Partnership Campaign. 190 assignments were made to 13 solicitors including 11 board members and ED Ric Ambrose. 84 of those gave a total of \$62,000. If my follow-up with solicitors had been more complete, I would know how many of those who gave and did not give were actually contacted by their solicitor, but my information on that is incomplete. I provided a "training" session for an hour of the board meeting in September, which had good content but was
- The Committee supported the events committee on four events: (1) former board member reception September 2013; (2) major (\$1K+) donor appreciation event at the Barnett's house November 2013; (3) Holiday Arts Festival café December 2013; (4) upcoming Oliver Ranch day trip event that is set for July 2014.
- The committee conducted the Art Center's first annual Valentine's Day telephone Thank-a-thon ("thank you" phone calls placed to all donors for whom we have phone numbers).
- The committee embraced the fundraising goal set in July 2013 by Executive Director Ric Ambrose for unrestricted donations from individuals and businesses, raising \$88,000 against a goal of \$81,250. The efforts of the development committee additionally resulted in some restricted donations.

Possible areas for focus this coming fiscal year (in addition to efforts similar to last year on grants, partnership campaign, and events):

- Improve and increase our efforts to gain support for the Art Center from local businesses.
- Improve support for and follow-up with solicitors to ensure that they make contact with and meet as many of our major donors and potential major donors as possible
- Improve publicity for the Partnership Campaign at the Art Center (the recent publicity rallying support for funding for the Art Center at the city council was much more visible and effective than 2013 publicity for the Partnership Campaign)
- Make progress considering whether/how to do legacy, capital and/or endowment campaigns
- Make progress considering our reliance on City of Richmond funding, whether we can expect such funding long term (no?), what we should try to negotiate with the City in the future, and how to replace city funding that we lose

TO: The Richmond Art Center Board of Directors
FROM: Susan Wittenberg, Chairperson, RAC Education Committee

June 26, 2014

FY 2013/2014 YEAR-END EDUCATION COMMITTEE REPORT

Committee composition: 9 members (4 RAC employees, 3 Bd. members, 2 community members): Ric, Rebeca, Kato, and Kiki Rostad from the RAC; Anna, Ellengale, and Susan W. from the Bd.; and Patricia Gangwer and Cheryl Maier from the community.

Number of meetings: Committee met monthly until Dec. 2013 when it changed to quarterly meetings held in Jan., March, and June 2014 at which time the Committee decided to change to meeting every other month in order to maintain continuity and ongoing involvement by Committee members. The next meeting will be in August 2014.

Role of committee: To identify and help plan and support RAC's AIC and studio education programs by providing adjunct services that can expand, enhance and strengthen the education programs, and increase RAC's likelihood of obtaining needed funding to support and sustain these programs.

FY 2013/2014 Adjunct Services:

- Analysed feasibility and costs of present classes and determined that significant increases in class enrollments have contributed to sustainability.
- Researched and discussed a range of evaluation models and methods that will be used to create evaluation tools for RAC programs. Lawrence Hall of Science will add its expertise to STEAM evaluation methods.
- Worked with Rebeca to develop (1) a STEAM curriculum development training for all AIC instructors that was held this winter/spring, and (2) an art integration workshop for WCCUSD elementary school teachers to assist them in using art as a teaching tool for standard curricula that include literacy, STEM, history, etc. The first multi-day workshop for 20 teachers will take place later this summer, with the second one taking place in the spring 2015. The goal is to conduct 2 workshops per year.
- Began initial activities to develop a long-term education master plan for children ages 5-18. The goal is to create articulation from one class to another and compliance with State Visual Arts, ELA language development, Common Core, and STEM/STEAM standards.
- Raised needed AIC funds through grantwriting efforts of Ric, Rebeca and Susan W. These efforts provided funds that supported the 2013/2014 AIC program and some of which will to be applied to 2014/2015 AIC programs.
- Served as additional members on interview committees for available AIC positions and as representatives of AIC and the RAC at various community events.
- Provided initial input as to strategies for dealing with the district, especially regarding AIC and the possibility of obtaining district funds to help support AIC in district schools.

Possible Actions in FY 2015:

- Expand Committee by two members to possibly include AIC/Studio instructors and/or additional community members.
- Define more specific ways Committee members can assist Rebeca and Kato by doing tasks not normally the responsibility of staff.
- Continue and finalize evaluation efforts.
- Remain alert to possible grant/funding opportunities for AIC programs.

Submitted by: Susan Wittenberg, Education Committee Chairperson
June 26, 2014

Exhibition Committee Report Richmond Art Center 2013-2014

The Exhibition Committee held 11 meetings this fiscal year.

The composition of the Committee has undergone change. In the Fall of 2013, Art Center Curator, Emily Anderson resigned her position to have a baby. Shortly later we added the new Art Center Curator and Director of Exhibitions to our group. In May, Gene Erickson removed himself as a member of the Committee. Presently, the Committee presently consists of: **Inez Brooks-Myers**, Chairman; **Richard Ambrose**, Art Center Director; **Marguerite Browne**; **Robbin Henderson**; **Yolanda Holley**; **Anthony Torres**, Art Center Curator and Director of Exhibitions; and **John Wehrle**.

We reviewed the exhibition calendar for the first few meetings. Then, meeting by meeting we attacked more substantive issues: ADA labels and seating, lighting issues, the condition of the Community Gallery (missing ceiling tiles), condition of flooring surfaces in galleries, courtyard as gallery space. We also discussed exhibition proposals and created a new form in order to present them in a consistent manner to the Committee.

Non-staff members participation: **Wehrle** served as guest Curator for an exhibition held in the South Gallery starting in January 2014. This exhibition included an in-gallery discussions by all of the artists in the exhibition. **Browne** and **Brooks-Myers** presented exhibition proposals. **Brooks-Myers** exhibition will be held starting in September of 2015. **Browne** proposals are pending. **Erickson** works on gallery installations, especially the annual members' exhibition.

Discussions also included possible sources for funding exhibitions.

The Committee has decided not to meet on a monthly basis in the future; the meetings will be held once a quarter. The needs of the Art Center have changed. With professional staff in place to create exhibitions, the Committee will serve with more hands-on issues such as installation, labels, ADA, etc. Sub-committees will meet as required. The Committee will continue to help the Art Center in representing and serving our various constituencies.

There is a need for greater **communication** between the committees in order to create better funding (Development), to comply with ADA regulations (Education – school exhibitions), and to create programs (lectures, discussions, symposia, etc.) that relate to current and up-coming exhibitions (Events).

TO: The Richmond Art Center Board of Directors

June 26, 2014

FROM: Peter Dodge, Chairperson, RAC Facilities Committee

FY 2013/2014 YEAR END FACILITIES COMMITTEE REPORT

Committee Composition: 5 members; Ric Ambrose, Sue Hartman, Michele Seville, Charles Davis and myself. (Charles Davis has had health problems that have kept him from participating since Dec. 2013.)

Meetings: Meetings take place when considered necessary. There have been 8 meetings in the last year.

Role of the Committee: To help identify physical issues, problems and solutions to the building facilities of the RAC.

Accomplishments of this past year:

Developed an up to date floor plan of the existing space occupied by the RAC.

Arranged to have an AutoCAD file created of the RAC floor plan representing a preliminary Master Plan of the needed and desired improvements to the facilities incorporating the anticipated addition of the adjacent space currently occupied by the KCRT television station.

With the generous pro bono help of the Oliver Company, (a Richmond building construction company), there were two meetings with a total of 18 construction subcontractors surveying the Rac space analyzing what construction would be required to realize the master plan, complete with preliminary cost estimates of the construction .

Analyzing costs and prioritizing needs, three phases of effort and spending were identified that would probably stretch over the next three years.

Goals for the coming year:

Help refine the Master Plan and any necessary revisions to the tasks, priorities and phasing.

Help identify funding sources for facilities improvements and construction.

Help obtain the services of an architect and engineers necessary to obtain required approvals and permits for funded construction.

TO: The Richmond Art Center Board of Directors
FROM: Andi Biren, Chairperson, RAC Nominating Committee

June 26, 2014

FY 2013/2014 YEAR-END NOMINATING COMMITTEE REPORT

MANDATORY COMMITTEE UNDER THE BY-LAWS

Under Article III, Section 3, "The Board of Directors annually shall appoint a nominating committee of not less than three members which shall submit at the annual meeting of the members nominations sufficient to ensure that there will be at least twelve elected directors in the ensuing year...." Under Article V, Section 2, the nominating committee also nominates the officers to be elected at the June meeting for the next fiscal year.

Under its charter, the Nominating Committee is primarily responsible to find and interview new Board candidates (must be RAC members), assess the current Board, organize the Members meeting, orient new Board members and ensure they sign Board member contract (not necessary this year), arrange for all Board development and maintain the Handbook.

'13-'14 Committee composition: 4 members (President Andi Biren, Connie Tritt, Anna Blackman and Susan Wittenberg)

Main Accomplishments in '13-'14

- Updated Board Handbook
- Updated Board Member contract
- Helped put together Board retreat in August and staff/Board meeting in March
- Considered and acted on some suggestions from Board Retreat re meetings
- Considered some possible nominees for the Board
- Arranged for some current members to run for 2nd term early, to stagger terms
- Organized the Members Meeting
- Drafted the following nominees for officers for '14-'15:
Donna Brorby – President, Matt Jacobson – Vice President, Connie Tritt- Treasurer
Yolanda Holley – Secretary
- Prepared Board Member Self-Assessment for June Meeting

Proposed Nominating Committee for '14-'15 **(FOR BOARD VOTE On JUNE 26th)**

- Donna Brorby
- Matt Jacobson
- Susan Wittenberg
- Anna Blackman

Possible Actions in '14-'15:

- Review the Board Handbook immediately, to update roster pages, etc.
- Actively recruit candidates from Latino community and business community
- Arrange another Board and Staff Meeting
- Create an active Committee to Board pipeline