

## **Richmond Art Center**

### **Minutes of Board of Directors-August 28, 2014**

Location: RAC, Resource Room      Time called to order: 5:40 p.m. Time adjourned: 8:00 p.m.

**Members Present:** Andrea Biren, Susan Brand, Anna Blackman, Donna Brorby, Inez Brooks-Myers, Bob Connolly, Peter Dodge, Sue Hartman, Yolanda Holley, Matt Jacobson, Bernadette Jones, Terry Kotsatos, Edric Kwan, Ellengale Toki- Oakley, Connie Tritt, Susan Wittenberg

**Members Absent:** None

**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 August 28, 2014
2. Minutes of Board of Director's Meeting, July 24, 2014
3. Executive Director's Report August 2014 (attached)

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**1. Introduction/Announcements/Agenda Reviews-** Board President, Donna Brorby called the meeting to order at 5:40 p.m. The Executive Director introduced the new Finance Director, Nina Thompson. A formal announcement of Nina's experience and achievements are noted in the Executive Director's August 2014 report.

Donna restated the importance of turning in board time sheets. She encouraged members to hand deliver or email the time sheets to Nina. Board time sheets can also be given to Donna or Yolanda.

**2. Approval of the minutes of July 28, 2014 Board meeting-** The President directed the board to the draft minutes of July 28<sup>th</sup> that were distributed in advance via email. She asked if anyone had corrections. There were no corrections to the draft minutes. Andi Biren made the following:

**MOTION:** *"I move that the Board approve the minutes of July 28, 2014 board meeting as circulated in draft."* Susan Wittenberg seconded. *It passed unanimously.*

**3. Treasurer's Report-**Treasurer, Connie Tritt explained that the financial reports for June 30, July and August 2014 should be completed and ready to review by next board meeting. The new

finance manager is getting acclimated into her position and the temporary bookkeeper will be on board for a few weeks to help with the transition. Connie stated the Cultural Data Project (“CDP”) report FY12/13 is being reconciled. The CDP report for FY 13/14 has yet to be prepared.

Connie announced that the finance committee is recruiting new members.

**4. Executive Director’s Report-** Ric Ambrose, Executive Director went over the matters discussed in his August 2014 written report. The report is attached.

## **5. Committee Reports-**

**a. Development Committee-** The committee chair, Matt Jacobson reported that the Partnership Campaign of 2014 will be launched Sept.13<sup>th</sup> opening reception of the Diebenkorn exhibit. He encouraged board members to attend the VIP Diebenkorn reception.

He stated the development committee will have three teams: a business team and two teams soliciting individuals. The business team, Matt, Susan Wittenberg and Virginia Rigney will attend the Council of Industry luncheon. Board members will be given assignments in October. The major donors aspect of the campaign will focus on contributions of \$200 and up.

Contact Matt first if you have anyone has questions.

## **6. Old Business**

**Google Calendar/Master Calendar-** Board President emphasized the need to refine RAC and Richmond Art Center email addresses. She encouraged members to send emails from google drive because it will help to improve interface between board and staff. Google calendar can be shared and utilized to schedule scheduled meetings and events.

Donna said she and Andi will draft instructions to help board members set up and forward emails from The Richmond Art Center to personal emails.

**7. New Business-** Donna encouraged board members to volunteer for the Solano Stroll booth September 14<sup>th</sup>. Contact Ryan Race sign up and schedule a time.

**8. Closed Executive Session-** Board President, Donna Brorby called the executive session to order 6:58 p.m. She read the minutes of June 26<sup>th</sup> executive session. Peter made the following.

**Motion:** *“I move that the Board approve the executive session minutes of June 26, 2014 as read.”* It passed unanimously. Edric and Bernadette abstained.

The Executive Director attended the executive session until the session break at 7:16 p.m. The executive session resumed at 7:32 p.m. It ended at 8:00 p.m.

9. Adjourn- Motion 8:03 p.m. Andi. Snacks next time Sue Hartman

**10. Upcoming Dates:**

**September 13, 5-6 pm, VIP Reception Diebenkorn Exhibition, Public Reception Opening 6-**

**September 14 Solano Stroll**

**September 21, 1:30-3:00 p.m. Diebenkorn event, film and talk**

**September 25, 5:30-7:30 p.m. Board meeting**

**September 28, 1:30-3:00 p.m. Diebenkorn event, Renee Bott talk, Diebenkorn at Crown Press**

**Sun. Oct. 5, 6:30 – 9:30 p.m. Diebenkorn event, still life drawing activity**

**Thurs. Oct. 9, 6 – 8:30 p.m. Diebenkorn event, figure drawing activity**

**Thurs. Oct 23, 5:30 – 7:30 p.m. Board meeting**

**Sat. Oct. 25, 1 p.m. – 3 p.m. Skeletonfest**

**Sun. Oct. 26, Garry Knox Bennett major donor event**

**Sun Nov. 2 , 1:30 – 3 p.m. Considering Diebenkorn, discussion**

**Sun. Nov. 16 3 – 5 p.m., Fall exhibits closing reception**

**Thurs. Nov. 20, 5:30 – 7:30 p.m. Board meeting**

**Thurs. Dec. 4 5:30 – 7:30 p.m. Holiday Arts Festival VIP reception**

**Dec. 7 11 a.m. – 5 p.m. Holiday Arts Festival**

## Executive Report for August, 2014

### Staff:

I am pleased to announce that Richmond resident, Nina-Marie Thompson, has accepted our offer to be the Art Center's Finance Manager. A graduate of University of Maryland with an MBA degree in Finance and HR Nina is a 25+ year veteran in Accounting and HR. She retired from the U.S. Army working with Pacific Rim army base commandants with payroll and HR responsibilities for 30,000 army personal. In the last seven years, she has served as Finance Director and HR for several non-profits including Alternatives in Action, California Shakespeare Theater, and Grace United Baptist Methodist Baptist Church. Nina has started this week with on boarding/training activities and will take on a full plate financial duties; reconciling FY 13/14 accounts in order to close out the FY13/14 P & L, organizing her office and files, and completing the CDP report for FY12/13. Nancy Canas, our temporary bookkeeper has done an outstanding job and I would like to extend my gratitude to her for her efforts in keeping A/P and A/R accounts current. She will stay on for a few weeks to train and assist Nina in completing a backlog of accounting tasks.

I am sad to announce that Jeanne Rehrig has submitted her resignation as the part time AIC Coordinator. She was hired two months ago to support Rebeca Garcia Gonzalez with onsite coordination and oversight of several afterschool programs. She felt that the job duties were not a good fit for her skillset and returned to her former position. In her resignation letter she stated. "You [Rebeca] have been nothing but wonderful to work with, so generous with your time and your insights. All the folks at the Art Center have been. But as I'm learning more and trying out this new role I feel it is not right for me. I never intended for this to happen. I had hoped it would be a perfect fit, but I'm afraid it is not." We are rethinking the position and how best to schedule the duties – it might be best to have two part time staff to support Rebeca and meet the needs of our growing off site program.

### Fundraising:

We netted \$6,200 for the July 12<sup>th</sup> Oliver Ranch Performance, exceeding our goal by 20%. 84 people registered for the site-specific performance. Three staff members and three students from the East Bay Performing Arts Center also attended the event.

We have raised \$23,000 in sponsorships plus \$3,200 in in-kind donations for the Diebenkorn exhibition, exceeding our fundraising goal by 30% and at the same time keeping our expenses at budget. Ten individuals, businesses and one foundation supported the exhibition and related programming.

We have received \$1,500 from Kinder Morgan Foundation to support AIC and \$5,000 from EBCF Macpherson Fund to support the exhibition program.

We will be launching our Partnership Campaign in mid-October with an overall goal of \$97,000 in unrestricted donations from individuals and businesses. There are a number of cultivation events scheduled this fall starting with the VIP reception for the Diebenkorn and fall exhibitions on September 13<sup>th</sup> and an afternoon at Garry Knox Bennett's studio on Sunday October 26<sup>th</sup>.

The RAC has been named a beneficiary for one of the Lesher Foundation's Annual NewsMakers series. The Foundation will host a reception for 30 Art Center guests at the Lesher Theater in Lafayette, create a two minute video about the Art Center and premier it at the March 15<sup>th</sup> event with guest speaker Robert Edsel, author of *Monuments Men and Rescuing Da Vinci*, and co-producer of *Rape of Europa*. Mr. Edsel will meet and greet our guests prior to the live interview.

The Dean and Margaret Lesher Foundation has supported the Richmond Art Center's exhibition program for the past five years.

### **Marketing:**

Yesterday we rolled out our new bi-lingual website. With the new web address, [www.richmondartcenter.org](http://www.richmondartcenter.org), it is a highly interactive website, very engaging, clean and contemporary reflecting our new brand as well as our tradition of instilling a sense of wonder in everyone who visits the Center. It is designed to attract more people and generate new revenue.

This comprehensive project started two years ago as one of the key objectives of the Sustainability Plan, and was initiated with the award of in-service Taproot Foundation grant which supported the updating of our branding strategies, redesign of our logo and collateral material, and the redesign of the website. I would like to personally thank Teri Gardiner for her hard work and creativity in coordinating these efforts between the talented staff, board and members of the Marketing Committee (Susan Brand, Jan Brown, Kim Kellogg & Edric Kwan.)

**This week:** We're doing a soft/quiet launch to make sure everything is running smoothly and as expected. **Next week:** We will make a full announcement to our key constituents and beyond about our new website & identity.

We also updating our collateral material with our new logo, and will be replacing the old 75<sup>th</sup> Anniversary Banner outside of the 25<sup>TH</sup> Street entrance with new banner with the new logo.

### **Human Resources:**

I am working with Linda Lester McIlvoy as my Executive Coach and the Center's HR consultant. She will be working with me every week (as schedules permit) through June 2015 on a variety of topics and goals including but not limited to improving team building, internal communications and goal setting for our staff and departments: updating personnel procedures including job descriptions hiring, on-boarding, and evaluation; and improving communications and assisting in addressing/resolving workplace issues and goals. She has agreed to work as a volunteer and will contribute her time, travel and meals costs. We will provide a bi-monthly progress report to the Human Resource Committee.

### **Facilities:**

We will install two security cameras (one in the Main Gallery and one in the South Gallery) and will install individual smoke alarms throughout the facility in the next month. We will be scheduling a meeting with Bill Lindsay in the next two months to discuss the KCRT space, and to research new revenue for facility upgrades and operating funding for the Art Center. I am working with Michelle to

finalize the agreement for the forgiveness of the City's loan to the Art Center and distribution of the \$275,000 operating support for the Richmond Art Center in FY 13/14.

**Programs:**

We have a tentative agreement with Washington Elementary School to provide an artist-in-residence program for all students in grades 3 through 6 in spring 2015 for \$10,000. This is the start of our artists-in-residence program. We are also securing agreements with schools and centers for our after school programs. This past summer the AIC program engaged over 108 students in our STEAM program, Mural project at Topline, Rosie Girls' summer program, Pogo Park, and Nevin and Shields Reid Community Centers. The first Professional Development program for the Elementary School Teachers was a great success receiving high marks from the teachers and generating interest in our after school program and in the new artist-in-residence program.

I am also in discussion with Shannon Jackson, Director of UC Berkeley's Artists Research Center about hosting a number of their events in Richmond and at the Art Center. I have participated in a couple of their events as a symposium participant.

**Our fall classes and workshops start next week! And, please plan to attend the Diebenkorn exhibition-related programs scheduled on Sundays (our new extended gallery schedule).**