

**RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ September 17, 2015**

Location: City of Richmond Conference room,
Time called to order: 5:45 p.m., Time adjourned: 8:05 p.m.

Members present: Danny Aarons, Susan Brand, Bernadette Jones, Inez Brooks-Myers, Donna Brorby, Sue Hartman, Edric Kwan (arrived at 6:43 pm) Ellengale Oakley, Connie Tritt, James Wheeler, Susan Wittenberg
Members Absent: Anna Blackman, Alisha Fowler, Matt Jacobson
Staff present: Richard Ambrose, Ex. Dir.
Others Present: None

Handouts distributed at or emailed prior to the meeting:

- 1) Board Meeting Agenda for September 17, 2015
 - 2) Minutes of Board of Director's Meeting, August 20, 2015
 - 3) August 2015 Financial Statements
 - Balance Sheet Prev Year Comparison,
 - Profit and Loss
 - Cash Flow Spreadsheet
 - Temporarily Restricted Funds Spreadsheet
 - 4) Executive Director's Report – September 2015 (attached)
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1. Announcements/Introductions. President Donna Brorby opened the meeting. Ric Ambrose introduced Lukasa Branfman-Verissimo, Studio Education Coordinator. Lukasa spoke briefly about her career experience, and the Board members introduced themselves to her around the table.

2. Approval of minutes of the August 20, 2015 Board meeting. President Donna Brorby referred to the draft minutes that had been distributed before the meeting and asked if anyone present at the meeting had any corrections to suggest. There were none. Inez Brooks-Myers made the following:

MOTION: *"I move that the Board approve the minutes of the August 20, 2015 board meeting, as circulated in draft."*

The motion was seconded by Susan Wittenberg. It passed with James Wheeler's abstention.

3. Treasurer's Report. Connie Tritt, Treasurer, reviewed the balance sheet as of August 2015 and the profit and loss statement for the 2 months ended August 2015. She also reviewed two new reports: 1) Cash flow Forecast sheet, 2) Temporarily Restricted Funds Sheet.

4. Executive Director's Report. Ric Ambrose, Executive Director, reviewed his September 2015 written report highlighting the activities of the organization. The report is attached.

5. Committee Reports

PR/Marketing - Susan Brand reviewed the proposed membership levels and received comments from those present. Danny Aarons made the following:

MOTION: “I move that the Board approve the structure of the revised membership levels as edited for minor grammatical errors.”

Edric Kwan seconded the motion and it passed.

Nominating – Donna said that the Nominating Committee met with Juliann Martinez who had been proposed by James Wheeler to fill the vacancy on the board. The committee was unanimous in recommending her to the board. James Wheeler gave a brief overview of Juliann’s experience and his experience working with her. Susan Wittenberg made the following

Motion: “I move that we add Juliann Martinez be added to the Board of Directors effective October 1, 2015. “

Inez Brooks-Myers seconded the motion and it passed with Danny Aaron’s abstention.

Development/Sustainability – due to time limitations, this report was postponed to next meeting.

6. Old Business

Donna requested that Board members develop a list of potential members of an advisory council. The following names were proposed by those present. Donna said that the Nominating Committee will develop a proposed “role description” for the Advisory Council as well as a structure that will help to make them productive members of the organization.

George Miller
Rosemary Corbin
Carla Della Zoppa
Eddie Downer
Sherry Smith (Making Waves Charter School)
Steve Oliver
Susan Chamberlin
Mark DeSaulnier

7. New Business (Closed Executive Session)

Donna said that there was personnel business that the board needed to address in an executive session. After he made a presentation, the executive director left the meeting and only board members were present. The minutes of the Executive Session are confidential.

Snacks next meeting: Ellengale Oakley volunteered to bring snacks for the October 15, 2015 Board meeting.

Upcoming dates:

October 21, Wednesday, 7 p.m., Curator’s Walk Through, Body As Agent (invitational donor event)
October 24, Saturday, 1 – 3, Skeletonfest
Nov 1 Sunday, 1:30—3 pm Old Slide Show (Body as Agent)
Nov 8 Sunday, 1:30-3 pm Dance Performance and Tea 1:30-3 pm
Nov 15 Sunday 1:30-3 pm Sew in the Gallery

Nov 15 Sunday, 3-5 pm Closing Party for Body as Agent
December 5, Saturday, 11- 3 p.m. Holiday Arts Festival
December 5, Saturday, 5:30 – 7:30 pm, Special Evening Live Auction Event

Board Meetings, 3th Thursday; Executive Committee meetings 2nd Thursday

Executive Director Report: September 2015

Exhibition

Body as Agent: Fashion as Art

We had an extraordinarily successful opening reception for the *Body as Agent* exhibition this past Saturday. Both the VIP and the open receptions attracted an estimated 600 guests, supporters and artists, many visiting the Art Center for the first time or returning again after a long absence. It was a diverse audience with many new faces and our new exhibit was clearly well received, creating a great buzz among the audience. We sold close to 75 exhibit catalogs, three textile pieces, and received over \$600 in bar donations, generating nearly \$3,000 in revenue for the evening.

There are many people to thank for their contributions of time and expertise to the development of this successful program, in particular Inez Brooks-Myers who worked tirelessly over the past 6+ months curating the comprehensive exhibition and organizing the accompanying programs. I would also like to extend my thanks to Jan Brown for generously contributing her talents in the design of the exquisite illustrated exhibit catalog. Additional “thanks” go to the many volunteers who helped with the installation and to Ellengale Toki Oakley and Susan Wittenberg for preparing the beautiful hors d’oeuvres for the opening reception.

Please mark your calendars and plan to attend Inez Brooks-Myer’s gallery walkthrough of the exhibition this Sunday, September 20th from 1:30 to 2:30 pm.

On another exhibit related note, we have an arrangement with the City of Richmond’s Arts and Culture Commission to host the annual weeklong exhibition (mid-December) of the Commission’s Neighborhood Public Art grant recipients. This will include the exhibition of the work or documentation of the artist’s projects in the Community Gallery. Jan Wurm will coordinate with Michele Seville in selecting the supporting materials for the exhibition. The public recognition and celebration will be Thursday, December 17th.

AIC Program

This past month, we completed our first of two professional development workshops for 20 elementary teachers. Over 100 teachers expressed interest in participating in our PD workshop! We will be conducting our second PD workshop in January or March.

This fall we have a very robust AIC program, presenting 17 classes at 14 schools, community centers, housing centers (Atchinson Village & Crescent Park Apartments for both youth and senior citizens), Richmond Public Library, John F. Kennedy Park and the in-school artists-in-residence at Washington Elementary School.

Collectively, WCCUSD, San Francisco Public Land Trust, Washington Elementary School, Crescent Park Apartments will contribute a total of \$46,000 of the \$82,000 needed to deliver the fall programs. The difference will be supported from secured foundation grants.

FAB LAB Design Competition with WCCUSD and Chevron.

We have an agreement with the WCCUSD and Chevron to manage the school district wide design competition for K-12 students to create designs that will be incorporated in a unified design for the vinyl wrap of their mobile FAB LAB vehicle. This project will be funded by Chevron and Rebeca Garcia-Gonzalez will be the lead project manager. This design competition and our partnership with Chevron and WCCUSD will be publicly announced at the ribbon-cutting ceremony of the District's permanent FAB Lab at John F. Kennedy High School on Tuesday, September 29th.

Studio Art

In partnership with the UC Berkeley Art Museum and Pacific Film Archive we held our first of six family workshops this past Sunday. 15 kids plus parents were very engaged in the creative process (stamp design, mono-printing and collage) with the Museum's teaching artists. They all walked away with a bundle of mail art to send out to friends & family! The artists were very impressed with our great organizational planning. The translator and the student assistant were great, too!

Erin Wheeler and Lukaza Branfman-Verissimo, have been very busy reorganizing the studio's storage space, and with Ted's assistance, are improving our storage units. This is the first in a series of efforts to make the studio spaces more efficient order to accommodate additional studio functions.

Operations/Staffing

The entire staff worked overtime to support the numerous activities this past weekend, including the successful exhibition opening on Saturday, participating in the annual Solano Fair on Sunday, overseeing the first of six family workshops presented by UC Berkeley Art Museum and Pacific Film Archives in the painting studio, and the Sewing in the Gallery activity with Ellen Hauptli and Chere Lai Mah in the Main Gallery. We are indeed fortunate to have a committed and supportive team.

To celebrate their accomplishments and to take a well-deserved mental health break, the staff will be kayaking across the San Pablo Reservoir on Tuesday September 28th.

Carolyn is preparing for the FY 2014/15 audit. Our auditors will begin the process tomorrow reviewing our books and financial documents.

We will be interviewing candidates for the vacant Marketing/Development Coordinator position. The successful candidate will support marketing and development activities and will report to Jessica Parker. This is the last vacant position to be filled. When filled, we have 15 staff, 3 of which are part time.

Development & Sustainability

The Development and Sustainability committee has been meeting every two weeks to plan and launch the major donor and the annual appeal campaigns, and donor cultivation and stewardship activities. Combined, the goal for unrestricted giving from individuals and business this year is \$110,000. Your participation is critical to our success and very much appreciated. More details will follow.

We have just received news from the Zellerbach Foundation that they will support the spring exhibition *David Park and the Human Spirit* for \$6,000. The foundation supported the Bella Feldman retrospective exhibition in 2014. We have received a \$3,300 grant from the Diebenkorn Foundation to support the printing of the accompanying exhibit catalog. We are also soliciting \$10,000 in sponsorship support for the spring exhibitions.

We have submitted a \$4,000 proposal to Blick Art Materials to sponsor HAF and the spring exhibitions, asking for a combination of a mixture of funds and in-kind contributions.

We have submitted a \$7,200 grant to the Richmond Arts and Culture Commission's Neighborhood Public Art program to present a float design class for the parents and students at the Latina Community Center and the Richmond High School for 2016 Cinco de Mayo parade.

Holiday Arts Festival (HAF)

We have a great line-up of activities and auction items for the December 5th Holiday Arts Festival. We are still looking for vendors to submit their applications for possible participation and for additional special life experience/adventures for the live auction. Items like tickets/free parking passes to professional baseball, football and basketball games; a weekend stay at noted resort; dinner prepared by noted chef will enhance our live auction list. Please contact Ellengale or Ric if you can secure these donated items. Ellengale has expertly shepherded the committee to arrange and coordinate the events for both the daytime and evening ticket Live Auction. The net HAF goal is \$31,000.