

Richmond Art Center

Minutes of Board of Directors-April 30, 2015

Location: City Hall Conference Rm. Time called to order: 5:34 p.m. Time Adjourned: 7:54 p.m.

Members Present: Andi Biren, Anna Blackman*, Susan Brand, Donna Brorby, Inez Brooks-Myers, Sue Hartman, Yolanda Holley, Bernadette Jones, Ellengale Toki-Oakley, Susan Wittenberg

Members Absent: Matt Jacobson, Edric Kwan, Connie Tritt

Staff Present: Richard Ambrose- Executive Director

Others Present: Alisha Fowler, Executive Director, Bloom Educational Enrichment,

Erin Wheeler, Studio Education Director, Richmond Art Center, Rick Beal, Managing Director, Towers Watson

Handouts Distributed or emailed prior to or at the meeting:

1. Agenda April 30, 2015 Board Meeting (emailed prior to meeting)
2. Draft Minutes of Board of Director's Meeting, March 26, 2015 (emailed prior to meeting)
3. Executive Director's Report April 2015 (emailed prior to meeting)
4. Treasurer's March 2015 Financial Reports (emailed prior to meeting)
5. Towers Watson Salary Summary (emailed prior to meeting)
6. Proposed changes to employee handbook (handout)

1. Introduction/Announcements/Agenda Reviews- Donna Brorby, Board President, opened the meeting at 5:34 p.m.

The Executive Director, Ric Ambrose introduced Erin Wheeler, the new Studio Education Director, to the Board of Directors and board members personally introduced themselves. Erin spoke briefly about her professional background and her relationship to the Richmond Art Center. As the Studio Education Director, Erin is responsible for the development of art education in the studio program at the Richmond Art Center facilities.

Donna Brorby introduced invitee Alisha Fowler, Founder and Executive Director of Bloom Educational Enrichment to board members. Alisha summarized her experience as an educator, working with children in the non-profit industry.

2. Approval of the minutes-Donna Brorby referred members to the draft minutes of March 26th board meeting. Donna asked if anyone had any corrections to the minutes. There were minor corrections. Donna made the following:

Motion: *“I move that the Board accept the draft minutes of the March 26, 2015 board meeting as corrected.”*

Sue Hartman seconded it. It passed unanimously.

3. Treasurer’s Report- Connie Tritt, Treasurer, prepared the financial reports for March board meeting. Connie could not attend the meeting. The Executive Director reviewed the balance sheet and Statement of Activities Budget report as of March 2015 with the board members.

Ric explained the accounts are cleaned up and more defined. Starting to move funds and searching for banks to move monies into because the FDIC limit is \$250K. The Art Center is considering moving funds into local banks. March financial reports are attached.

4. New Salary Survey-Rick Beal of Towers Watson presented a market analysis of compensation for organizations like the Art Center. A proposed salary structure was presented to the Board, which members chose to ask its HR and Finance Committees to study further.

5. Executive Directors Report- Ric Ambrose, Executive Director presented his March 2015 report; attached. The following points were addressed:

- **Fundraising-**The Art Center received commitments of \$147,500 in grants and in-kind support from various local businesses and foundations to help support the AIC programs. The Morris Stulsaft Foundation conducted a site visit at the Ford Elementary after school program. An application was submitted to Morris Stulsaft Foundation in the amount of \$15k to support AIC. A meeting is scheduled for June 2015.
- **Programs-**Board members are encouraged to attend the Peace and Unity Cinco de Mayo Parade on May 2nd. The Art Center will be represented in the RAC floats in the parade.
- **Deputy Director Search-** Board members were updated on the search for a Deputy Director. Numerous applications were received and being considered.
- **Dean and Margaret Leshar Foundation-**Members discussed terms of letter agreement. The Foundation requires that the funds to be used for general operating support for the AIC program and a copy of board minutes confirming agreement to the terms and conditions of the grant as stated in the letter.
- **We Give Campaign-**Scheduled May 5th with a goal to generate \$3000 in donations. An announcement will be put on E-news.

The following motion was made and it passed unanimously:

Motion: I move that the Board and the Art Center agree to the terms and conditions set forth by the Dean and Margaret Leshar Foundation for its three year \$105,000.00 grant for operating support for the Art Center’s Art in the Community program.

6. Committee Reports-

- **Exhibition Committee**-Inez Brooks-Myers presented the committee's proposal for exhibition policy signage. After an in depth discussion, board members agreed that the proposal should be returned to the exhibition committee for further examination and brought to the table again for reconsideration.
- **Nominations Committee**-Donna Brorby, Board President, proposed establishing 15 Board slots for next fiscal year 2016. The current year has 16 slots. Inez made the following:

Motion: *"I move that the board approve 15 board member slots for fiscal year 2016."*

Susan Wittenberg seconded it. It passed

7. Old Business-

a. Holiday Arts Festival- Donna announced that the events committee is starting to plan the Holiday Arts Festival for 2015. Ellengale Toki-Oakley and Sue Hartman will head the planning of the event with a focus on RAC Art and Craft. Committee is meeting May 12th, IT conference room.

8. New Business-

a. Employee Handbook- Board members reviewed the proposal to change the employee handbook, submitted by The Governance Committee. The committee recommends the following changes to the employee handbook:

- Pages 7,8, 11, 37: change "Finance Director" to "Deputy Director" based on the current change to the roles of each position.
- Page 11: Add paragraph concerning potentially offensive artwork and sexual harassment and complaint policy.
- Page 13: Language tweak to be sure that it is clear that the exempt employees are not hourly employees.
- Page 15: Language tweak to assure that the make-up time policy is in compliance with the law.
- Page 20: At request of ED Ric Ambrose, allow employees to accrue vacation from their first day of employment, rather than require them to work six months before their accrued vacation vests. Donna made the following:

Motion:" *I move that the board adopt the amendments to pages, 7, 8, 11, 13, 15, 20 and 37 of the Employee Handbook".*

Inez Brooks-Myers seconded it. It passed unanimously.

9. Adjourn- 7:54 p.m. **Motion Snacks next time** Inez

Upcoming Dates:

June 13 4:00 p.m.- Annual Members Meeting – 5:00 Reception for Members Show

June 14 Summer exhibition opens

Executive Committee is regularly scheduled to meet on the 3rd Thursday each month, and the full board on the 4th Thursday. These meetings move up one week in November and December, due to holiday schedules.

* Anna Blackman- arrived 5:50 and left at 7:45 p.m.

ED Report for April 2105

Fundraising

- **Blick Art Materials** will sponsor the Summer Exhibitions for \$1,500 plus provide an additional \$1,500 of in kind support for the purchase of art materials. They will also offer discount coupons to our students and members throughout the calendar year.
- **The Lesher Foundation** has approved a three-year grant for \$35,000 per year to support the AIC program.
- **The Chamberlin Family Foundation** has approved a three-year grant of \$30,000 per year to support AIC program.
- **Berkeley/Oakland Realtors** has approved a \$1,500 grant to support the AIC Program.
- **The Ed Fund of West Contra Costa County** has approved an \$8,000 grant to support four-week AIC programs this summer at four community sites: Nevin, Shields Reid, Booker T. Washington, and Parchester Village.
- **The Morris Stulsaft Foundation** conducted a site visit at one of our afterschool programs at Ford Elementary School. We have submitted a \$15,000 application to support AIC. It has been several years since the Stulsaft Foundation has supported the Art Center.
- **We Give Campaign** is a 24 hour fundraising campaign hosted by East Bay Community Foundation will take place next **Tuesday May 5th**. We hope to generate \$3,000 in donations from our current and new supporters. Check out our website listing and series of facebook postings and encourage your friends to donate next.

Programs

Exhibitions: *The San Francisco Chronicle* has reviewed the Mildred Howard Exhibition in three separate articles, a first in human history. The exhibition has also appeared in the *Huffington Post*, *The New York Times*, and on blogs of nationally known art critics. Peter Selz will write an article for the *International Sculpture Magazine*. Two Sunday programs complementing the exhibition attracted over 160 visitors who heard Mildred Howard and printmaker Don Farnsworth discuss Mildred's artistic process and vision. The Bay Area's famed Del Sol Quartet will perform in the Main Gallery on Sunday, May 17th. This will be a return visit following up on the amazing performance to complement the Diebenkorn exhibit this past fall.

The Exhibition Committee, which meets every two months, reviewed the exhibition schedule and supporting budget for FY15/16. The final schedule will be reviewed at the May 13th meeting. Gene Erickson has agreed to rejoin the committee as well to assist Jan Wurm in installing the Members Exhibition. He and Roger Smith have contributed their talent and time in installing quarterly exhibits in the past.

The **WCCUSD reception on April 23** was well attended by students and parents. Dr. Bruce Harter, Superintendent of WCCUSD, commented on how he values the strong partnership that has been built with the Art Center, citing the art experiences provided for students in both the in-school and afterschool setting and the professional development programs currently offered for elementary teachers. The District School Cafeteria provided a sumptuous spread of food for the reception.

Upcycle: Over 250 kids and their parents attended the Third Annual Upcycle this past Saturday. Many of the interactive stations had people waiting in line to partake in making art with recyclable materials. We hired Julianne Sterling as the event coordinator and she did a fabulous job of selecting the artists, gathering the supplies and working with our staff – in particular Nicole Robinson – in engaging an army of energetic volunteers for the day. Kaiser Permanente Foundation was our sole sponsor for this event.

Art in the Community: There are two public events this month which will highlight the AIC Program:

- Reception for the AIC Students' artwork on display in the Community Gallery on Saturday May 9th from 3-5 pm. The exhibit will contain representative artwork by the participating students in our after and in-school programs for the past 12 months.
- **RAC Floats in the Cinco de Mayo Parade.** Under the auspices of our teaching AIC artists, a team of teens from the Latina Community Schools and the Richmond High School created two floats for the parade. Latino families and students participated in a new class offered by the Richmond Art Center in collaboration with the Cinco de Mayo Parade Committee, the Latina Center and Richmond High School.

The families' designed two floats to be part of the Peace and Unity Cinco de Mayo Parade this Saturday May 2nd. The idea came from the parents and community members who are part of the parade's organizing committee. They wanted the teens to participate in an art-making experience in connection with the parade's floats. The experience is designed to build community and channel teen energy towards a creative and engaging project. These art classes are free to the students, and are financed in part by the generosity of the San Pablo Koshland Fellows. The Latina Center and Richmond HS are hosting the classes, taught by teaching artists Patricia Rodriguez and Neil Rivas. Victoria Ayala, a UC Berkeley graduate student, is assisting as a volunteer.

Studio Art

Our new Director of Studio Art, Erin Wheeler, is off and running! We are in discussions with the Berkeley Museum of Art to host a six-week session this fall which will pilot an Art Lab at the RAC while the Museum is closed for its planned move to their new facility. They will pay for the teaching artists, supplies and a rental fee. Three artists will each teach two one-day workshops in a particular medium. Details will be forthcoming.

We are examining various fees (tuition, drop-in fees, locker rentals, and model fees) to assess a possible increase to cover increase studio costs. We are also looking into piloting a series of teen workshops in the studios starting in 2016.

Deputy Director Search

We have received numerous applications for the Deputy Director position. Included among the applicants is our own Rebeca Garcia-Gonzalez. It was decided by the Search Committee that we should interview Rebeca first before considering outside candidates. The Search Committee (Bernadette Jones, Donna Brorby and I) conducted a thorough interview with Rebeca and the entire staff will have the opportunity to interview her this Friday. After receiving comments from the staff, I will assess her candidacy and make a decision by early next week.

We have posted the Communications Director position on numerous employment sites and will conduct interviews during the second half of May.

The Development and Marketing Committees have met to coordinate the efforts of both committees to support the development fundraising plan. The Marketing Committee will be meeting monthly to shape the marketing calendar and plan for the next fiscal year.