

**RICHMOND ART CENTER  
MINUTES OF BOARD OF DIRECTORS MEETING ~ October 15, 2015**

Location: City of Richmond Conference room, 450 Civic Center  
Time called to order: 5:50 p.m., Time adjourned: 8:03 p.m.

Members present: Danny Aarons, Anna Blackman, Susan Brand, Alisha Fowler, Bernadette Jones, Inez Brooks-Myers, Donna Brorby, Sue Hartman, Matt Jacobson, Edric Kwan, Juliann Martinez, James Wheeler, Susan Wittenberg

Members Absent: Ellengale Oakley, Connie Tritt

Staff present: Richard Ambrose, Ex. Dir.

Others Present: None

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Handouts distributed at or emailed prior to the meeting:

- 1) Board Meeting Agenda for October 15, 2015
  - 2) Minutes of Board of Director's Meeting, September 17, 2015
  - 3) Donor Solicitation packets
  - 4) Executive Director's Report – October 2015 (attached)
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**1. Announcements/Introductions.** President Donna Brorby opened the meeting at 5:50 p.m.

**2. Approval of minutes of the September 17, 2015 Board meeting.** Donna 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. The spelling of a name was corrected. There were no other corrections. Inez Brooks-Myers made the following:

**MOTION: *"I move that the Board approve the minutes of the September 17, 2015 board meeting, as circulated in draft, with the correction made tonight."***

The motion was seconded by Susan Wittenberg. It passed unanimously. The same motion was made with respect to the minutes of the executive session, and it passed unanimously.

**3. Treasurer's Report.** There was no treasurer's report this month. The Treasurer was unable to hold a Finance Committee meeting before the board meeting this month and unable to attend the board meeting, due to the timing of the board meeting.

**4. Executive Director's Report.** Ric Ambrose, Executive Director, reviewed his October 2015 written report. The report is attached. In response to the question of a board member referring to the absence of a finance report, he assured the board that he reviewed preliminary financial reports for September and is satisfied that there are no financial issues about which the board needs to be concerned. He explained that there is an urgent need to complete the current financial audit by November 13 to support our grant application to the Valley Foundation that we should submit by November 19. Without the current audit, it would look like we were overdue for an audit.

**5. Committee Reports**

Development/Sustainability – Donna and James distributed and reviewed the materials to guide and support solicitations by Development Committee and Board members of the Art Center’s donors. Most board members are solicitors (a few board members contribute to fundraising in other ways and do not do major gift solicitations). Solicitors are responsible for their assignments; if they are unable to do the assignments, they must let Donna or James know that soon so they can reassign the prospects. Donna and James expect reports back within 2 weeks from solicitors.

PR/Marketing - Susan Brand reviewed her written report which is attached.

Exhibitions -- Inez Brooks-Myers reported that the committee discussed the support that is needed from the board for the exhibitions program. The Art Center’s exhibitions are very important to the Art Center and bring the community to the Art Center. The program should not be slighted in the budget. The committee suggests that the budget should provide for a registrar to bring art work in, framing, and advertising of exhibits. The Art Center is improving its contract with exhibiting artists to add a blackout period before an exhibit at the Art Center, so that a Richmond Art Center exhibit is not secondary to an exhibit somewhere else.

## **6. Old Business**

Donna reported that the Nominations Committee will meet before the November board meeting to develop a proposed “role description” for an Advisory Council as well as a structure to help to make them productive members of the organization.

**Snacks next meeting:** Donna volunteered Ellengale Oakley to bring snacks for the November 19, 2015 Board meeting.

Upcoming dates:

- 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
- January 30, 2016, 1 p.m. See and Make Art, Library program
- February 6, 2016, 12 p.m. TAOLB Artists Talk
- February 6, 2016, 2 – 5 p.m. TAOLB Opening Reception
- February 13, 2016, 12 p.m. TAOLB Artists Talk
- February 13, 2016, 2:30 JAZZART

Board Meetings, 3<sup>th</sup> Thursday; Executive Committee meetings 2<sup>nd</sup> Thursday

## **ED Report for October 2015**

### **CAPITAL IMPROVEMENT PROJECT:**

#### **City of Richmond Art (Lease and MOU)**

##### Lease

We are in discussion with the City of Richmond to extend our lease for another 99 years with the option of leasing the KCRT Space. Our current lease with the City expired June 30, 2015. Susan Wittenberg, James Wheeler and I met with City Manager, Bill Lindsay; Arts and Culture Manager, Michele Seville; and Library and Cultural Services Director, Katy Curl, to discuss renewing and extending our lease. In addition, we informed them that we will be submitting a capital grant to the Valley Foundation before Thanksgiving for \$10+ million dollars to renovate the Arts Center and the KCRT space. The extension of the lease would be advantageous for our grant application to the Valley Foundation. As part of our proposal we also included the extension of our current MOU for an additional three years (through 2020) as part of their “investment” in the Art Center during this possible design/construction. Our proposal “Building for Success” was well received by all. We discussed how to fast track it through the City Council prior to submitting the grant proposal. At this time, both the lease and the MOU extension is agendaized for the November 3rd City Council Meeting.

To generate support, I had lunch with Mayor Tom Butt to inform him about our proposal and the pending council vote. He was positive about our work and supportive of the lease and the MOU extension.

##### MOU

As part of our strategy in asking the City to extend the Art Center lease we included a request in the proposal to extend the current MOU to June 30, 2020, allowing the Art Center to continue delivering our programs for an additional three years. The current MOU (\$375,000 per year) expires June 30, 2017. We are also revising the Center’s deliverables in the MOU to reflect our current expanded services. The original 2012 deliverables were written prior to establishing the AIC program and are outdated.

#### **The Valley Foundation Capital Grant**

The Valley Foundation, located in Oakland, is sunsetting or ceasing its philanthropic activities in 2018 and will be dispersing in the next year their remaining assets for capital projects that “transform” organizations in the East Bay and Silicon Valley. We meet their criteria (they do not fund government agencies) and will be submitting a capital grant for \$10 plus million dollars to conduct a comprehensive renovation of the Art Center and the KCRT space. For the foreseeable future, the City does not have funds to make modest or significant improvements to both aging facilities including meeting ADA and other safety requirements. This is a onetime only opportunity to acquire sufficient funds to improve and upgrade our facility to meet 21<sup>st</sup> century programmatic and operational standards.

To establish an architectural Performa (architectural, design, construction and related soft costs) for the grant, we had a meeting with Josh and Steve Oliver of Oliver Company to update their original Performa dated 2013 with a more comprehensive renovation including FFE (Fixtures, Furniture and Equipment – estimated at \$1million alone). They will provide us with their estimates next week.

Additionally, we met with the staff to gather input on how the capital project might transform our programs and brand to shape our message for the grant narrative to the Foundation. This project also provides us with an opportunity to project out what we might be or what we want to be in the next generation or two.

If we are successful in acquiring the capital grant, we expect that it will take three years to complete the renovation project: notice of grant approval: Summer 2016; selection of architect, production of architectural renderings/working docs, selection of contractor and bidding out construction systems (18 months - May 2017); and renovation/construction phase (18 months - 2018.)

#### Presentation to the City Council

I made my presentation to the City Council about the City's investment in the Art Center over the past three years on Tuesday, September 29<sup>th</sup> at 11:15 pm. Again they were impressed with our financial and programmatic growth, the value and our ability to deliver quality programs with a "small" staff.

#### **PROGRAMS:**

##### Body as Agent Symposium

We had a very successful symposium this past Saturday. 43 participants registered for the day and enjoyed the presentations by seven speaker (artists and curators/historians). The highlight was the presentation by LA artist Criss Francis of his Devo-ish funky shoes/boots. He is interested in conducting a weeklong workshop sometime next year. Our MC and exhibit guest curator, Inez organized the symposium and selected a wonderful ensemble of presenters. Many, thanks go out to Allie Bauer, Nicole Robinson, Ted Stevens, Pete Rodriguez and Jan Wurm for providing event support; and to Sue Hartman for providing a laptop/remote for the speakers to advance the images.

##### Other related Body as Agent activities:

- It's not too late to sign up for the Donor walkthrough of the exhibition by Inez Brooks-Myers, scheduled for next Wednesday, October 21<sup>st</sup> at 7:00 pm. Invite your friends and colleagues who might become potential contributors.
- Old School Slide Show presentation by Jean Cacicedo and Ellen Hauptli, Sunday, November 1 from 1:30 -2:30 pm.
- Dance Performance and Tea with Patricia Bulitt, Sunday, November 8 form 1:30 – 3:00 pm.
- Victims of Fashion/Resuscitation – sew in the gallery – Ellen Hauptli and Chere Lai Mah, Sunday, November 15 from 1:30-3:00 pm.

- Closing Party of Body as Agent, Sunday November 15 from 3:00-5:00 pm.

#### Skeleton Fest:

Mark your calendar for our annual Skeleton Fest on Saturday October 24<sup>th</sup> from 1:00 to 3:00 pm. Bring your friends and children, and a blank t-shirt or two to this fun fest.

#### UC Berkeley Art Museum Workshops at the RAC

Our six-week Sunday workshops for parents and youth conclude this Sunday, October 18th. You are welcome to join us from 12:30 – 4:00 pm.

#### Partnership with East Bay Performing Arts Center

This fall we are partnering with the East Bay Performing Arts Center to conduct afterschool workshop at the DeJean Middle School. Teaching artists from both arts organization will collaborate on a specific project. This is pilot program to combine/integrate the visual and performing arts.

#### Professional Development for WCCUSD Elementary teachers:

We have a financial agreement with the school district to conduct a professional workshop in early 2016 for 25 elementary teachers (five teachers from five schools) to integrate art into their curriculum and for the teachers to observe one of our afterschool sessions. This is a pilot program that may grow exponentially over the following years. The school district has no plans to hire visual art teachers at the elementary level and to meet their obligation to incorporate the arts at this level, they would need to continue to outsource those services.

#### **FUND DEVELOPMENT:**

We received a \$35,000 AIC operational grant from the Crescent Porter Foundation based in Marin County. This is the second year in a row they have supported our AIC program.

I met with Michon Coleman of Kaiser Permanente Heath Charitable Foundation. She is very impressed with our progress and outreach. The Foundation has agreed to give us a \$2,000 grant for operating support and will consider sponsoring our 80<sup>th</sup> Gala event. She is also interested in partnering with the RAC for us to provide art exercises shops for their extended stay patients and their families starting in 2016.

I met with Nicole Kyauk of East Bay Community Foundation to update her on our programmatic growth and to give her information to selected Fund designees to support the Centers programs. In the past, we have received \$20,000 from an anonymous fund and the Kirby Fund. Our hope is that they will continue to support the Art Center; they should make their decision before the end this year.

In the couple of week, I am planning solicit exhibit sponsorships for the David Park Exhibition from James Curtiss, Susan and Steve Chamberlin, and Oliver Company.

## HAF

We are progressing nicely with a great line up of activities and auction items for the December 5<sup>th</sup> 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. To date, we have 38 works of art and six experience items for the Silent and Live Auction. I believe this is the best lot we have assembled for the public to bid and purchase. We are still looking for donated tickets/free parking pass to professional baseball, football and basketball games, an outdoor activity and tickets to concerts/performances, a dinner prepared by noted chef for our live auction list. Please contact Ellengale or Ric if you can obtain the donated items.

At the November Board meeting we will give out tickets for the Live Auction event for each board member to sell. Our goal is 100 plus attendees. Ellengale has expertly shepherded the committee to arrange and coordinate the events for both the daytime and evening ticketed Live Auction event. The net HAF goal is \$31,000.