

**RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING – July 23, 2015**

Members present: Danny Aarons, Susan Brand, Inez Brooks-Myers, Donna Brorby, Alisha Fowler, Sue Hartman, Matt Jacobson, Bernadette Jones, Edric Kwan, Ellengale Oakley, Connie Tritt, James Wheeler, Susan Wittenberg
Members Absent: Anna Blackman
Staff present: Ric Ambrose, Rebeca Garcia-Gonzales
Others present: None

Handouts distributed at or emailed prior to the meeting:

- 1) Board Meeting Agenda for July 23, 2015
- 2) Minutes of Board of Directors' Meeting, June 25, 2015
- 3) June Financial Statements (Balance Sheet, Profit and Loss statement)
- 4) Executive Director's Report – July 2015 (attached)
- 5) Compilation of Directors' Evaluations of Board
- 6) Board Member Contract
- 7) Board Affirmation of Values
- 8) Code of Ethical Conduct

- =====
1. **Announcements/Introductions.** President Donna Brorby led the group in self-introductions as a refresher for the new board members.
 2. **Approval of the minutes of the June 25, 2015 open meeting.** Inez Brooks-Myers made the motion to accept the minutes as presented.

Motion: *I move that the Board approve the minutes of the June 25, 2015 board meeting, as circulated in draft.*

Susan Wittenberg seconded the motion. The following board members abstained: Edric Kwan, James Wheeler, Alisha Fowler, Danny Aarons. The motion passed.

3. Treasurer's Finance Report

Connie Tritt, Treasurer, reviewed the financials in detail and covered some additional policies for the benefit of the new board members. She also reported on the status of the RFP's for an audit firm who will audit the organization's Financial Statements for the year ended June 30, 2015. It is apparent that the cost of the audit and preparation of the regulatory tax forms will cost in excess of \$12,000 and will likely not be completed until Mid-November.

4. Executive Director Report

Ric Ambrose, Executive Director, reviewed highlights from his Executive Director's report.

- Fund Development – Several small grants have been received, and Cal Oils has decreased its annual gift which is normally used for scholarships for the summer kids program
- Studio Program – We had the highest number of enrollments ever for the summer program
- New Opportunities – Rebeca reported on a successful meeting with potential partners at Atchison Village and Downer.
- East Bay Express – The Art Center won the award for best art gallery
- Ric’s opportunity to do a presentation to City Council has been delayed

5. Committee Reports

- Susan Wittenberg reviewed the highlights of the Education Committee meetings from 2014/2015 and distributed a memo summarizing the committee’s accomplishments.
- Bernadette Jones reviewed the highlights of the HR/Compensation Committee from 2014/2015 and distributed a memo summarizing the committee’s accomplishments.
- Susan Brand summarized the current role of the Marketing Committee, some of their current projects and some of the activities of the new Communications Manager – Jessica.
- Inez Brooks-Myers reported on the next exhibit (The Body as Agent) and the reception, September 13, 2015.
- Ellengale Oakley and Susan Wittenberg reported on activities in preparation for the Holiday Arts Festival. Donna solicited donations for the Silent Auction and asked for a volunteer to coordinate the collection of non-art items for the silent auction.

6. Old Business:

- 1) The draft of the agenda for the August 15th Board and Staff Retreat was reviewed briefly.

7. New Business:

- 1) Donna led a discussion of changing the date and/or time of the Board meetings. Inez made the following:

Motion: *I move that the board approve a change in meeting time to 5:45 pm.*

Danny Aarons seconded the motion and it passed unanimously.

- 2) Donna led a discussion of changing the location of the Board meetings to the City Conference Room and that would accommodate the change to the third Thursday of the month. Edric made the following:

Motion: *I move that the board approve a change in meeting date to the third Thursday of the month in order to allow access to the City of Richmond’s conference room.*

Ellengale Oakley seconded the motion and it passed. Danny Aarons and Donna Brorby abstained.

- 3) The Board Binders were updated with new materials.

8. Adjournment. The meeting was adjourned at 7:50 pm.

Snacks next meeting: Alisha Fowler volunteered to bring snacks to the meeting on August 20.

Executive Director Report for July 2015

Fund Development

We received a \$9,600 grant award from the California Arts Council for our AIC program. This is the grant that required submitting a CDP report for the last two fiscal years. This is the first time we have received a grant from the Council since the mid-2000s.

We also received \$2,000 grant from the Schroeder Fund of the Marin Community Foundation to fund our new pre-K workshops at the RAC. We also received a \$3,320 grant from the Diebenkorn Foundation to underwrite the catalog for the spring 2016 David Park exhibition.

In addition, we will be applying for a \$25,000 operating grant for the AIC program from the Fullerton Family fund, a fund managed by the Marin Community Foundation. This is an invitation only application and if approved the likelihood or renewing for the next two years is promising. We will also submit a grant to the Kaiser Permanente Family Foundation to support AIC program.

We received a generous \$5,000 youth scholarship donation from the Patrick and Linda, McCluskey, parents of Erin McCluskey Wheeler. They were very impressed with our work with the youth at the RAC and in the community. Linda has traditionally supported West Contra Costa youth programs.

On a disappointing note, CAL Oils will continue to support the RAC but a lesser amount. In the past 7 years they have sponsored the summer camp program for \$15-18K annually. This year, they have committed to a gift of \$5,000. We plan to follow up to determine the reason; we understand that they have new CEO who may have other priorities.

Jessica and I are revamping the development position to fit the needs of both Marketing and Development. This would also include Jessica to taking on more Development duties. This is an effort to create a synergistic approach to community/donor relations and fund development. I look forward to working with James Wheeler, the incoming Chair of the Development Committee, as we work to develop our fundraising plan for this year.

Programs

Studio Program:

This summer, the studio program was the most successful to date. We had 502 enrollments (the highest registration) and generated \$85,000, \$10,000 more than last year. Registration for Fall starts next week and we have added 12 new faculty and offering 20 more adult and youth programs including new pre K workshops. We have

also registered our first homeschool class for 14 students. A highlight for this fall is our partnership with UC Berkeley Art Museum & Pacific Film Archive, who will be piloting their Art Lab at our facility in a six-week workshop for Richmond youth and their parents. We are exploring revamping our catalog to also include RAC news, stories and other calendared events possibly starting with the Winter 2016 quarter.

Chevron FAB LAB Project:

We submitted a proposal to Andrea Bailey of Chevron to work with the FAB LAB team to manage a design competition for K-12 students in WCCUSD to design a vinyl wrap for the mobile vehicle. This is part of a three year Chevron project to launch and fund a FAB Lab at JFK High School and a mobile unit to create STEM interactive environment for the school district and adults. Once approved the project will take place throughout the fall and will be comprised of a series of workshops staged throughout the school district. Student will receive instruction for the submission of their designs, and to support the development of a uniform design to wrap the 36-foot vehicle. The estimated \$10,000 proposal covers our costs for our teaching artists, project coordinator, supplies and administrative fee.

STEAM:

We have completed our third annual STEAM camp. Over 30 students from low-income families participated in the two-week workshop, conceptualizing, designing, and fabricating mobile sculptures. We held the camp at Grant Elementary School and plan to conduct it at the Richmond Public Library next summer. This weekend we start our three-day professional development workshop for elementary school teachers to integrate STEAM into their curriculum. We are finishing our 4-week art activities at four community centers (Nevin, Shields-Reid, Washington Booker and Crescent Community Centers).

We had an exploratory meeting with University of California Agricultural and Natural Resources educators (including the Contra Costa County 4-H program) today to discuss a possible partnership to integrate environmental science themes and positive youth development practices into our afterschool programs at Atchison Village and Downer in the coming year.

City Council Presentation:

My presentation to the City Council has been delayed to September due to the heavy city council agenda in July and vacation schedules in August. I will be meeting with Bill Lindsay, Katy Curl, Michele Seville and Sue Hartman to discuss several issues including the extension of our lease to 20-plus years and the process for accessing the KCRT space.

Staffing:

We have hired Lukaza Branfman Verissimo as our new Studio Coordinator; replacing Nicole Kite who will leave us to pursue her MBA degree in Arts Management at the University of Wisconsin this fall. Lukaza's start date is August 22nd. We all will miss Nicole who shouldered the management and growth of the Studio program over the past year and navigated the difficult period during Kato's illness and passing. And of course her dog MOO deserves some of the credit! We wish her the very best in her exciting new adventure and know that she will be very successful in her studies at the University of Wisconsin!

We will finalize our search for the AIC coordinator position to replace Rachael Schraffan by the end of the week and will make an offer next week. Rachael was just promoted to the AIC Directorship, replacing Rebeca Garcia-Gonzalez who is now our Deputy Director.

Development Position (see "Fund Development" report above).

Administration:

We have completed our HR Audit with VisionNova. We are following up on their recommendations to update our procedures and policies to comply with California Labor Law. They will also review our Employment Handbook and will present their recommendations to the HR Committee.

We have completed IIPP plan and have started a series of safety training sessions with our senior staff. We have established a safety committee to manage and provide oversight of the IIPP program. There is still much to work on to finalizing the IIPP manual and the ongoing implementation of the program throughout the year.

We have finalized our Health group insurance program with 100% participation.

We are soliciting bids from several auditors to conduct our FY 14/15 audit and hope to complete it by September or October.

We have contracted Computer Courage of Berkley, to install four more workstations, move and update our server, and conduct systems upgrades for \$13,000. The Board, at the May Board Meeting, approved this additional expense. We have also contracted Computer Courage to manage our IT systems on a month-to-month basis.