

RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ August 18, 2016

Location: City of Richmond Conference room, 450 Civic Center, Richmond, CA
Time called to order: 5:46 p.m.

Members Present: Danny Aarons (5:55), Anna Blackman, Susan Brand, Inez Brooks-Myers, Donna Brorby, Matt Jacobson, Bernadette Jones, Edric Kwan (6:30), Juliann Martinez, Ellengale Oakley, Sabina Li Pan, James Wheeler, Susan Wittenberg

Members Absent: Marguerite T. Browne, Connie Tritt, Alisha Fowler, Carlos Privat

Staff Present: Ric Ambrose

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Handouts distributed at or emailed prior to the meeting:

- 1) Board Meeting Agenda for August 18, 2016
- 2) Minutes of Board of Directors Meetings, July 21, 2016
- 3) Executive Director's Report
- 4) Financial Reports

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1. **Announcements.** Time sheets – Please submit directly to Nisha Chaudhan-McGrath at Nisha@richmondartcenter.org.
2. **Approval of minutes.** Corrections were made to the minutes of July 21, 2016. The minutes were then approved.
3. **Treasurer's Financial Report.** Treasurer Sabina Li. Pan reviewed the Balance Sheet Previous Year Comparison and the Profit & Loss Budget Performance. The report was approved.

There was a lengthy discussion about audits, and whether or not to contract for an audit this year, which would give us two consecutive audits. Consecutive audits are necessary if we apply for then Honda Grant, as explained by Sabina and Ric Ambrose.

Matt moved "*That we contract for a consecutive audit this year.*" The motion was seconded and passed with one nay vote against the motion.

4. Executive Director's Report – Ric Ambrose

- A. Staffing – new hires
 - o Jessica Eastburn will be the new part-time AIC Coordinator.
 - o Art Schmitt will assume the part-time Facilities Assistant position.

- The search for the Human Resources and Operations Director is ongoing. The search will continue until we find the right fit for our staff and operations.

B. Valley Foundation Site Visit

Executive Director Michal Dessler and John Stockton, board member, visited the RAC on Wednesday, August 10. They were given a facilities tour by Ric Ambrose, Inez Brooks-Myers and James Wheeler. We should receive their decision regarding our application shortly after the Foundation's September Board meeting.

C. 80th Gala Sales

We have exceeded our total goal for both sponsorships and individual ticket sales by \$8000. There are only a few tickets left. A waiting list will be created in case we get more ticket requests than we have seating space.

D. Data Systems

The agreement with Computer Courage has been cancelled as a result of incurring unsustainable costs. Most of our IT storage has been shifted to a cloud-based platform. We will be working with Walter Flynn on an on-call basis to maintain our IT system.

E. Replacement of Activenet

It is proposed that we replace Activenet with ProClass sometime this fall or early next year. ProClass is a more customer based database system. It is also more intuitive, user friendly and very efficient. The cost is less than what we were paying Activenet. ProClass offers a discount if we sign a 3-year agreement. There was a lot of discussion about the financial impact of terminating the Activenet agreement and whether or not to contract with ProClass for 3 years in order to get the discount. Ric will do more investigating, and will report back to the board at the next meeting.

F. Programs

- The 2016 enrollment and revenue in the summer program decreased compared to 2015. There were a large number of cancellations due to various factors. It was suggested that a client satisfaction be done. Susan Brand stated that a survey had just been done, but maybe different questions need to be asked.
- The model for Summer Camp for youth changed from 2 four-week sessions to over 20 camp offerings. While this model was successful, it did present some challenges due to double booking studios, limiting the options for various groups.

G. RAC Mural Project

There is a new look at the 25th Street entrance. Funded by a Richmond

Community Foundation grant, the mural project is a collaborative effort with RYSE students and the Art Center.

H. Art Sales

In addition to selling a dozen works of art from the Members and Our Town exhibitions, we sold three Terry St John paintings (\$6000 each).

I. Rosie Girls Partnerships

The Richmond Standard newspaper had a front page article about the partnership with Rosie Girls' alums and the Art Center in developing, designing a pop-up exhibit for the Rosie the Riveter Trust.

J. Equity and Access at the Richmond Art Center

In anticipation of the creation of a new Education Master Plan and a five-year strategic plan, the staff made a presentation to the Education Committee on August 8 of the Art Center program successes from the past, and also gave a glimpse into possibilities for the future. A consultant, Tammy Johnson, has been engaged to conduct a one-day professional development training and conversation for the entire staff and board. The goal of the session will be to create a shared understanding about the principles and application of an equitable framework. The workshop will be held later this fall or early January.

5. **President's Report**

A. Inez Brooks-Myers announced that self-evaluations will be sent to board members soon.

B. Board members will also participate in Ric Ambrose's evaluation. The evaluation form will be sent to all members.

C. Committee Chair appointments usually take place in June. This year they will be finalized in September.

D. It was a real pleasure to go the Volunteer picnic on Saturday. There was a large group of wonderful volunteers present and the food was great! Nisha did a lovely job!

6. **Committee Reports**

A. Ad Hoc:

Gala – Inez Brooks-Myers and Susan Wittenberg, co-chairs reported on the 80th Gala. Things are going well. Contracts have been signed and fees paid. Salute will prepare dinner regardless of the current problems with the buildings' owner. A special thanks to Matt for donating the wine for the reception and dinner. Goods are still being collected for the raffle and auction.

B. Standing

Development- James Wheeler reported that Sabina Li. Pan volunteered to be on the development committee. He, Inez Brooks-Myers and Ric Ambrose conducted the site visit for the Valley Foundation. Our emphasis now needs to be on the corporate level for the capital campaign.

C. Education - Susan Wittenberg reported that the committee is working on a master education plan. The education staff working on putting pieces together and presented their ideas on August 8. Next Ed Committee meeting will be October 10.

E. Exhibition – Inez Brooks-Myers reported that Marvin Lipofsky’s work will be shown at the same time as the *The Art of Living Black*.

F. Financial – NR

G. Human Resources - NR

H. Marketing - Susan Brand announced that Jessica is now a new mother and on maternity leave. Julie is doing fantastic job covering. They are using a different email client, one that targets audiences, does reminders and announcements. There are 8754 people on the mailing list, 425 more than when they first started.

7. Old Business

A. The VIP reception will be held on September 10. 3:30 – 5:00 pm. We need board volunteers.

B. The Albany stroll is on September 11. If you want to work in the booth, let Nisha know.

8. New Business

Bernadette Jones will provide the snacks for September 15 meeting.

9. Comments (none)

10. Adjournment: A motion to adjourn was passed. The meeting adjourned at 7:30 pm.

Upcoming dates:

- September 10, 2016 (Saturday) opening of exhibition “Making Our Mark”
3:30 – 5:00 pm, VIP reception
5:00 – 7:00 pm, General reception

- September 15, 2016 (Thursday) Board of Directors meeting, Richmond Room, 5:45 pm
- September 23, 2016 (Friday) “Back to School” (Education Department reception for Art Center adult students and teaching artists) 5:30 - 9:00 pm
- October 1, 2016 (Saturday) 80th Anniversary Gala, reception 5:30, dinner 6:30 pm
- October 9, 2016 (Sunday) 2:00 – 4:00 Artists’ Reunion
- October 15, 2016 (Saturday) 2:00 – 4:00 Artist Talk

Board Meetings, 3rd Thursday, Executive Committee meetings 2nd Thurs, every month

Submitted by Anna Blackman, September 15, 2016