

**RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ July 21, 2016**

Location: City of Richmond Conference room, 450 Civic Center, Richmond, CA
Time called to order: 5:45 p.m.

Members Present: Anna Blackman, Marguerite T. Browne (6:30), Susan Brand, Inez Brooks-Myers, Donna Brorby (5:50), Alisha Fowler, Matt Jacobson (5:50), Bernadette Jones, Juliann Martinez, Ellengale Oakley, Sabina Li Pan, Carlos Privat, Connie Tritt, James Wheeler, Susan Wittenberg

Members Absent: Edric Kwan, Danny Aarons

Staff Present: Ric Ambrose

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Handouts distributed at or emailed prior to the meeting:

- 1) Board Meeting Agenda for July 21, 2016
- 2) Minutes of Board of Directors Meetings, June 16, 2016
- 3) Executive Director's Report
- 4) Financial Reports
- 5) 80th Gala Sponsorship List;" Making Our Mark" 80th Sponsorship Info
- 6) Board Commitments for Signature

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1. Announcements/Introductions. The board president introduced the three newly-elected board members: Marguerite T. Browne; Sabina Li Pan; and Carlos A. Privat.

Members were reminded to submit the monthly volunteer hours and in-kind donations report to Nisha@richmondartcenter.org.

Inez announced that we have made our bylaws more accessible by posting them online. She will write to the guests at our May/June meetings to inform them of this. If the group still wishes to meet, a meeting time will be established.

2. Approval of minutes. The board president asked whether there were corrections to the minutes for the June 16, 2016 board meeting. The date in #7 was corrected to "July 21". With this addition to the June meeting minutes, they were approved.

3. **Treasurer's Financial Report.** Treasurer, Connie Tritt reviewed the Balance Sheet Prev Year Comparison; Profit & Loss Budget Performance; and FY 20152016 Temporarily Restricted Funds Tracking.
4. **Executive Director's Report.**
 - Gala sponsorships: To date 11 tables have been sponsored and one bronze ticket purchased totaling \$46,480. There is a chance to sponsor all 20 tables which would add an additional \$22, 500. A special thanks to Mechanics Bank, Jacobs & Co., and Susan and Steven Chamberlin for sponsoring the gala at the \$7,500 platinum level per table
 - The 5-day "Feed the Pig" online donation campaign raised \$4500 from 64 donors, of which 13 are new donors. Kudos to Julie Sparenberg and Jessica Parker for organizing this online fundraising effort. This campaign capped our annual appeal campaign, meeting our \$100,00 goal for unrestricted donations for FY 15/16.
 - We were awarded a \$50,000 grant from the City of Richmond ECIA competitive grant program for you. Over 90 applicants submitted proposals, and only 14 applicants were awarded grants. Congratulations to Susan Wittenberg, Rachel Schaffran, Julie Sparenberg and Rebeca Garcia Gonzalez for their work on this important proposal.
 - We were awarded a \$9,300 grant from the California Arts Council to fund in-school residency at Coronado Elementary school, and a \$3000 professional development grant for an HR consultant to train key staff members in communications and leadership skills.
 - The City of Richmond did approve funding the Art Center for \$375,000 for the fifth and final year of the current MOU with the City
 - Capital Improvements. After reviewing our \$4.5 million application to the Wayne and Gladys Valley Foundation to fund our capital improvements, the Foundation's Board of Directors has requested additional regarding our capital plan and campaign. It is reassuring to see that they are interested in our project. The Foundation Board will be reviewing our supplemental information in September.
 - Staffing
 - a. We have posted a new 24-hour part time Coordinator position for the AIC program.
 - b. We have crafted a new director position, Director of Human Resources and Operations, to replace the Deputy Director position held by Rebeca Garcia Gonzalez over the past year. All staff was involved in the discussions about our needs for human resource and operational support. The position will be

posted the week of July 25, 2016. Finalists will be interviewed by the entire staff.

- c. Due to the departure of Ted Stevens, we will be posting a part-time Facilities Assistant position.
- Administrative: Over the past year we have spent \$17,000 (\$11,000 more than budgeted) in maintaining our IT system. This is not sustainable. More and more companies are moving their data to a cloud-based provider, eliminating the need of an internal server and maintenance. We are looking to depend less on a server and move our information/data to the Google Suite, a cloud-based provider. The City's IT department will be connecting our internet to their fiber optic internet network which will significantly increase the internet speed. It will also provide security fields to protect incoming viruses. This will save RAC about \$9,000 per year. The changes will take 2-3 months to implement. Addela Garboos has taken the lead in managing the in-house IT system and has been very helpful in supporting the staff with their IT needs.
- Search for Activenet replacement. After several months of research, staff is recommended Pro Class to replace Activenet. Pro Class is very intuitive and user friendly. It also can be customized to our specific needs. The cost will be approximately \$7,000. We will save about \$2,500 annually. The switch will start in December.
- Teaching Artists:
 - a. Dominique and Rachel are crafting a Teaching Artists Manual for both the Studio and AIC program. The manual will include recruitment, onboarding, evaluations, assessments and human resources related protocols.
 - b. There will be a potluck gathering for the Teaching Artists at Avarado Park Sunday July 24, 1-4 pm.
 - c. Jan Langdon will be retiring from teaching weaving for the past 15 years. A special recognition luncheon will take place in the West Gallery on Tuesday, July 26.
 - d. Dominique Enriques is working with Metal instructors Ed Lay and Taylor King on solidifying the Metals Studio manager position.
- Volunteers. A volunteer appreciation event is scheduled for Saturday, August 13.
- Best in Contra Costa County. For the third year in a row, we have received the Gold Medal for Best Studio classes and Best Summer Camp. For the second year in a row, the Gold for Best of Afterschool Classes. And in a new category, Best of for an intensive Teen Summer Camp Program. This is a tribute to the quality and impact of our youth and adult programs, and to the hard work of the entire staff and support provided by the Board.

5. Committee Reports

- Gala – Inez and Susan W updated the board on the progress of the preparation for the October 1 Gala.
- Development – James distributed a list of the sponsorships for the Gala and the cost for the various sponsorship levels. He also gave the board an outline of the order of events on Oct. 1.
- Marketing - Susan B discussed the marketing progress. Ticket sales will begin August 15. Tickets purchased by Sept 15 will cost only \$135.

6. Old Business

- Motion:
“That Sabina Li Pan be elected Treasurer.”
 The motion was seconded and it passed unanimously.
- Connie Tritt is retiring as treasurer. Susan B acknowledged the outstanding service that Connie has provided to the board and to the RAC.
- James made a motion concerning the audit. There was no second. The issue was tabled until our next meeting.

7. New Business

- Donna Brorby distributed the contracts and written commitments for each board member to sign. The members signed the documents and returned them to her.
- Donna Brorby will bring the snacks for the August 18, 2016 meeting.

8. Comments (none)

9. **Adjournment:** The meeting was adjourned at 7:45 p.m.

Upcoming dates:

- August 18, 2016 (Thursday) Board of Directors meeting, Richmond Room, 5:45 pm
- 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 pm, dinner 6:30 pm**

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

Submitted by Anna Blackman August 18, 2016