

RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ February 16, 2017

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

Members Present: Anna Blackman, Susan Brand, Inez Brooks-Myers, Donna Brorby, Marguerite T. Browne (6:13 pm), Matt Jacobson, pm), Juliann Martinez, Sabina Li Pan, Carlos Privat James Wheeler, Susan Wittenberg

Members Absent: Danny Aarons. Alisha Fowler, Edric Kwan, Ellengale Oakley,

Staff Present: Ric Ambrose

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Handouts distributed at or emailed prior to the meeting:

- 1) Board Meeting Agenda for February 16, 2017
- 2) Minutes of Board of Directors for January 19, 2017
- 3) Executive Director's Report
- 4) Financial Reports

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1. Announcements. President Inez Brooks-Myers called the meeting to order and reminded the board that it was extremely important that time sheets for volunteer hours be submitted asap to Nisha Chaudhan-McGrath at Nisha@richmondartcenter.org. Ric Ambrose announced that Starr Britt, the new development director will be introduced at the next meeting.

2. Approval of minutes. Corrections were made to the minutes of January 19, 2017. The minutes were then approved.

3. Treasurer's Financial Report. Treasurer Sabina Li Pan distributed copies of the Balance Sheet as of January 31, 2017; Profit and Loss Budget Performance (detail), July 2016 through January 2017; Profit and Loss Budget Performance (summary), July 2016 through January 2017; and Temporary Restricted Funds Tracking. She discussed details from the reports.

A new account has been opened at Citibank.

4. Executive Director's Report – Ric Ambrose

- a. Ric thanked all Board members who participated in the annual Thank-a-thon on February 11, 2017.

b. The East Wing (former KCRT headquarters) is now open. Carolyn Rodkin, Julie Sparenberg, Star Britt, Art Schmidt and Severo Rodrigues and Ric are located on the first floor. Education will move into Ric's old office. Carolyn's old office will be a meeting space.

Ric wishes to thank Art and Petey for prepping the space and moving the furniture as well as the City IT and Public Works department for hooking the equipment up to the network..

c. Activenet has been replaced with ProClass Data Base. All historical data on donors and membership activities since 2011 has been transferred. It will take additional time to complete the uploading.

d. Programs. On February 4, over 70 people attended the discussion for the Art of Living Black. Despite the rain, over 450 artists and guests attended the exhibit. On February 11, 92 year-old Richard Mayhew captivated and entertained an audience of 100 about his involvement in an early African American social movement. Dana King moderated the discussion.

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California Arts Council, both
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afterschool

ECIA, City of Richmond
afterschool programs outside
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Honda - STEM program

Irene Scully Foundation

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f. Access and Equity. The next training session for Access and Equity will be on March 7, 2017 from 1– 4 p.m.

5. President's Report. President Inez Brooks-Myers reported that she contacted Connie Tritt, former Treasurer of the Board. A lunch to honor Connie will be held May 5, 2017. More information will be available soon.

6. Committee Reports

a. Development. James Wheeler announced the following:

- Starr Britt has been hired as the director of development.
- The Phone a thon was successful.
- Ric and James spent six hours working on the Capital Campaign pyramid.
- A date will be set for the Richmond Merchant Get-together in late March.
- Carlos Privat directed us to a contact to learn about tax credits.

b. Education. Susan Wittenberg announced that there were no Education Meetings scheduled.

c. Exhibition. Marguerite T. Browne reported:

- The presentation on glass blowing by Marvin Lipofsky was well received.
- A retired curator and art critic visited the RAC for the first time and was impressed with the center..
- Jan Wurm is in NYC at the Andy Warhol foundation.

d. Governance. **Donna Brorby** reported that a draft of the lease proposal would be sent to Carlos the week of February 20 and to the Board in March.

e. Human Resources. **Juliann Martinez** stated:

- The handbook is moving along nicely.
- The person considering the HR position turned it down. Salary played a factor.

f. Marketing. **Susan Brand** reported the following:

- Marketing is focused on developing a marketing strategic plan. The next marketing meeting is on Monday.
- The Marketing Committee is revisiting the branding and updating it to reflect the current trends.
- The new catalog is here. The new layout has been positively received.

g. Nominating. **Matt Jacobson** stated that he is closer to finding board candidates. Next Wednesday he will meet a candidate at 5:45 in Ric's suite. He asked the board to keep looking for more candidates.

7. Old Business

There was no old business.

8. New Business. The late Betty Hardison will be acknowledged at the June 10, 2017 membership meeting. Ric, Donna and Inez will work on a proclamation.

Alicia Fowler will bring the snacks for the March meeting.

10. Adjournment. A motion to adjourn was passed. The meeting adjourned at 7:04 pm.

Upcoming Dates:



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Upcoming Dates:

- Feb. 17, 2017 (Friday) 12:00 – 4:00 pm, *Resist Fear, Build Community, Art in Action*
- Feb. 18, 2017 (Saturday) 2:30 – 4:00 pm, Winter Family Day Jazz Art
- Feb. 24, 2017 (Friday) 6:30 – 9:30 pm, After Hours Sip and Make
- Feb. 26, 2017 (Sunday) 1:00 – 3:00 pm, Volunteer Appreciation
- March 16, 2017 (Thursday) 5:45 – 7:30 pm, Board Meeting
- March 18, 2017 (Saturday) 5:00 – 7:00 pm, Reception
- April 20, 2017 (Thursday) 5:45 – 7:30pm, Board Meeting

Submitted by Anna Blackman, March 16, 2017