

Richmond Art Center
Minutes of Board of Directors Meeting – March 16, 2017

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

Members Present: Danny Aarons (6:16 pm), Inez Brooks-Myers, Donna Brorbry, Matt Jacobson, Edric Kwan (6:30 pm), Juliann Martinez, Stephen Nomura, Ellengale Toki Oakley, Sabina Li Pan (5:50 pm, left at 6:20pm), Carlos Privat (left at 6:20 pm, returned at 6:30 pm)

Members Absent: Anna Blackman, Susan Brand, Marguerite T. Browne, Alisha Fowler, James Wheeler, Susan Wittenberg

Staff Present: Ric Ambrose

Handouts e-mailed (prior) or distributed at the meeting:

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

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1. **Announcements:** President Inez Brooks-Myers called the meeting to order at 5:45 pm. In the absence of the Secretary she said that she'd also take the minutes for the meeting. She reminded the Board members to send in their Time Sheet to Nisha Chaudhan-McGrath (Nisha@richmondartcenter.org) each month.
 2. Inez introduced **new Board member, Stephen Nomura**, who was elected by electronic vote, to fill the position vacated by the resignation of Bernadette Jones. Stephen introduced himself to the Board, giving a little of his background. He is a Californian, a retired contractor and a student at the Art Center.
 3. **Approval of minutes:** The minutes of February 16, 2017 were approved as corrected.
 4. **Treasurer's Financial Report:** Treasurer Sabina Li Pan distributed copies of the Financial Reports. In reviewing the Profit & Loss Budget Performance July 2016 through February 2017 Sabina explained that it appears that we are ahead in money and behind in spending; it seems that way because many expenses will come in in the next few months (at the end of the fiscal year). Staff vacancies also add to the appearance of having much money. We need to exercise caution and prepare for "a rainy day."

The increase in the Mechanics Bank savings account comes from the fact that it was used to receive the registration monies for class registrations this quarter, using Proclass. Next month we will have a separate line for our new account at Citi Bank.

Ric said that most money comes in during the first 6 months of the fiscal year. We are setting aside \$55,000.00 as restricted for next year, but the income is recorded this year.

Matt said that we have been prudent, and said that the “rainy day” fund is important.

- 5. Executive Director’s Report:** Ric explained that the particulars of the lease and MOU are still unknown. He indicated that next year will be difficult; staff has been informed of a possible 10% budget cut. Because of the unknown figures from the City, we might not be able to pass our Budget until July; the City will pass their Budget in June. We don’t know what the costs of the lease will be; nor do we know of the extent of the MOU.

Ric has been meeting with Katy Curl. The Education staff has also met with Katy and the meeting was very fruitful. Mutual assistance appears on the horizon, with programs relating reading and the visual arts, art making, etc.

Ric is scheduling a meeting with Bill Lindsey.

The WCCUSD exhibition this year is larger than usual. There are about 500 pieces in the exhibition. Ric hopes that the Board will come to the opening of the WCCUSD exhibition on Thursday, April 13, 2017 5:00 – 7:00 pm. We are working well with the school district including more professional development for teachers and a yet-to-be-created program for high school students.

The “Sip and Make” event was a very big success. It was held on a Friday from 6:30 – 9:30 pm with a group of 30 people anticipated for the evening of beer, wine, light food and art making. With good publicity on electronic media the attendance was 160. Ric was happy to report that many of the attendees were in the 30 and 40 age group, and about half of them had never been to the Richmond Art Center before. Donna said that the event was the result of strategic planning by the staff to bring new people into the Art Center.

The April 15, 2017 event, “Open Studio and Student Sale” will give Art Center students an opportunity to sell their work. Tables are \$30.00 and are almost completely sold.

Ric reported that our new employee, Starr Britt, has left us for a full time position with better benefits (health, dental, vision).

Staff is progressing on the Strategic Plan. Juliann questioned the relationship between the strategic plan and the budget.

- 6. There was no President’s Report.**

- 7. Committee Reports:**

Education – in the absence of Susan Wittenberg, Inez reported that the Education Committee would meet on Tuesday, March 21, 2017, at 4:30 pm.

Exhibition – in the absence of Marguerite T. Browne, Inez reported that the Exhibition Committee will meet on Wednesday, March 22, 2017, at 9:30 am. Board members were urged to attend the exhibition reception on Saturday, March 18, 2017 from 5:00 – 7:00 pm.

Governance – Donna reported that the Committee will be working on the lease with the City. The committee will also review the HR manual when it is referred out of the HR Committee.

Human Resources – Juliann reported that she did hold an exit interview with Starr Britt. Her report then went into Executive Session. After the Executive Session Juliann reminded the Board that Ric’s evaluation will be discussed by June. The HR Committee will meet on Tuesday, March 21, 2017 at 5:45 pm.

Marketing – in the absence of Susan Brand, Inez reported that Susan will show, at our April meeting, the Power Point presentation that was created for Ric to present to the City Council.

Nominating – Matt reported that the search for candidates for the Board is progressing. He indicated that Hertha Sweet Wong has submitted her resume for consideration. The “Board Match” event will be held in San Francisco on April 6, 2017. Matt will be going accompanied by Ric and Sabina, who was recruited at last year’s Board Match.

8. **Old Business:** It is premature to discuss the Lease with the City.
9. **New Business:** Snacks for the April meeting will be provided by Matt Jacobson.
10. **Adjournment:** A motion to adjourn the meeting was moved, seconded and passed. The meeting adjourned at 6:58pm

Upcoming Dates:

March 16, 2017 (Thursday) 5:45 – 7:30 pm, Board Meeting
March 18, 2017 (Saturday) 5:00 – 7:00 pm, Reception
March 22, 2017 (Wednesday) 1:00 – 2:30 pm, Volunteer Orientation
March 25, 2017 (Saturday) 1:00 – 3:00 pm, “See & Make Art”(at Public Library)
April 1, 2017 (Saturday) 2:00 – 4:00 pm, Artists’ Panel: Marking Space
April 2, 2017 (Sunday) 11:00 – 12:30 pm, Volunteer Orientation
April 8, 2017 (Saturday) 2:00 – 4:00 Artists’ Panel: Mapping the Uncharted
April 13, 2017 (Thursday) 5:00 – 7:00 pm, WCCUSD Student Show Reception
April 15, 2017 (Saturday) 11:00 – 4:00 pm, Open Studio and Student Sale
April 20, 2017 (Friday) 5:45 – 7:30 pm, Board Meeting
May 5, 2017 (Friday) 12:00 – 1:30 pm, Thank You Luncheon for Connie Tritt
May 12, 2017 (Friday) 5:30 -7:30 pm, Latino Community Reception
May 18, 2017 (Thursday) 5:45 – 7:30 pm, Board Meeting

