

RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ November 17, 2016 DRAFT

Location: City of Richmond Conference room, 450 Civic Center, Richmond, CA
Time called to order: 5:50 pm

Members Present: Danny Aarons, Anna Blackman, Susan Brand, Donna Brorby, Matt Jacobson, Juliann Martinez, Sabina Li Pan, Carlos Privat, James Wheeler, Susan Wittenberg

Members Absent: Inez Brooks-Myers, Marguerite T. Browne, Alisha Fowler, Edric Kwan, Ellengale Oakley, Connie Tritt

Staff Present: Ric Ambrose, Dominique Enriquez, Rachel Schaffran

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Handouts distributed at or emailed prior to the meeting:

- 1) Board Meeting Agenda for November 17, 2016
- 2) Minutes of Board of Directors for October 20, 2016
- 3) Executive Director's Report
- 4) Financial Reports
- 5) Equity and Access Document

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1. Announcements. Vice President James Wheeler called the meeting to order and announced that time sheets and evaluations are to be submitted directly to Nisha Chaudhan-McGrath at Nisha@richmondartcenter.org.

2. Approval of minutes. Corrections were made to the minutes of October 20, 2016. The minutes were then approved.

3. Special Presentation "Equity and Access"

Dominique Enriquez and Rachel Schaffran presented information on the "Equity and Access" workshop for board and staff that is scheduled for Saturday, December 10, 2016. The primary objective is to create a shared understanding about equity, access and racially equitable frameworks as we strive to be more inclusive and bridge audiences across programming. A light breakfast will be served from 8:30 am to 9:00 am. The workshop will end at 4 p.m. Two consultants, Tammy Johnson and Channing Kennedy will conduct the workshop.

4. Treasurer's Financial Report. Sabina Li Pan

Treasurer Sabina Li Pan reviewed the Profit & Loss Budget Performance Worksheet and the Balance Sheet. A draft copy of the audited Financial Statements of June 30, 2016 was distributed. Sabina noted that the RAC has doubled its assets and that the audit is going well.

5. Executive Director's Report – Ric Ambrose

a. Funding and Development Activities

i. Grants and donations:

- Received \$20,000 for operating support from an anonymous donor of the East Bay Community Foundation.
- Received two significant unrestricted donations from two board members, Ellengale Toki and Owen Oakley, and Margaret and Matt Jacobsen.
- Submitted a \$30,000 Koshland grant to support AIC. The Koshland fund is managed by the San Pablo Community Foundation, This is the last year of Koshland support in San Pablo.

ii. Holiday Arts Festival Event – December 4

- 52 vendors submitted their entries of whom 31 vendors were juried to participate in the Main Gallery.
- Ceramic Sales – As in the past there will be sales of ceramic seconds in the Ceramic Studio
- Silent Auction – We have received about 30 donated art items and are still looking for additional non-art items that will generate additional income.
- Changes in HAF - Partnerships (RYSE, Rosie the Riveter, NIAD, Latina Community Center and Girls Inc; Café – There will be 3 Food Truck Vendors in the parking lot; RAC will sell desserts, coffee and wine in the Painting Studio.

iii. Meeting with key constituents

- Bill Lindsay to discuss the Lease and MOU Funding. The Board hopes Bill Lindsay will agree to extending the MOU for another 3 years as is the case with PAL.
- Carlos Privat (City's attorney and Board member) and Katy Curl (City Librarian) to develop the terms and conditions of a 25-year lease that will include the KCRT space. It was felt that another attorney on the board should be present during these negotiations

MOTION: *During lease negotiations for the Art Center, in addition to board member Attorney Carlos Privat, who represents the City, be joined by another board member who is an attorney and who will represent the Art Center.* Motion by Susan Wittenberg. MSP unanimously.

iv. Capital Campaign

- Meeting with Susan Chamberlin. Her \$500,000 pledge is firm; Gave an additional \$7500 and is also willing to host special one-on-one meetings or events.
- Meeting with Andi Biren scheduled for after Thanksgiving.

b. Strategic Planning

We are in the last year of our current 3-year Strategic Plan. Plans are to develop a 5-year plan. We were awarded a one-year free membership with Catchafire. Catchafire offers free professional support to non-profits in the

Bay Area. Based on some of our current needs, the principal agent of Pulse Logic Consulting in SF, Jennifer Yip, reached out to us expressing interest in facilitating the process of developing our Strategic Plan. She has 20 years experience in assisting companies and non-profits with their needs in marketing, operations and strategic planning. We will start the process mid January. The value of her in-kind service is estimated at \$40,000.

c. Staffing and Operations

- The staff would like to express their gratitude to the Board of Directors for approving the paid time off between December 25 and January 1.
- Two paid staff positions are still open: Development Manager and HR/OP Director.
- New look for Class/Workshop catalog. The quarterly catalog has been changed from a 44-page booklet to a redesigned fold out poster that briefly lists all of the classes and workshops for the quarter. Reasons for the change include costs, is ecofriendly, will decrease coordination time for production and design, inability to have new catalogues printed and delivered in a timely fashion.
- Progress on Volunteer Program. As a part of the yearlong Noble Cause grant received in April to diversify and restructure our Volunteer program, Nisha Chaudhan-McGrath has established a core of six volunteer leaders who will assist her in managing different components of the Volunteer program. The Volunteer Leaders are in the process of signing up for their professional development courses which will allow them to gain insight on leadership and other aspects of non-profit organizations.

6. Committee Reports and submission of charters

a. Development

James Wheeler requested that the board begin making their annual appeal phone calls. He also distributed contribution cards for the board members. These are to be completed and submitted as soon as possible.

b. Education.

Susan Wittenberg said that the Education Committee is still waiting for the Education plan which is being developed by staff.

c. Exhibition

No report.

d. Marketing.

Susan Brand stated that the Marketing Committee would not meet over the holiday. The next meeting will be in January.

7. Old Business

There was no old business.

8. Executive Session (continued from October 20, 2016)

Acting President James Wheeler brought the board into executive session at 7:15 pm for the board to continue the discussion from the October 20, 2016 meeting. The minutes of the executive session are confidential. Executive session was adjourned at 7:40.

9. New Business

The board voted to ask Chairperson Inez Brooks-Myers to cancel the December 2016 meeting.

10. Adjournment: A motion to adjourn was passed. The meeting adjourned at 7:50 pm.

Upcoming Dates;

Dec. 1, 2016 (Thursday) 5:30 – 7:00 pm, HAF Preview Reception of Silent Auction

Dec. 4, 2016 (Sunday) 11:00 am–5:00 pm Holiday Arts Festival (Members only 10:00–11:00 am)

Dec.10,2016 (Sat.) 8:30am–5:00pm (Staff/Board) *Equity and Access*, Atchison Village Center

Dec. 15, 2016 (Thursday) 5:45 – 7:15 pm, Board Meeting

Jan. 19, 2017 (Thursday) 5:45 – 7:15pm, Board Meeting

Feb. 4, 2017 (Saturday) 12:00 – 2:00 pm Artists' Talk, 2:00 – 4:00 pm Opening Reception for
The Art of Living Black

Submitted by Anna Blackman, January 19, 2017