

**RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ October 20, 2016 DRAFT**

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

Members Present: Danny Aarons, Susan Brand, Inez Brooks-Myers, Donna Brorby, Marguerite T. Browne, Alisha Fowler, Matt Jacobson, Edric Kwan (6:30), Ellengale Oakley, Sabina Li Pan, James Wheeler, Susan Wittenberg

Members Absent: Anna Blackman, Juliann Martinez, Carlos Privat, Connie Tritt

Staff Present: Ric Ambrose

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Handouts distributed at or emailed prior to the meeting:

- 1) Board Meeting Agenda for October 20, 2016
- 2) Minutes of Board of Directors for September 15, 2016
- 3) Executive Director's Report
- 4) Financial Reports

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1. Announcements. President Brooks-Myers 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 September 15, 2016. The minutes were then approved.

3. Treasurer's Financial Report. **Sabina Li Pan**, Treasurer, reviewed the Balance Sheet Previous Year Comparison, the Temporarily Restricted Funds Tracking, Profit and Loss Budget Performance (detailed), and the Profit and Loss Budget Performance (summary). Focus was on the P&L reports.

- a. Sabrina stated that some budget data is missing from the report, but would be updated.
- b. There was an actual drop in Studio Class enrollments.
- c. AIC is not \$68K over budget. This is just a timing issue.
- d. Susan Wittenberg suggested changing the 4012 description from "Grants and Fees" to "Grants and Contracts". This would not only be more accurate but would also look better to donors.
- e. On open position in HR and a person on leave in Marketing resulted in a one-time reduction in Salary Expenses of \$16K.
- f. Sabrina concluded that we are financially sound for the period reported.
- g. The audit is nearing completion and the financial situation is solid.

- h. The A/R show a \$150K increase due to a grant from the city.
- i. The charter for the Finance Committee is being tightened up.
- k. Susan W. commented that some studio programs generate income and some don't. Ric said he would review the figures but noted that fees and policies are equal across all the studio classes.

4. Executive Director's Report – Ric Ambrose

a. Fund Development.

- We are working with the Fleishhacker Foundation on a \$23K grant to be used for multi-media display equipment for the galleries and courtyard. Ric notes that the approval is based on demonstrating our prior accomplishments in the community, and that their usual grants are \$10,000.
- Ric noted the receipt of a \$50K gift of shares from an anonymous donor.
- Susan W. mentioned pursuing a \$30K grant to fund 3 multi-media programs for Teens, Children and Seniors respectively. A partial match may be required. The program is to be developed by Dominique and Rachel. The first of the programs is to be the STEAM Camp if the grant arrives in time.

b. 80th Anniversary Gala. Ric outlined the results of the Gala which was a big success. Target income was \$54K and the actual net was \$85K. That was a combination of ticket sales (sold out) and sponsorships and the auction and Fund-a-need donations.

c. Staffing.

- Julie Sparenberg was promoted to Communications Manager.
- Jessica Eastburn, currently part-time AIC Coordinator will go fulltime from January through June.
- Addela Garboos is now the Customer Service and IT Coordinator.
- There is 1 surviving candidate for H.R. Manager. It has been difficult finding someone with the requisite qualifications at our salary level.

d. Capitol Campaign. Ric reviewed the status of the Valley Foundation grant as "weak". This is for a number of reasons: timing, the size of our request and a poor alignment of our goals to theirs. It seems unlikely that we will receive the grant. Ric guesses that they would match contributions to about \$1 million. Discussion followed about the limitations of the facility, and the Board of Directors should start a Capital Campaign. This would entail, among other things, hiring a Manager to help us focus our goals and create strategies. Cost would be between \$10K and \$12K. With a goal of \$6.7 million, we would need \$3 million more from donors. There needs to be a committee to drive the campaign. In addition, the KCRT space must be nailed down before starting the campaign to show we have the space to raise money for. Ric noted that he plans to move staff into that space as soon as December 2016.

5. President's Report. President Brooks-Myers stated that the entire Board of Directors should suggest names for members of a Capital campaign committee. She asked that suggestions be sent to her, Ric or James Wheeler. HAF is coming up on Sunday, December 4. The event will be run by Staff. Board members who wish to volunteer should contact Nisha.

6. Committee Reports and submission of charters

- a. Gala. Susan W offered kudos to Staff for such a wonderful job including the volunteer teams recruited and managed by Nisha! She and Inez created a handbook-like guide for such events, recording what worked and how it was created. Donna Broby said that Thank You/ Acknowledgment letters went out to donors/sponsors/participants last week. Matt Jacobsen asked that a list of donors/sponsors/participants be distributed to board members so that personal thank-you's can be sent.

- b. Development Committee James Wheeler stated that "now is the quiet phase of the Capital Campaign". Creating case statements, brochures, etc. is done. He's working with Mary Keegan to find a consultant on running a campaign, someone with the right sensibilities, experience, and who fits our budget. We should be calling donors in November. James is planning a tour of the Maker Lab at UCB looking for ideas, support, interns and to generally investigate what possibilities exist for collaboration. He is meeting with the Development Director at SF MOMA to discuss possible partnerships, referral of donors, etc., and courting the Osher Lifelong Learning Institute (OLLI) with similar goals in mind. Marguerite Browne asked how we approach Chevron in light of their avowed disinterest in the arts. Since they support STEM in the schools, how do we expand that to STEAM? Chevron Richmond gave \$3 million to FabLab in West County and are disappointed with results. We need to have a good program to "pitch" to get their support.

- c. Education Committee. Susan Wittenberg noted that the October 10 Education meeting was postponed to November 14. The Committee is focused on structuring an Education Master Plan and will have a draft by February 2017.

- d. Marketing committee. Susan Brand reported that four new banners featuring the RAC were up before the Gala! They look good and increase our visibility. She asked if we can get more banners (budget and locations) for 2017. Marguerite suggested we solicit Banner-specific donations. Susan B said Rob Humphries did the video shown at the Gala. She felt it was well done and well received. There has been lots of good press for the RAC, including press for Jan Wurm's exhibitions. Donna said that the board should attend Saturday events tied to the exhibitions. We can learn, speak to potential and current donors, pitch membership and generally promote the free events.

7. Old Business. On November 3, a “thank-you” event is planned for Gala donors. No RSVP’s yet. Ric will keep us apprised.

8. New Business

a. Ric proposed paid time-off for staff, 12/24/16 to 1/2/17 again this year.

Motion to approve made by Donna Broby. Seconded by Edric Kwan. The motion passed on a voice vote.

b. James Wheeler moved that the board authorize up to \$12K to retain a consultant for the Capital Campaign. Seconded by Danny Aarons. Passed unanimously. James said he will work with Mary to find a suitable person.

c. Susan Wittenberg volunteered to do snacks for the November 17 meeting.

9. Executive Session. President Brooks-Myers brought the board into executive session at 7:35 pm for the board to discuss the results of the survey of the executive director’s performance. The survey was done by board members and staff. The minutes of the executive session are confidential.

10. Adjournment: A motion to adjourn was passed. The meeting adjourned at 9:20 pm.

Upcoming Dates:

Oct. 22, 2016 (Saturday) 2:00 – 4:00 pm, Del Sol String Quartet

Oct. 23, 2016 (Sunday) 12:00 – 3:00 pm, Skeletonfest

Nov. 3, 2016 (Thursday) 5:30 – 7:00 pm, Thank you party, Sponsors and Board

Nov. 5, 2016 (Saturday) 2:00 – 4:00 pm, Artists Talk

Nov. 12, 2016 (Saturday) 3:00 – 5:00 pm, *Making Our Mark* exhibition closing

Nov. 17, 2016 (Thursday) 5:45 – 7:15 pm, Board Meeting

Dec. 4, 2016 (Sunday) (10:00 – 11:00 am, members only)

11:00 am – 5:00 pm, Holiday Art Festival

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

Submitted by Danny Aarons, November 17, 2016