

**RICHMOND ART CENTER  
DRAFT MINUTES OF BOARD OF DIRECTORS MEETING ~ Nov. 16, 2017**

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

Members Present: Danny Aarons, Sarah Antonich, Inez Brooks-Myers, Donna Brorby, Marguerite Thompson Browne, Phil Linhares, Juliann Martinez, Karen McKeown, Stephen Nomura, Carlos Privat, James Wheeler, Hertha Sweet Wong

Members Absent: Susan Brand, Sabina Li Pan

Staff Present: Ric Ambrose, Catherine Millar, Anna Speaker

=====

Handouts distributed at or emailed prior to the meeting:

- 1) Board Meeting Agenda
- 2) Executive Director's Report
- 3) Financial Reports

=====

**1. Announcements**

Inez thanked the board members for submitting time sheets.

Ric introduced the new Studio Director, Anna Speaker. Ms. Speaker spoke briefly and gave us a review of her professional experience.

**2. Approval of minutes**

Minutes of the Oct. 2017 meetings were approved with corrections.

**3. Treasurer's Financial Report – Donna Brorby reporting for Sabina Li Pan**

a. Donna reviewed the importance of directors keeping abreast of the Center's financial condition. She reviewed the substance of the reports that the Finance Committee prepares.

b. Donna specifically noted that we are still under budget YTD due to both timing issues and actual savings on operations.

c. The Balance Sheet for the fiscal year to date shows adequate Cash on Hand even after the purchase of computers for the studio program. She also noted that Cash on Hand projected for the year ahead is good and that our cash is all in insured accounts.

d. Last, the committee has reviewed, corrected and approved the Form 990 report.

**4. Executive Director's Report – Ric Ambrose**

a. Ric reported that the RAC has received a \$7,000. grant from the City of Richmond Arts Commission. He acknowledged Catherine Millar and Rachael Schaffran who wrote the application.

b. Development

He and Catherine have met recently with several key donors. Their discussions focused on support for the Arts in the Community (AIC) programs. As a result several donors increased the size of their gifts.

c. Staff

Ric announced that **Jan Wurm**, Exhibitions Director, who resigned effective Nov. 23, will be acting as Guest Curator for several exhibitions in 2018.

**Ed Lay**, the long time Metals Studio instructor passed away after an illness. The Center will host a celebration of his life by his family, friends and students on Nov. 18, 2017. The RAC is dedicating the metals studio in his honor.

Ric asked the Board to extend Paid Leave to the staff between Christmas and New Years.

This would be the third consecutive year the Center has provided that courtesy to the staff. The Board accepted his proposal.

d. Events

Ric felt the Skeleton Fest was very successful. He didn't have exact numbers but it was well attended. More than 400 bags were printed and given out.

Rachael and Christine will be doing a three day, Professional Development workshop for school teachers. It will in part use an Arts Teaching Kit that the Richmond Art Center has developed for use by teachers in their schools. It is also available for sale to individual schools and to school districts. We hope to make sale of the kits a revenue source in the near future.

The Center is working on Giving Campaigns with arts councils in Napa and Sonoma. The goal is to help artists who lost homes and/or studios in the recent catastrophic fires.

## **5. President's Report – Inez Brooks-Myers**

Inez circulated a condolence cards to the family of Ed Lay. She reiterated the schedule for his memorial at the Richmond Art Center on 11/18/17.

She thanked the board members for their contributions in the year end fundraising campaign.

## **6. Committee Reports**

a. Development – James Wheeler and Catherine Millar

James reported that planning for the Spring fundraising event is getting underway. He cajoled us to be active in contributing and soliciting auction items for the event.

The Ambassador's Circle program is developing well. Nineteen people have accepted membership and three are pending including Richmond's mayor and city manager.

Catherine reported that Leadership Society gifts are beginning to come in. We have received \$69,000 so far. The goal is \$150,000 this year. An additional 2,500 letters will be mailed shortly. She will refine the mailing list in early 2018.

She is also busy writing grant applications, meeting with major donors and creating a white paper on the RAC. She will resume her focus on the capital campaign next year.

**b. Marketing – Karen McKeown**

Karen commended Julie Sparenberg's work on the RAC's Social Media presence and e-mail marketing efforts. She attributed much of the success of the recent Skeleton Fest to Julie's skill and efforts.

The "Listening and Learning" tour is coming together with a combination of on-line surveys, tabling at schools and events and a door-to-door survey. The committee will hire Pogo Park staff to canvass the park and the Iron Triangle neighborhood where park staff have strong connections to the community. They are also studying ways of polling students and parents in the public schools and reaching out to Richmond's 52 Neighborhood Councils to expand the reach of the project. In answer to a question from Inez, Karen said that the focus is on polling the most diverse areas of the community.

Karen asked for volunteers to work the upcoming Holiday Arts Festival (HAF) and said a big turn out was expected.

Last, she reported that there will be two new pole banners installed by Dec. 31, 2017 featuring the RAC and that interior signage will be installed in the complex in Jan. 2018.

**c. Nominating – Sarah Antonich**

The Nominating Committee met with staffers Ric and Catherine to assess the scope of candidates. They are preparing a focus paper on their work.

**d. Spring Event – Donna Brorby / Sarah Antonich**

The P[art]Y themed Spring fund raiser will be held April 14th 2018. Donna reported that planning is going well. Auction items are urgently needed. They would like to focus on experiences and gift packages.

**7. Old Business**

Donna discussed the Finance Committees' work on updating accounting procedures and reviewing the 990 filing. She reported that they have gone over the Form 990 to check its accuracy and compliance with current law. She discussed the importance of

good financial controls and reported that they have reviewed the revised accounting manual. Inez asked for a presentation of the manual.

Donna made a MOTION to acknowledge receipt of the 2016 990 report. A SECOND was offered by Hertha and the motion It was PASSED 9/0/0.

Donna reported on the MOU between the RAC and the City of Richmond. She stated that details have been clarified and some outstanding legal issues resolved. It will be on the City Council agenda on 11/21/17 as a consent item.

## **8. New Business**

a. Inez asked that approval of the Sept. minutes be moved to Jan. 2018.

b. Staff time for the period 12/26/17 to 12/30/17 was discussed. Donna made the following MOTION:

To authorize the ED to close the Art Center for the week between Christmas and New Years, allowing the staff paid time off for their scheduled work time during those days.

A SECOND was made by Juliann. The motion PASSED 8/0/1

c. Karen volunteered to bring snacks for the next meeting, to be held on Jan. 18, 2018

d. At 7:10 p.m. the board went into Executive Session.

e. At the conclusion of the Executive Session, Karen MOVED to adjourn the meeting with a SECOND by Sarah. PASSED 9/0/0.

The meeting was adjourned at 7:20 p.m.

### **Upcoming Dates:**

November 18, 2017 (Saturday) 2:00 – 4:00 pm, Reception honoring Ed Lay

December 3, 2017 (Sunday) 11:00 – 5:00 pm, Holiday Arts Festival

January 18, 2018 (Thursday) 5:45 – 7:45 pm, Board Meeting

February 3, 2018 (Saturday) 12:00 – 2:00 pm Artists' Talks ("Art of Living Black')

2:00 – 5:00 pm Exhibition Reception

February 15, 2018 (Thursday) 5:45 – 7:45 pm, Board Meeting

Note: There will be no Board meeting in December, 2017

Submitted by Danny Aarons, Jan. 18, 2018