

**RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ Oct. 19, 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, Karen McKeown, Sabina Li Pan, Carlos Privat, James Wheeler, Hertha Sweet Wong

Members Absent: Susan Brand, Juliann Martinez, Stephen Nomura

Staff Present: Ric Ambrose, Catherine Millar

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Handouts distributed at or emailed prior to the meeting:

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

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1. Announcements

There was a discussion of the importance of time sheets for our form 990 filing. Donna said the Finance committee is now trying to collect missing time sheets from last year.

Please send time sheets directly to Jeremy Millsap at Jeremy@richmondartcenter.org

2. Approval of minutes

Review of the Minutes of the Sept. 2017 meetings were tabled until the Nov. meeting.

3. Treasurer's Financial Report – Sabina Li Pan

a. In reviewing the Financial Report, Sabina noted that \$87,000 of MOU income from the City of Richmond has been delayed. Because of that delay we are showing less income than expected at this time.

b. The current P&L statement shows we are still realizing savings on operations. Those are due to several items including ongoing staff vacancies, savings on insurance expenses and total salary expenses for Teaching Artists that are under budget due to vacancies. In sum, we are ahead of budget for the year.

c. The Balance Sheet for the fiscal year to date shows a reduction of Cash on Hand also due to the delayed MOU receipts.

d. The committee is now reviewing information for the 990 filing. Sabina asked that we review the new Accounting Policies and Procedures that was sent to board members today (Oct. 19) by e-mail.

e. James asked about the procedure for Department Heads submitting their expenses. Sabina MOVED to approve the new accounting policies subject to clarification of the

expense submittal process. SECOND by James. After discussion the motion as tabled until the Nov. '17 meeting.

f. The committee will make recommendations about the Form 990 filing and approval of the new accounting procedures at the Nov. '17 meeting although Sabina will be absent.

4. Executive Director's Report – Ric Ambrose

a. The RAC received numerous small grants supporting such items as the 2017 Holiday Arts Festival (HAF), scholarships, etc. Grants were received from Rotary Club, the Soroptimists, the Kaiser Permanente Family Health Fund and WCCUSD. See Ric's written report for details.

b. Events

Ric and Catherine will be attending the invitational Council of Industry cruise. He expects to be joined by members from the transportation and fuel industries, etc. and the members of the Richmond City Council.

The MOU and proposed lease will probably be on the City Council docket at their Oct. meeting. We have asked for a 5 yr. MOU.

Work has begun on the Winter '17-18 Studio Class schedule.

The Richmond Art Center will hold a Back to School social on Sept. 30, 2017 for the AIC and studio Teaching Artists.

c. Staff

Pete Rodriguez, our long time Facilities Coordinator is back after a recent illness.

Jessica Jordao is on board as a Customer Service Assistant.

Joyce Lavey, head of HR, has begun one on one interviews with staff looking at the work environment at the Art Center. Next she will interview the RAC's Teaching Artists.

Ed Lay, the beloved, long term Metals Studio instructor is ill and in hospital. We have hired a substitute teacher for his classes.

The search for a Studio Art director is down to three candidates. Each is being interviewed with emphasis on their possible strategies to fill gaps in the Art Center's course offerings and their thoughts on how to best market new classes and programs.

James asked about conducting background checks on the candidates. Ric responded that he will do them as Joyce Lavey's time is too limited.

Marguerite raised the issue of the candidates adapting to working in a small institution. Hertha, who is part of the interviewing team, responded that that is a part of the discussion with each candidate.

Ric announced that Jan Wurm, Exhibitions Director, is resigning. Support resources have been a problem for her "One Person Department" but we anticipate hiring a part time assistant for the next Exhibitions Director. Jan will act as Guest Curator for two shows at the Art Center in 2018.

The Mural Festival, held in conjunction with Berkeley's La Peña Cultural Center on 10/8/17 was a success. About 150 people attended including many of the artists and their families. Kids events were especially well received by kid and parents alike.

The recent North Bay fires have touched us. At least two artists in our community, Sherry Parker and Clifford Rainey have lost their homes and studios.

Ric thanked Inez Brooks-Myers for arranging the Bon Voyage reception for Susan and Harvey Wittenberg. The event at the Art Center, was well attended.

He turned the meeting over to Donna to report on the MOU and lease negotiations. Donna reported that she and Ric have "red-lined" the City's proposals. They are now mostly complete so they are meeting with relevant city staff working out details. As reported previously to the Board, the agreements increase our rent and expenses and provide for Art Center funding that decreases by \$25,000 each year the MOU is in force. She and the City staff anticipate the MOU being a consent item at the Nov. City Council Meeting. Donna will give a report about the meeting.

Donna MOVED as follows:

To authorize the Board President to execute the MOU with the City of Richmond that substantially conforms to the draft that has been circulated, with the understanding that she and the Executive Director will review and approve any changes from the draft that has been circulated before she executes it.

SECOND by Carlos. PASSED 11/0/0

5. President's Report – Inez Brooks-Myers

a. Inez announced the passing of Nina Gruen. Nina was a past president of the Art Center board where she and her husband Claude Gruen were long time supporters. Inez circulated a condolence card to Claude Gruen that we could sign.

b. Inez also announced that John Wehrle's new mural is underway at 38th Street and MacDonald Ave.

c. Oct. is Board of Director Contribution Month! Inez reminded us to make our contributions now. Discussion suggested that we write checks directly to the center to avoid the 5% charge taken by on-line contribution processors.

6. Committee Reports

a. Development – James Wheeler

James reported that Matt Jacobson is working on the Ambassador's Circle program. Letters have gone out to prospective supporters. He reminded us that a \$1,000 gift makes you a Founding Member of the Leadership Society. He asked that we give names of prospective Ambassador's Circle members to the Executive Committee.

A dedicated Leadership Society web site is being launched. Catherine stated that on Oct. 27, letters to prospective donors of \$400 or more will be sent. Personal notes will be included in some. A second and third round of mailings is planned for Nov. to entice smaller donors to join.

b. Exhibitions – Marguerite Browne

Marguerite discussed Jan Wurm's departure. The committee is now developing the 2019 exhibitions schedule. The Art of Living Black has "issues" but will open. Included in the 2018 schedule will be an exhibition of work by artist Lia Cook. An exhibition of work by Mary Lovelace-O'Neil is being considered for 2019.

Phil proposed a motorcycle exhibition. There was discussion as to the type and focus of such an exhibition and how to present it to the community.

Donna asked if a schedule of future shows can be posted on the Art Center web site. Ric and Marguerite responded that exhibition plans are somewhat fluid but Ric will do what he can next quarter.

c. Marketing – Karen McKeown

Karen gave the floor to Julie Sparenberg to report on her Social Media and e-mail marketing efforts. She is also active promoting the HAF and writing HAF vendor agreements.

The committee is working on a "Listening and Learning" tour to get input from the community. They are studying methods and strategies of polling now and developing the questions. They are soliciting help from neighborhood organizations and plan to engage Richmond's 52 Neighborhood Councils to broaden the reach of the project.

d. Spring Event – Donna Brorby / Sarah Antonich

The committee has chosen the theme P[art]Y for the April 14th event. There will be live music and an auction. We were pressed to invite our friends and potential donors and go out now to find a variety of auctionable items. They would like to focus on experiences and gift packages.

They asked for suggestions of an Honoree at the event. There was discussion as to criteria; Should it be someone from the City, another non-profit, an individual in Richmond? The suggestion was also made that having an honoree would distract from the goal of the event. Discussion will be ongoing.

7. Old Business

There was no Old Business discussed.

8. New Business

a. Inez reminded us of the talk by Don Farnsworth on Joan Brown coming up on 10/21.

b. Sarah will bring snacks for the next meeting to be held on Nov. 16, 2017

Karen MOVED to adjourn the meeting. SECOND by Sarah. PASSED 11/0/0. The meeting was adjourned at 7:25 p.m.

There will be no Board meeting in December, 2017

Submitted by Danny Aarons, Nov. 16, 2017