

RICHMOND ART CENTER MINUTES OF BOARD OF DIRECTORS MEETING

May 16, 2019

Location: 450 Civic Center Plaza, Richmond Room. Time called to order: 5:45 p.m.

Members present: Danny Aarons, Sarah Antonich, Inez Brooks-Myers, Marguerite Brown, Patricia Guthrie, Roshni Kavate, Phil Linhares, Juliann Martinez, Stephen Nomura, Sabina Li Pan, Owen Serra, James Wheeler, Hertha Sweet Wong (presiding)

Members absent: Carlos Privat

Staff present: Richard Ambrose, Catherine Millar, Marisa Burman, Anna Speaker, Rachel Schaffran

1. Announcements/Introductions:

Submit time sheets monthly to Jeremy Millsap through:

<https://docs.google.com/forms/d/e/1FAIpQLSeldpmWkeImDA2UMy5Bj05jsTf4TYDSIYMS9yF0zgVt6KiLw/viewform>. This includes all RAC related events, openings, committee meetings and board meetings.

2. Minutes from February and April meeting approved.

3. Teaching Artist Pay and Staff Salary

a) Studio Teaching Artists Pay Change Proposal was presented by Anna Speaker, Marisa Burman, and Rachel Schaffran. Current starting pay is \$31 and goes up to \$36. Classes with over eight students receive one dollar an hour extra per student, but with no prep time. The Studio Art Program pays differently than AIC. Starting pay has remained at \$31 since 2014 with no raise for the last five years. The proposed changes would include Teaching Artists to be paid at \$35 an hour and eliminate the incentive pay. The TAs would be paid two hours of prep at \$35 per hour per class, per quarter to create a curriculum. All adult Teaching Artists would be paid 30 minutes of prep per class session per week. Youth Teaching Artists will be paid one hour per class per week for prep. This proposed change would increase cumulative spending by 23.6 % which is an additional \$40,000 in compensation. The proposed pay change for the upcoming year would increase the figure to \$220,400 which is an increase of \$42,000 plus 16% in payroll tax. A version of this proposal will be included in the budget for the upcoming year for review.

An intermediate one-year plan was proposed as a first step to the previously proposed plan. The instructor pay would be capped at \$35 an hour and include incentive pay of one dollar per hour for each student above 11 students. Two hours of pay for curriculum prep for instructors of adults, and 15 minutes prep time for each session. Instructors of youth are paid 45 minutes for each session of prep. The impact of this plan would be an additional \$21,290 with payroll tax.

b) Ric presented salary adjustments for current staff. Six staff members are under the 25th percentile. \$14,000 would be needed to bring the staff up to the 25th percentile. Ric discussed adding dental and vision plans as additions to health insurance which would be \$10,000 in additional cost. This year's proposed staff salary budget will be \$100,000 more due to additional staff hours.

4. Treasurer's Report: Sabina presented the Treasurer's report. There are two more months left in this current fiscal year. There has been an increase in membership enrollment and studio art income. Variation in expenses is due to staff hiring. Year-end deficit will be \$40-\$50,000. Upcoming year fiscal budget expenses include pay raise for the phase 1 of Teaching Artist pay. Professional development will be \$9000 for next year. Deficit for next year will likely be \$115,000.

Executive Director Report (Ric Ambrose): Chevron grant of \$10,000 received for school field trips for up to 1500 students. Search for Communications Manager position is underway. Interviews are also being conducted for Visitor Services Assistant next week. Joe Sances' work and *Here Comes the Sea* show has received positive publicity this year and the *SF Chronicle* article also brought in a huge surge of visitors prior to the closing.

Hertha Sweet Wong presented the **President's Report**. Hertha was invited to attend (and did) a staff meeting that was convened to discuss concerns shared by the previous Development Coordinator regarding diversity and inclusion. She emphasizes that this is an important first step, that should be continued, to address the RAC culture concerns. Hertha is also stepping down from the Board as of June 30.

5. Committee Reports:

Catherine Millar provided the **Development Committee** update. 300 previous donors will be sent letters and emails for year-end giving. Goal is to raise \$20,000 in the next two months.

Exhibitions Committee: Marguerite T. Brown provided updates and discussed publicity plan for upcoming shows. *Here Comes the Sea* Whale exhibit will travel to Maine. Spring family events raised \$1500 in donations. 400 people attended the events. Motorcycle show starts this April. Members's show will include a general exhibition and a spotlight show featuring ceramic artists. A collector named Joey Lynn from Los Angeles has expressed interest in acquiring Roeder's sculptures. The Board hopes a Public Folk Art museum can acquire and restore the sculptures.

James Wheeler of **Nominating Committee** named Jocelyn Robinson to be considered to join the Board. James Wheeler motioned to appoint Jocelyn to Martha Lightcap's position. Inez Brooks-Meyers seconded the motion. Motion passed unanimously.

5. Old Business:

1. Strategic Plan: The Strategic Plan team met to review comments and suggestions from the Board of Directors. Revised mission and values presented to the Board today. The Communication Manager will be an integral part of the strategic plan and messaging will incorporate guidelines from the strategic plan for future communications. The capital campaign along with new programs and initiatives will be strongly considered in the implementation of the strategic plan in the first 12-18 months. Stephen Nomura motioned to accept and implement the plan. Marguerite T. Brown seconded the motion. Eight members voted yes; two members voted no; one member abstained. Motion passed.

2. Revised Bylaws: Carlos reviewed specific portions related to legal implications. Other elements of bylaws were discussed. Marguerite T. Brown moved to pass revised bylaws. Inez Brooks-Meyers seconded the motion. Eleven members voted yes. Motion passed.

6. New Business: Roshni Kavate to provide snacks in June.

7. Meeting adjourned at 8:48 pm

Upcoming Dates:

Sat., May 17 , Celebration of Closing of Spring Exhibition, 5-7 pm

Sat., June 8, Annual Members Meeting, 3-5 pm

Sat., June 8, Opening Reception of Summer Exhibition, 5-7 pm

Thurs., June 20, Board of Directors' Meeting, 5:45-7:30 pm