

RICHMOND ART CENTER MINUTES OF BOARD OF DIRECTORS MEETING:

June 20, 2019

Location: 450, Civic Center Plaza, Richmond Room. Time called to order: 5:51 p.m. Time adjourned: 7:31 p.m.

Members Present: Inez Brooks-Myers, Patricia Guthrie, Roshni Kavate, Phil Linhares, Owen Serra, Sarah Antonich, Marguerite T. Browne, Hertha Sweet Wong, Stephen Nomura, Sabina Li-Pan, Danny Aarons, Juliann Martinez, James Wheeler, Jocelyn Robinson

Members Absent: Carlos Privat

Staff Present Richard Ambrose, Executive Director and Catherine Millar, Development Director

Others Present: Jordan Greene, Communications Manager

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.

Minutes from May meeting were approved with changes.

2. **Treasurer's Report:** Sabina Li-Pan reviewed the Balance Sheet, Profit & Loss statement and Temporary restricted funds through May 2019. See documents attached for further details.

Executive Director Ric Ambrose presented his report. California Grants Council funding received for Richmond and JFK High school field trips. Welcome Services Staff position offered to second candidate.

Hertha Sweet Wong presented the **President's report**. President thanked outgoing Board members for their service. Roshni Kavate to go on leave of absence from Board starting Sep 2019 for a year. Revised Bylaws passed after updates, Board Handbook also being updated this month. Reviewed results of votes for new Executive Committee members. Patricia Guthrie to serve as President, Sara Antonich as VP, and Jocelyn Robinson as Treasurer.

Budget 2019/2020: New budget reflects increased pay for staff, and \$ 25,000 less funding from the city. Registration fees are expected to grow by 5%, and Party Richmond will also have a higher goal for fundraising. Payroll for next year to increase by \$100,000 to cover additional part time position, more cleaning hours, and increase in staff compensation.

Action Items

1. Proposed first step for **staff compensation increase** is to review 7 positions that are under 25% of the salary survey.
 - (a) Add vision and dental benefits to eligible staff, RAC will pay 75% of premium totaling \$7500 a year.
 - (b) Adjust salary for positions under 25% to 25%, will cost \$15,000 including payroll.
 - (c) \$40,000 proposed in the budget for organizational wide raise.

Inez Brooks-Myers moved to increase staff salary per proposal, Sara Antonich seconded the motion, passed with 1 abstention.

2. **Teaching Artist Salary Proposal:** Three stage plan reviewed for increased compensation. Staff at \$31/hr range will go upto \$32/ hr, all Teaching Artists will get 2 hours for curriculum prep each semester, 15 min for prep weekly. Proposed raise to be implemented starting Fall 2019. Phase 2 to begin in 2020, AIC staff will start at \$36.50, prep time for Studio Teaching Artists to increase from fifteen to thirty minutes. Phase 3 will be for all Teaching Artists to be compensated at \$36.50/hr, proposed cost will be \$15,000. Meeting to be held for Teaching Artists to communicate proposed phases of the raise.
Inez Brooks-Myers moved to pass Phase 1 of the proposal, Stephen Nomura seconded the motion. Motion passed with one abstention.
3. **Budget** reviewed, Inez Brooks-Myers moved to accept the proposed budget, Sabina Li-Pan seconded the motion, passes unanimously.
4. **Endowment Policies and Procedures** reviewed. Inez Brooks- Myers moved to implement the proposal, Patricia Guthrie seconded the motion, passes unanimously.

Committee Reports:

Development and Marketing Committee: Reviewed fundraising progress for this year, within \$5000 of reaching the goal for this year.

Exhibition Committee reviewed fall exhibitions

Nominating Committee is working to recruit new Board Members.

New Business:

1. Gathering proposed for August or September for Board and RAC staff.
2. New handbook being updated, will be presented at August meeting.
3. Motion to stop snack service during meetings proposed by Patricia Guthrie, seconded by Inez Brooks-Myers, 3 yes, 5 no, Snacks to continue
4. Motion proposed by Patricia Guthrie to take July off from Board meeting to accommodate summer travel plans, Marguerite T. Browne seconded the motion. 6 voted yes, 3 abstained. Motion passed.

9. Meeting adjourned at 7:31pm, next Board meeting scheduled for August 15.