

RICHMOND ART CENTER MINUTES OF BOARD OF DIRECTORS MEETING

Thursday, September 19, 2019

Meeting Location: 450, Civic Center Plaza, Richmond Room

Time called to order: 5:52 p.m.

Board members in attendance: Danny Aarons, Sarah Antonich, Donna Brorby, Patricia Guthrie, Stephen Nomura, Carlos Privat, and Jocelyn Robinson

Board members absent: Marguerite T. Brown, Roshni Kavate, Phil Linhares, Owen Serra, James Wheeler.

Staff present: Richard Ambrose, Addela Garboos, Sayra Hernandez, and Catherine Millar

1. Announcements/ Introductions

- Addela Garboos introduced Sayra Hernandez, new Customer Service Assistant. Both left after introductions.
- There was a reminder to submit time sheets monthly to Jeremy Millsap through: <https://docs.google.com/forms/d/e/1FAIpQLSeldpmWkeIrnDA2UMy5Bj05jsTf4TYDSIYMS9yF0zgVt6KiLw/viewform>. This includes all RAC related events, openings, committee meetings and board meetings.

2. Minutes from August were approved with amendment to correct Sarah Hernandez to Sayra Hernandez and to change that Phil Linhares inquired about reconsidering artist commissions on sales rather, rather than Danny Aarons. Carlos moved to approve the minutes with the amendments. Jocelyn seconded motion. Motion passed with abstentions from Donna and Pat who were not present for the August meeting.

3. Pat provided the President's report. She inquired about the current secretary's leave of absence. Donna will look at current bylaws to see if anything needs to be done.

4. Treasurer's report was provided by Jocelyn Robinson. Starting with the Balance Sheet, there had not been much difference from month to month. Some pledges and grants came in. Overall, we appear to be in good shape. Under unearned revenue, exhibition entry fees came in and fall registration came early so those will be recognized in September's statements. As for the Profit and Loss, some grants were received early, so that line item is more than expected because of timing. We are on track for onsite registration fees. Jocelyn noted that the City Bank account has \$150K in it that is not being utilized, and suggests that we move from City Bank to Charles Schwab account and increase t-bills to get more return. She noted that it is easily transferable, and t-bills are safe. Jocelyn then made a motion to move the funds from the City Bank account to Schwab. Pat asked what the rest of the finance committee thought about this plan, and Jocelyn mentioned the committee stood behind the recommendation. Donna seconded the motion. There was discussion about the motion followed by a unanimous vote approving it.

5. Executive Director's report was then given by Ric Ambrose. He highlighted the success of the Countersteer exhibition and gave kudos to Danny and Phil for all of their work on it and thanked Stephen for helping to fabricate platforms for the exhibit. The studio department has had some personnel changes with Studio Coordinator, Ilene Conde, being promoted and

two part time temporary support positions have been hired. There was discussion about the budget impact, and if the positions had been posted broadly. Ric noted that because they are temporary positions, they didn't need to be posted and that hiring the two positions did not exceed what was budgeted. He added that the Education department is looking to restructure in the future. Danny asked about the success of the Solano Stroll and follow up steps for that. Use of the coupon code that was on the catalog that was handed out will be tracked.

6. Nominating Committee report was given by Pat. She formally welcomed back Donna Brorby who then introduced herself and shared her background with RAC.
7. Development and Communications report was provided by Catherine Millar. Fall annual appeal letters have been mailed to the board, and an additional 3,000 appeal letters will be mailing in mid-October to donors who have given in the last three years with an additional segmentation for leadership-level donors. Saturday, April 24 will be Party Richmond which will have a \$75K goal - a significant increase from last year. Catherine is working on an Annual Report that will be posted online and hard copies will be mailed to major donors. She is also organizing another leadership society event at a local artist's studio. Pat then talked about the importance of the board donations and the board's responsibility in leading in giving. Donna suggested that we could add a commitment to donate to RAC in the board commitment each member signs annually.
8. There was no exhibitions report given.
9. New Business:
 - Danny will provide snacks for the October board meeting.
 - Sarah mentioned that Owen will take on secretary duties starting in October.
 - Jocelyn brought up that we budget \$20K for credit card charges annually and suggested having the transaction fees be absorbed by those making credit card payments. There was discussion on what implications this would have. RAC has been getting a high rate for card not in hand primarily because of registrations online. Ric will ask Adella to look into other solutions including if there is a way to use a checking account number to do an ACH or EFT transaction for online transactions, if our merchant can provide better rates, if Proclass database can work with other vendors, or if there are any other solutions for this. It is mentioned that that on the online donations we have an option to click a box to cover the credit card fees, this does not work with class registration because they run on two different systems – one for donations and one for class registration.
10. Public meeting adjourned at 6:50 p.m. and the board went into executive session. The executive session was adjourned at 7:51p.m.