

**RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ Oct. 17, 2019**

Location: City of Richmond Conference room, 450 Civic Center, Richmond, CA
Called to order: 5:55 p.m. by Sarah Anotich

Members Present: Danny Aarons, Sarah Antonich, Donna Brorby, Marguerite Thompson Browne, Patricia Guthrie (by phone), Phil Linhares, Stephen Nomura, Carlos Privat, Jocelyn Robinson, James Wheeler

Members Absent: Roshni Kavate, Owen Serra

Staff Present: Ric Ambrose, Catherine Millar

1. Announcements

There was a reminder of the importance of time sheets for our form 990 filing. Each board member was requested to get their time sheets to Jeremy Millsap at Jeremy@richmondartcenter.org

2. Approval of minutes

Minutes of the Sept. 2019 meetings were approved without changes. Accepted 10/0/0.

3. President's Comments – Pat Guthrie and Sarah Antonich

Pat discussed the importance of financial support for the RAC by the Board of Directors. Board contributions to the RAC have a direct financial impact and set an important example for other donors.

She has sent out letters asking board members to join the Leadership Society if possible.

Donna reiterated the importance of board donations and discussed why board members should give the most we possibly can whether it's hundreds or thousands.

It was discussed that we write checks directly to the center to avoid the 4-5% charge lost to the on-line contribution processors.

4. Treasurer's Financial Report – Jocelyn Robinson

a. The current Form 990 report has been reviewed and approved by the Finance Committee. Ex-board president Hertha Sweet Wong must sign it as she was the board president for the period covered by the report.

b. Donna made a MOTION for approval of the 990 by the full board, SECOND by James. The motion PASSED 10/0/0.

c. Jocelyn reviewed the current P&L noting that we're ahead of budget mainly due to several grants that were received early and three remaining staff vacancies.

She also noted that the CITI account has been closed and the funds put into staggered T-Bills through Schwab brokerage, all per Matt Jacobson's management plan.

5. Executive Director's Report – Ric Ambrose

a. Ric reported that four new or continuing grants have been committed for FY 20/21. There are also seven grants applications being prepared for submittal from 11/1 to 11/15/19. They will support school programs, the Spring 2021 exhibition programs and continuing ed. training for K-6 teachers for Arts Integration. He notes that most of these (from the CAC) require matching funds from us. Staff is also working on grant(s) to develop a Program Assessment tool.

b. Events

Planning and promotion for the Dec. 8th Holiday Arts Festival (HAF) is going well. It will be largely the same as last year but with the addition of five nonprofit partners invited to showcase their work. The goal is to bring in over 1,000 visitors and net \$19,000. from the event. Ric noted that approximately 40 people are needed and urged all board members to volunteer to work the event.

c. Staff and Facilities

Ric noted that the city has completed re-tiling of the 25th St. entrance area and that the metals studio has been re-organized by Staff resulting in increased capacity and lower operating costs.

Two street banners have been replaced at 25th at Barrett and we have a replacement banner near the Barrett Ave. entrance.

Last, Ric noted that Michael Seville, our liaison with the City, is retiring. There will be a party for her at Bridge Storage on Nov. 3.

6. Committee Reports

a. Nominating – James Wheeler

James reported that the committee forwards Owen Serra to be Secretary through June 30, 2020 and so MOVED. There was a SECOND by Donna and the nomination was PASSED 10/0/0.

James also noted that due to an oversight of the rules, Marguerite Browne should be off the Board until 7/1/20. Discussion ensued as to how to correct the mistake in a way consistent with our Rules of Order and Bylaws. It was decided to suspend our bylaws under the authority of the board, then re-elect her at the Nov. meeting and re-instill the bylaws relating to term restrictions.

James closed saying the committee will present new candidates for board membership at the Nov. 2019 meeting.

b. Catherine Millar then reported on current development activities.

She informed the board that letters have recently gone out asking members and donors to up their contributions to the next level and/ or join the Leadership Society. Follow-up letters and e-mails will be send between Nov. 16 and Dec. 13.

A studio visit with Steven Bruce is planned in Feb. 2020 as a perk. of Leadership Society membership.

Planning for pARTy Richmond (to be held April 25, 2020) is ramping up. Catherine intends to form an honorary committee from Richmond's arts and education communities. She wants 10-12 people.

Catherine briefed the board on ideas to revive the Advisory Committee. She will report back as the plan develops.

She also shared a draft of the Annual Report which is now in progress. It is an overview of RAC programs, finances, a donors list, etc. It was agreed that the graphics are beautiful and that it's an important tool to give to donors, potential donors, City Council members and others. 500 copies will be printed and it will be on the RAC web site.

c. Exhibitions – Marguerite Browne

Marguerite tabled her committee's report until the Nov. 2019 meeting.

d. Family Fun Day (Formally Skelton Fest)

Family Fun Day will be Oct. 26. Flyers have been printed for distribution in our studios and in after-school programs of the RAC. In addition an e-mail blast and social media campaign will go out.

7. Old Business

Jocelyn raised the issue of Merchant Fees paid by the RAC for memberships, class fees, etc. 2019 fees will total c. \$25,000.

The Finance Committee has proposed adding a Convenience Fee of 3% to credit card payments noting that our total cost is actually about 4.4%

There were objections to adding a fee and no actions were decided on. Discussion ensued as to the most effective and most equitable way to recoup that significant transaction cost. It was noted that the RAC's payment software can not accommodate ACH or debit payments which are less expensive.

The Finance Committee will propose a flat fee to be added to each credit card transaction. It will be \$1-\$3 depending on the type and size of the transaction or another amount determined to be appropriate.

8. New Business

a. Pat will bring snacks for the next meeting to be held on Nov. 21, 2019

At 7:05 p.m. the board went into executive Session. The same board members and no others were in attendance.

James MOVED to adjourn the board meeting SECONDED by Donna. PASSED 10/0/0. The meeting was adjourned at 7:35 p.m.

Submitted by Danny Aarons, Nov. 20, 2019