

**RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ Nov. 21, 2019**

Location: City of Richmond Conference room, 450 Civic Center, Richmond, CA
Called to order: 6:08 p.m. by Sarah Antonich

Members Present: Patricia Guthrie, Donna Brorby, Phil Linhares, Danny Aarons, Carlos Privat, James Wheeler, Sarah Antonich, Stephen Nomura, Owen Serra

Members Absent: Roshni Kavate, Marguerite Thompson Browne, Jocelyn Robinson

Staff Present: Ric Ambrose, Carolyn Rodkin

1. Announcements

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

2. Approval of minutes

Sarah made a MOTION for approval by the full board, SECOND by Donna. There were no opposed and no abstentions. The motion PASSED 9/0/0. Minutes of the Oct. 2019 meeting were approved without changes.

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

Pat said that she would like to meet individually with Board members and would set meetings in the New Year.

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.

4. Treasurer's Financial Report – Ric Ambrose and Carolyn Rodkin

Ric stated that they would be ending short of the goal, but that studio art income is ahead of schedule by \$18k. There have been savings on the expense side, but only due to staffing as there is no HR person, no part time development person, an AIC person just started, and the front desk vacancy was there for 6 months and just filled.

Carolyn remarked that that overall the balance sheet is healthy, and in October revenue exceed expenses.

Action Item: Approve RAC Fiscal Sponsorship with Michele Seville Public Art Fund. This short-term fiscal sponsorship was discussed and the RAC is administering it.

Donna made a MOTION for approval by the full board, SECOND by Phil. There were no opposed and Stephen Nomura abstained. The motion PASSED 8/0/1.

Action Item: Review and approve proposed changes to RAC Membership Dues and benefits

Ric proposed changes including raising the Senior level membership from \$55 to 70 and the Partner from \$100 to \$120 while keeping the Family level benefit the same. If approved this action would take place in 2020.

James made a MOTION for approval by the full board, SECOND by Donna. There were no opposed and Danny abstained. The motion PASSED 8/0/1.

5. Executive Director's Report

Ric provided his final report, discussing planning for Party Richmond, the report of consultant Maureen Benson, and development and communications plans for the New Year.

Committee Reports

6. Nominating committee

James discussed the committee's efforts to recruit new Board members and that they would be meeting two prospective members in December.

Action Item: Approve Marguerite Thompson Browne to serve the second three-year term.

James made a MOTION for approval by the full board, SECOND by Danny. There were no opposed and no abstentions. The motion PASSED 9/0/0.

Old Business

Action item: Review and approve charging 3% Convenience Fee for using credit card to register for Studio classes/workshops.

Carlos made a MOTION for approval by the full board, SECOND by James. Donna and Danny opposed and there were no abstentions. The motion PASSED 7/2/0.

New Business

Action item: Recommendation to hire Michele Seville as the Interim Executive Director.

James discussed the process of interviewing three candidates for the role. He added that the committee considered all candidates that were suggested. He noted that Michele was the strongest candidate due to her local community connections and familiarity with the RAC.

Pat made a MOTION for approval by the full board, SECOND by James. There were no members opposed and no abstentions. The motion PASSED 9/0/0.

Donna will bring snacks for the next meeting on January 16, 2020.

The meeting adjourned at 7:35 PM.