

RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ Jan. 16, 2020

Location: City of Richmond Conference room, 450 Civic Center, Richmond, CA
Called to order: 5:50 p.m. by Sarah Antonich

Members Present: Donna Brorby, Marguerite Thompson Browne, Patricia Guthrie, Phil Linhares, Stephen Nomura, Jocelyn Robinson, Danny Aarons, Sarah Antonich, Owen Serra

Members Absent: Roshni Kavate, Carlos Privat, James Wheeler

Staff Present: Catherine Millar

1. Approval of minutes

Jocelyn 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 November 2019 meeting were approved with changes.

2. President's Comments: Pat Guthrie and Sarah Antonich

Pat commended Michelle Seville's work as Executive Director and noted that she is absent at the meeting because she is on vacation.

3. Treasurer's Financial Report: Jocelyn Robinson

Jocelyn reviewed organizational financials. She noted that membership has declined, but are also usually a low source of income for the organization. She added there have been increases in AIC and program income and teacher salary expenses.

4. Nominating committee: Sarah Antonich

Sarah discussed the recruitment and nomination of potential new board members. She said that the committee plans to meet with two prospective board members by the end of January. One of these candidates is a human resources executive and the other is a labor lawyer.

5. Development and Communications: Catherine Millar

Catherine Millar explained that she is communication more with major donors about the transition. She will also draft a letter to the leadership society announcing Michelle Seville as Executive Director. She explained that she would like to communicate with these donors early in the transition period. She also asked Board Members to volunteer for the annual RAC phone a thon on Saturday February 15 from 1 to 3 PM. Catherine also spoke to additional foundation funding prospects.

6. Exhibition Committee: Marguerite Thompson Browne

Marguerite spoke of visiting Dewey Crumpler's studio and discussing the possibility of a future exhibition. She commented that the Art of the African Diaspora exhibition was very well organized and expected a great opening reception.

7. Executive Director Search Committee: Donna Brorby and Stephen Nomura
Donna and Stephen described their work in developing a job description with input from RAC staff. They hoped to post the job opportunity by the following week and would also consult former RAC Board Member and human resources professional Juliann Martinez. The Board also discussed potential places to post the opportunity and would follow up with the committee with those resources.

8. New Business:

A. Staff procedures around finance:

Sarah made a MOTION for a corporate banking resolution removing Ric Ambrose and adding Michelle Seville, SECOND by Stephen with approval by the full board. There were no opposed and no abstentions. The motion PASSED 9/0/0.

Jocelyn discussed finance procedures in the employee handbook for RAC staff and employing internal controls. She also proposed considering changing payroll companies in the future, suggesting Paylocity.

B. Employment assessment report from Maureen:

Pat noted that Maureen Benson had been invited to present her organizational audit to the Board. The Board would work with Maureen to find a time she worked with her schedule.

Jocelyn made a MOTION to adjourn, SECOND by Owen with approval by the full board. There were no opposed and no abstentions. The motion PASSED 9/0/0.