

**RICHMOND ART CENTER  
MINUTES OF BOARD OF DIRECTORS ~ May 23, 2013**

Location: RAC, Resource Room      Time called to order: 5:30 p.m.      Time adjourned: 7:30 pm

Members present:      Anna Blackman, Andrea Biren, Susan Brand, Donna Brorby, Jan Brown, Bob Connolly, Peter Dodge, Sue Hartman, Yolanda Holley, Bernadette Jones, Terry Kotsatos, Edric Kwan, Connie Tritt, Susan Wittenberg

Members Absent:      Jerarde Gutierrez

Staff present:      Richard Ambrose, Executive Director

Others Present:      none

=====  
Handouts Distributed or emailed prior to meeting:

- 1) Board Meeting Agenda for May 23, 2013
- 2) Draft Minutes of Board of Director’s Meeting, April 25, 2013
- 3) Treasurer’s report – Proposed Budget for Fiscal Year 2013 – 2014 and Assumptions for FY13-14; FY 2012-13 990; April 2013 financial statements
- 4) Executive Director’s Report – May 2013
- 5) Proposed Board Committees and Chairs for FY 2013-2014
- 6) Proposed Revised Board Nomination Protocol
- 7) Short Bios Proposed Board Candidates 2013
- 8) Three Year Strategic Plan May 2013

=====  
*These minutes of the meeting have been reconstructed from the agenda of the meeting, the list of motions for the meeting and the memories of directors after the Secretary’s notes of the meeting were lost.*

**1. Introductions/Announcements/Agenda Review.** The board president noted the importance that as many board members as possible attend the annual membership meeting June 15, 2013. She again encouraged board members to keep track of their volunteer hours monthly and submit the time tracking form to Dianne Wightman, Finance Director.

**2. Approval of Minutes of April Board Meeting.**

**MOTION:** *It was moved “that the Board approve the board meeting minutes of April 25, 2013 as presented, provided that Janie Nutt’s name be removed from the list of board members absent and that the spelling of Donna Brorby’s name be corrected .”*

The motion passed unanimously.

**3. Ratification of email vote on Strategic Plan.** The board president recounted that the board approved the 3-year Strategic Plan as circulated during the preceding month, by email vote. The Strategic Plan as circulated by email from the executive director on May 3, 2013 is attached.

**Motion:** *It was moved “that the email vote approving the Strategic Plan as circulated be ratified.”*

The motion passed unanimously.

**4. Treasurer's Report.** The treasurer and Executive Director reviewed the proposed budget for 2013-2014 and the factual assumptions upon which the proposed budget is based in detail. Those documents are attached.

**MOTION: It was moved "that the FY 13-14 budget be approved as circulated, with the exception to the cost of health benefits be increased to \$34,320 to allow for a change in health plans and the addition of 20 hour employees to the health care plan at a pro-rated employer contribution."**

The motion passed unanimously.

The treasurer reviewed the April 30, 2013 financial statements (balance sheet, profit and loss statement, and cash flow), which are attached. She noted that the RAC is on track to meet its budget for FY 2013-2013.

The treasurer confirmed that all board members had received a copy of the form 990 that Sun & Associates prepared for the RAC for FY 2012-2013 and that she circulated by email May 14, 2013.

**5. Executive Director's Report.** Ric Ambrose, Executive Director, reviewed the May 2013 written report he had prepared for the board. It is attached.

#### **6. Committee Reports.**

**a. Governance Committee.** The Board Chair reminded the Board that it previously had approved proposed changes to the RAC's By-Laws, to be put to a vote of members at the June 15 annual membership meeting. She informed the board that she and Donna Brorby had identified a few additional changes that needed to be made. She reviewed the additional changes. There were no questions or concerns. The proposed changes are being displayed on the RAC's website and are shown on the attached red-lined version. They will not become official unless and until they are approved by a vote of the members, which will be held at the annual meeting June 15.

**b. Nominations Committee.** Susan Wittenberg of the nominations committee presented the slate of nine candidates that the nominations committee proposes for submission to the membership at the annual meeting for election to three year terms. The slate includes five current members of the board whose terms end June 30, 2013: Robert Connolly, Peter Dodge, Sue Hartman, Bernadette Jones, and Terry Kotsatos. Short biographies for the four additional candidates were circulated in advance of the meeting and are attached.

**MOTION: It was moved "that Robert Connolly, Peter Dodge, Sue Hartman, Matt Jacobson, Bernadette Jones, Terry Kotsatos, Ellengale Toki Oakley, Inez Brooks Myers and Anthony Pinata be submitted to a vote of the membership as nominees to the RAC Board of Directors, for a total of 17 Board Directors."**

The motion passed unanimously.

Susan also presented the nominations committee's proposed slate of board officers for fiscal year.

**MOTION: It was moved “to approve the following slate of officers for FY 13-14: Andrea Biren, President; Susan Brand, Vice-President; Connie Tritt, Treasurer; Donna Brorby, Secretary.**

The motion passed unanimously.

Connie Tritt of the nominations committee drew the board’s attention to the proposed revision of the nominations protocol. The “red-line” of the proposed revisions had been circulated to the board in advance of the meeting and is attached. No concerns were expressed.

**c. Facilities Committee.** Peter Dodge reported that there is nothing new to report with respect to RAC’s hope to take over the KCRT space.

**7. Adjournment.** The meeting was adjourned at approximately 7:30.

**Refreshments:** Connie Tritt will bring refreshments to the June 27 meeting.

Upcoming Dates:      June 15 – 4-5 p.m. Annual Membership Meeting, **very important for board members to attend if at all possible**  
                                 June 15 – 5 p.m. to 7:00 p.m. Opening Reception Members/ACGA Exhibition  
                                 June 27 – 5:30 to 7:30 p.m. June Board meeting  
                                 July 20th - 5:30 Race for the Cup Reception at the RAC – live jazz vocalist!  
                                 July 25<sup>th</sup> - BOARD MEETING  
                                 Aug. 22<sup>nd</sup> BOARD MEETING

Board meetings are 5:30 to 7:30 the fourth Thursday of the month, except in November and December when the meetings will be on the third Thursday due to holidays. Executive Committee meetings are open to any board member and take place the Thursday before the board meeting, usually beginning at 5:30.

## Agenda for May 23, 2013 Richmond Art Center Board of Directors Meeting

Resource Room, Richmond Art Center, 5:30 pm

- |   |            |   |
|---|------------|---|
| 1. Introductions/Announcements/Agenda Review/<br>Water and snacks next time<br><br>Remove Janie Nutt from Distribution list<br><br>Volunteer Hours<br><br>IMPORTANCE OF ATTENDING JUNE 15 MEMBERSHIP MEETING IF POSSIBLE  | 5 minutes  | Andi  |
| 2. Approval of Minutes of April Board Meeting (MOTION)<br><br>Ratification of email vote on Strategic Plan (MOTION)   | 5 minutes  | Andi  |
| 3. Treasurer's Report<br><br>April Financials<br><br>990  | 30 minutes | Connie/Ric  |
| 4. E.D. Report<br><br>FY 13-14 Budget Adoption (MOTION)   | 40 minutes | Ric   |
| 5. Committee Reports<br><br>Tell Board re extra ByLaw changes<br><br>Slate of Candidates, Officers and Committee Chairs (MOTION)<br><br>Membership meeting/Nominations Comm/Protocol (MOTION)<br><br>Committees for next year to put before membership (MOTION)<br><br>Report on NPA/RAC mural<br><br>KCRT Report | 40 minutes | Andi<br>Susan<br>Connie<br>Anna<br>Jerarde<br>Peter |
| 6. Executive Session (if needed)  | 20 minutes | Andi  |
| 7. New Business<br><br>How to Access Calendars (getting email address and password) (Memo from Liz )<br><br>Who would like to be involved in new Board member Orientation?<br><br>Next Time – Board Evaluation – Solicitation of Tools Therefor   | 20 minutes | Andi  |

8. Adjourn – Motion Needed

Upcoming Dates:

June 15 - 4 pm Membership meeting and Opening of Summer Exhibits

June 27 BOARD MEETING

July 20th - 5:30 Race for the Cup Reception at the RAC – live jazz vocalist!

July 25<sup>th</sup> - BOARD MEETING

Aug. 22<sup>nd</sup> BOARD MEETING

**RICHMOND ART CENTER**  
**Balance Sheet**  
As of April 30, 2013

	April 30, 2013	April 30, 2012	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Total Mechanics Endowment Fund Accts	\$ 31,115.15	\$ 31,989.65	\$ 874.50	-2.73%
10-1004 · Mech Bank, checking, COR Match	\$ 22,472.00	\$ -	\$ 22,472.00	100.0%
10-1005 · Mechanics Bank Checking - 9901	\$ 158,796.33	\$ 27,663.02	\$ 131,133.31	474.04%
10-1006 · Mechanics Bank Savings - 7335	\$ 88,468.13	\$ 144,971.18	\$ (56,503.05)	-38.98%
10-1008 · Mech Savings, COR Loan	\$ 161,273.76	\$ -	\$ 161,273.76	100.0%
10-1012 * Chase Bank, Checking	\$ 1,000.00			
10-1013 * Chase Bank, Savings	\$ 1,000.00			
1049 · Petty Cash/Change Drawers	\$ 365.00	\$ 365.00	\$ -	0.0%
<b>Total Checking/Savings</b>	<b>\$ 464,490.37</b>	<b>\$ 204,988.85</b>	<b>\$ 259,501.52</b>	<b>126.59%</b>
<b>Accounts Receivable</b>				
1200 · Accounts Receivable	\$ 87,572.61	\$ 4,380.00	\$ 83,192.61	1,899.38%
<b>Total Accounts Receivable</b>	<b>\$ 87,572.61</b>	<b>\$ 4,380.00</b>	<b>\$ 83,192.61</b>	<b>1,899.38%</b>
<b>Other Current Assets</b>				
1105 · Scholarship Transfers	\$ 165.00	\$ 165.00	\$ -	0.0%
1122 · Active Network Online A/R	\$ (113.98)	\$ (113.98)	\$ -	0.0%
1107 · Prepaid Expense	\$ 666.00	\$ -	\$ 666.00	100.0%
1125 · Suspense Account	\$ 243.10	\$ -	\$ 243.10	100.0%
<b>Total 1126 · Prepaid Insurance</b>	<b>\$ 17,394.24</b>	<b>\$ 4,351.28</b>	<b>\$ 13,042.96</b>	<b>299.75%</b>
<b>Total Other Current Assets</b>	<b>\$ 18,354.36</b>	<b>\$ 4,402.30</b>	<b>\$ 13,952.06</b>	<b>316.93%</b>
<b>Total Current Assets</b>	<b>\$ 570,417.34</b>	<b>\$ 213,771.15</b>	<b>\$ 356,646.19</b>	<b>166.84%</b>
<b>Fixed Assets</b>				
1115 · Furniture and Equipment	\$ 84,288.58	\$ 83,439.58	\$ 849.00	1.02%
1116 · Accumulated Depreciation	\$ (66,691.00)	\$ (61,714.00)	\$ (4,977.00)	8.07%
<b>Total Fixed Assets</b>	<b>\$ 17,597.58</b>	<b>\$ 21,725.58</b>	<b>\$ (4,128.00)</b>	<b>-19.0%</b>
<b>Other Assets</b>				
1140 · Inventory	\$ 745.00	\$ 745.00	\$ -	0.0%
<b>Total Other Assets</b>	<b>\$ 745.00</b>	<b>\$ 745.00</b>	<b>\$ -</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b>\$ 588,759.92</b>	<b>\$ 236,241.73</b>	<b>\$ 352,518.19</b>	<b>149.22%</b>

**RICHMOND ART CENTER**  
**Balance Sheet**  
As of April 30, 2013

	April 30, 2013	April 30, 2012	\$ Change	% Change
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
Total Accounts Payable	\$ 985.00	\$ (1,662.11)	\$ 2,647.11	-159.26%
<b>Credit Cards</b>				
2002 - Mechanics Bank VISA Bus Card	\$ -	\$ 12,175.41	\$ (12,175.41)	-100.0%
Total Credit Cards	\$ -	\$ 12,175.41	\$ (12,175.41)	-100.0%
<b>Other Current Liabilities</b>				
2210 - Reserve Fund	\$ 100,000.00	\$ -	\$ 100,000.00	100.0%
2001A - Accrued Vacation	\$ 8,001.14	\$ 10,717.99	\$ (2,716.85)	-25.35%
2003 - ActiveNet Credit on Account	\$ 1,187.56	\$ -	\$ 1,187.56	100.0%
2013 - City of Richmond Loan 2012	\$ 161,200.00	\$ -	\$ 161,200.00	100.0%
2150 - Payroll Clearing	\$ 1,175.86	\$ -	\$ 1,175.86	100.0%
2200 - Sales Tax Payable	\$ -	\$ (179.52)	\$ 179.52	100.0%
2203 - Misc Temp Restricted Funds	\$ 4,494.50	\$ -	\$ 4,494.50	100.0%
Total Other Current Liabilities	\$ 276,059.06	\$ 10,538.47	\$ 265,520.59	2,519.54%
Total Current Liabilities	\$ 277,044.06	\$ 21,051.77	\$ 255,992.29	1,216.01%
Total Liabilities	\$ 277,044.06	\$ 21,051.77	\$ 255,992.29	1,216.01%
<b>Equity</b>				
<b>3001 - Permanently Restricted Funds</b>				
3002 - Restricted Endowment Funds	\$ 31,080.80	\$ 33,688.85	\$ (2,608.05)	-7.74%
Total 3001 - Permanently Restricted Funds	\$ 31,080.80	\$ 33,688.85	\$ (2,608.05)	-7.74%
Total 3003 - Temporarily Restricted Funds	\$ 189,056.60	\$ 329,812.55	\$ (140,755.95)	-42.68%
3105 - PY Unrestricted Fund Balance	\$ (7,450.99)	\$ (67,296.58)	\$ 59,845.59	-88.93%
Net Income	\$ 99,029.45	\$ (81,014.86)	\$ 180,044.31	-222.24%
Total Equity	\$ 311,715.86	\$ 215,189.96	\$ 96,525.90	44.86%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 588,759.92</b>	<b>\$ 236,241.73</b>	<b>\$ 352,518.19</b>	<b>149.22%</b>

		Approved Budget 2012-13	Proposed FY 2013- 14		
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
	Memberships	\$ 24,000	\$ 26,500		9.43%
<b>Education Income</b>					
	On-Site Registration	\$ 180,100	\$ 215,000		16.23%
	Art Tour Fees	\$ 1,200	\$ 2,000		40.00%
	Open Studios	\$ 3,500	\$ 6,000		41.67%
	Locker Rentals	\$ 800	\$ 1,500		46.67%
	Sales net of Cost of Sales	\$ 1,640	\$ 800		-105.00%
	WCCUSD/BBK, AIS Program	\$ 10,000	\$ 12,000		16.67%
	AIC Participating Fees	\$ -	\$ 3,000		100.00%
	Raku Festival (fall) (net of expense)	\$ -	\$ 2,000		100.00%
	On-Site Program Donations (restricted)	\$ 14,000	\$ 14,500		3.45%
	WCCUSD Grants/Donations	\$ 3,350			
	Sponsors	\$ 4,000	\$ 3,000	Up!Cycle Richmond	-33.33%
	Scholarships	\$ 8,500	\$ 9,000		5.56%
	<b>Total Education Income</b>	<b>\$ 227,090</b>	<b>\$ 268,800</b>		<b>15.52%</b>
<b>Exhibition Income</b>					
	Sponsorships	\$ -	\$ 4,500		100.00%
	WCCUSD Grants/Donations		\$ 3,000		100.00%
	Jury Fees (TAOLB)	\$ 3,500	\$ 500		-600.00%
	Artwork Sales net of commissions	\$ 4,232	\$ 4,000		-5.80%
	Catalogs/Other Sales	\$ -	\$ 250		100.00%
	Admission Donations	\$ 2,500	\$ 1,200		-108.33%
	<b>Total Exhibition Income</b>	<b>\$ 10,232</b>	<b>\$ 13,450</b>		<b>23.93%</b>
<b>Facility Rental</b>					
	Facility Rental	\$ 2,800	\$ 2,000		-40.00%
<b>Special Events</b>					
	Fundraising - HAF	\$ 17,000			
	Sponsorship		\$ 3,000		
	Vendor Fees		\$ 4,000		
	Vendor Sales (Net)		\$ 5,000		
	Café		\$ 2,000		
	Silent Auction		\$ 6,000	Emily has responsibility	
	<b>Total Fundraising - HAF</b>	<b>\$ 17,000</b>	<b>\$ 20,000</b>		<b>15.00%</b>
	Oliver Ranch Performance (June)(net of expense)		\$ 5,000		
	<b>Total Special Events</b>		<b>\$ 25,000</b>		
<b>Fundraising - Annual Drive (Unrestricted)</b>					
	Individual Donors (less than \$151)		\$ 5,000	add \$2500	
	Individual Donors (more than \$150)		\$ 67,000	add \$2000	
	Corporations/Business		\$ 5,000		
<b>Fundraising - Miscellaneous/Other</b>					
	Board Giving		\$ 10,500	add \$500	
	Memorials		\$ 500		
	Community Groups		\$ 1,000		
	<b>Total Fundraising - Annual Drive (Unrestricted)</b>	<b>\$ 80,000</b>	<b>\$ 89,000</b>		<b>10.11%</b>



		Approved Budget 2012-13	Proposed FY 2013- 14		
<b>Grants - Foundation</b>					
	Administration	\$ 16,710	\$ 15,000	add \$5000 RCF	
	Education	\$ 29,650	\$ 40,000		
	Exhibition	\$ 65,000	\$ 70,000		
	<b>Total Grants - Foundation</b>	<b>\$ 111,360</b>	<b>\$ 125,000</b>		10.91%
<b>Grants - City</b>					
		\$ 261,590	\$ 375,000		30.24%
	Interest Income		\$ 2,500		
	Release from Restrictions, 2012-13		\$ 18,000		
	<b>Total Income</b>	<b>\$ 734,072</b>	<b>\$ 945,250</b>		22.34%
<b>Expense</b>					
<b>Administration</b>					
	Allocated Salaries	\$ 77,176	\$ 85,453		9.69%
	Payroll Taxes to include W/C Insurance	\$ 7,290	\$ 9,071		19.63%
	Medical Benefits	\$ 12,636	\$ 5,736		-120.29%
	Payroll Processing Fees	\$ 2,250	\$ 2,250		0.00%
	Staff Development and Recruitment	\$ 2,000	\$ 500		-300.00%
	Board Development and Recruitment	\$ 3,000	\$ 1,000		-200.00%
	HR Legal Counsel		\$ 2,000		100.00%
	Insurance: Liability and D&O	\$ 6,000	\$ 7,800		23.08%
	Internet Access	\$ 900	\$ 1,000		10.00%
	Computer Hardware/Software	\$ 6,000	\$ 9,000	\$5000 addl for server, RCF grant	33.33%
	Equipment Lease	\$ 4,600	\$ 3,000	postage meter, CC terminal, copier	-53.33%
	Office/General Supplies	\$ 5,000	\$ 8,000		37.50%
	Meeting/Reception Supplies	\$ -	\$ 500		100.00%
	Postage and Delivery	\$ 3,500	\$ 4,000		12.50%
	Printing/Copying	\$ 2,500	\$ 5,000		50.00%
	Recruiting	\$ -	\$ 250		100.00%
	Audit and 990 Preparation	\$ 5,400	\$ 3,500	990 only	-54.29%
	Taxes, Licenses and Fees	\$ 1,100	\$ -		
	Travel/Mileage	\$ 250	\$ 300		16.67%
	Volunteer Program	\$ 1,000	\$ 1,200		16.67%
	Video and Software	\$ 500	\$ -		
	<b>Total Administration</b>	<b>\$ 141,102</b>	<b>\$ 149,560</b>		5.66%
<b>11-0000 - Facilities</b>					
	Facilities Direct Personnel	\$ 7,725	\$ 9,230		16.31%
	Facilities Allocated Personnel	\$ 9,809	\$ 7,500		-30.79%
	Facilities Medical Benefits	\$ -	\$ 720		100.00%
	Facilities Payroll Taxes incl W/C Ins	\$ 1,656	\$ 2,114		21.68%
	Equipment/Fixture Purchases	\$ 12,000	\$ 3,000		-300.00%
	Maintenance and Repairs	\$ 4,000	\$ 4,000		0.00%
	Facilities Planning	\$ 1,000	\$ 2,000	increase by \$1000	50.00%
	<b>Total Facilities</b>	<b>\$ 36,190</b>	<b>\$ 28,564</b>		-26.70%
<b>Fundraising</b>					
	Fundraising Allocated Salaries	\$ 40,994	\$ 59,908		31.57%
	Fundraising Payroll Taxes incl W/C Ins	\$ 3,872	\$ 6,410		39.60%
	Fundraising Medical Benefits	\$ -	\$ 3,978		100.00%

		Approved Budget 2012-13	Proposed FY 2013- 14		
	Fundraising Staff Recruiting		\$ 250		100.00%
	Fundraising Office Supplies	\$ 1,000	\$ 250		-300.00%
	Fundraising Donor Cultivation		\$ 2,500		100.00%
	Fundraising Conf/Mtgs/Receptions	\$ 1,000	\$ 1,000		0.00%
	Fundraising Special Events				
	HAF Expense		\$ 3,500		100.00%
	Spring Gala Expense		\$ -		
	Other		\$ 1,000		100.00%
	Fundraising CC Charges	\$ 3,788	\$ 2,000		-89.40%
	Fundraising ActiveNet Fees	\$ 466	\$ 500		6.80%
	Contract Services	\$ 4,000	\$ -		
	Postage	\$ 1,000	\$ 500		-100.00%
	Printing	\$ 500	\$ 1,500		66.67%
	<b>Total Fundraising</b>	<b>\$ 56,620</b>	<b>\$ 83,296</b>		<b>32.03%</b>
	<b>Membership</b>				
	Membership Allocated Salaries	\$ 10,627	\$ 13,315		20.19%
	Membership Payroll Taxes incl W/C Ins	\$ 1,004	\$ 1,480		32.17%
	Membership Medical Benefits	\$ -	\$ 1,692		100.00%
	Membership Annual Meeting	\$ -	\$ 250		100.00%
	Membership CC Fees	\$ -	\$ 500		100.00%
	Membership ActiveNet Fees	\$ 1,300	\$ 1,800		27.78%
	Postage	\$ 250	\$ 500	increase by \$250	50.00%
	Dues & Publications	\$ -	\$ 175		100.00%
	Office Supplies	\$ 250	\$ 500		50.00%
	<b>Total Membership</b>	<b>\$ 13,431</b>	<b>\$ 20,212</b>		<b>33.55%</b>
	<b>Marketing</b>				
	Marketing Allocated Salaries	\$ 25,174	\$ 39,021		35.49%
	Marketing Payroll Taxes incl W/C Ins	\$ 2,378	\$ 4,265		44.24%
	Marketing Medical Benefits	\$ -	\$ 2,946		100.00%
	Marketing Exhibitions	\$ 1,000	\$ -		
	Marketing Printing	\$ -	\$ 2,500	add \$1000 for brochure etc.	100.00%
	Marketing Postage	\$ -	\$ 500		100.00%
	Marketing Website Management/Redesign	\$ 2,000	\$ 23,000		91.30%
	Marketing Community Activities	\$ -	\$ -	remove \$2900	
	Institutional Marketing	\$ 8,000	\$ 10,000		20.00%
	Dues & Publications	\$ 1,000	\$ 750		-33.33%
	<b>Total Marketing</b>	<b>\$ 39,552</b>	<b>\$ 82,982</b>		<b>52.34%</b>
	<b>Education</b>				
	Education Direct Salaries	\$ 111,760	\$ 120,931		7.58%
	Education Allocated Salaries	\$ 37,618	\$ 46,157		18.50%
	Education Payroll Taxes incl W/C Ins	\$ 15,390	\$ 18,359		16.17%
	Education Medical Benefits	\$ 6,000	\$ 15,312		60.82%
	Education Staff Development/Recruitment	\$ -	\$ 500		100.00%
	Education Maintenance/Repair		\$ 500		100.00%
	Education Program Supplies	\$ 6,000	\$ 4,500		-33.33%
	Education Advertising Expense	\$ 6,000	\$ 10,000		40.00%
	Education Postage and Delivery	\$ 2,000	\$ 1,000		-100.00%
	Catalog Delivery	\$ 800	\$ 800		0.00%
	Education Catalog Printing and Copying	\$ 6,000	\$ 12,000		50.00%
	Education ActiveNet Fees	\$ 3,000	\$ 3,600		16.67%
	Education CC Fees	\$ 4,000	\$ 6,000		33.33%

			Approved Budget 2012-13	Proposed FY 2013- 14			
		Education Contract Services/Faculty	\$ 100,000	\$ 118,000	12-13 @ 8.2% inc + \$5000 pay increase	15.25%	
		Education Training and Scan	\$ -	\$ 2,000		100.00%	
		Education Graphic Design Services	\$ 5,000	\$ 5,000		0.00%	
		Education Modeling Services	\$ 3,200	\$ 4,000		20.00%	
		Education Art in Schools Faculty	\$ 13,584	\$ 13,139	RA hours, dw rates	-3.39%	
		Education Art in Schools Supplies	\$ 5,504	\$ 6,000		8.27%	
		Education Art in Schools Art Tours	\$ 3,000	\$ 3,000		0.00%	
		Education Art in Community Centers & Library	\$ 10,500	\$ 18,605		43.56%	
		Public Events (Skeleton Fest & )	\$ 2,422	\$ 3,500	new, Up!Cycle Richmond etc.	30.80%	
		Education Faculty Development	\$ -	\$ 500		100.00%	
		Education Website Development	\$ 3,000				
		<b>Total Education</b>	<b>\$ 344,778</b>	<b>\$ 413,403</b>		<b>16.60%</b>	
		<b>Exhibition</b>					
		Exhibition Direct Salaries	\$ 46,240	\$ 49,984		7.49%	
		Exhibition Allocated Salaries	\$ 24,987	\$ 30,939		19.24%	
		Exhibition Payroll Taxes incl W/C Ins	\$ 7,228	\$ 9,003		19.71%	
		Exhibition Medical Benefits	\$ -	\$ 3,936		100.00%	
		Exhibition Staff Development	\$ -	\$ 250		100.00%	
		Exhibition Exhibitions/Gallery Supplies	\$ 1,000	\$ 5,500	incl \$1000 for WCCU	81.82%	
		Exhibition Postage & Shipping Art	\$ 1,250	\$ 6,000		79.17%	
		Exhibition Printing & Copying	\$ 600	\$ 2,500		76.00%	
		Exhibition Fine Art Insurance	\$ 1,644	\$ 2,500		34.24%	
		Exhibition CC Fees	\$ -	\$ 250		100.00%	
		Exhibition Reception/Event Expense	\$ 800	\$ 2,500	incl \$500 for WCCUSD expense	68.00%	
		Exhibition Rental Fees	\$ 5,000	\$ -			
		Exhibitions Art Damage	\$ 300	\$ -			
		Exhibitions Contract Services	\$ 1,000	\$ 3,000		66.67%	
		Exhibitions Art on the Greenway expense	\$ 8,000	\$ -			
		Exhibitions WCCUSD Show expense	\$ 3,350		see above in supplies and reception exp		
		Exhibitions Awards		\$ 750		100.00%	
		Exhibitions Craft Show Awards	\$ 1,000				
		<b>Total Exhibitions</b>	<b>\$ 102,399</b>	<b>\$ 117,111</b>		<b>12.56%</b>	
		<b>Subtotal Expense</b>		<b>\$ 895,128</b>			
		<b>Proposed Pay Adjustments</b>		<b>\$ 18,000</b>			
		<b>Total Expense</b>	<b>\$ 734,072</b>	<b>\$ 913,128</b>			
		<b>Income Net of Expense</b>	<b>\$ -</b>	<b>\$ 32,122</b>			
		Direct Salaries	\$ 165,725	\$ 180,145	8.00%	\$ 14,420	
		Allocated Salaries	\$ 226,385	\$ 282,292	19.80%	\$ 55,907	
		P/R taxes	\$ 38,818	\$ 50,702	23.44%	\$ 11,884	
		Benefits	\$ 18,636	\$ 34,320	45.70%	\$ 15,684	
		<b>Benefits are assumed to be offered at 20 hrs/week and higher, prorated to a monthly allowance of \$400 (\$500 after year 5)</b>					

## **Assumptions for FY13/14 Budget by Ric Ambrose**

**Summary:** Based on the goals and objectives outlined in the FY14-16 Strategic Plan, the following budget assumptions shaped the framework to develop the proposed budget for FY13/14. Each Department head reviewed their budget and a few adjustments were incorporated. Assuming our MOU with the City of Richmond stays intact, coupled with other earned and unearned income projections, we are expecting to net \$32,000. This does not include any capital or FFE expenditures that would be drawn from the Board designated Cash Reserve Fund.

There are three significant budget categories that impact FY13/14's operating and programmatic costs:

### **1. Personnel Costs**

Overall personnel costs will increase 17.2% from \$449,554 to \$542,059 or 57% of total expenditures. This increase is due in part to hiring new staff/positions (Development (24 hrs/week) and Marketing Managers (20 hrs/week), Exhibit Assistant (16 hrs/week), Customer Service Coordinator (adding 10 hours/week) during the second half of this fiscal year and budgeting 12 month payroll for FY13/14. In addition the Executive Director and Finance Director was not hired until the three-month of the current fiscal year.

Included in the total Personnel costs is a proposal to increase the outreach Program Coordinator position from 20 to 28 hours (\$9,500) a week to oversee a 30% increase in outreach programmatic activities and \$18,000 or 3% for staff raises at the discretion of the ED and adding additional staff who are working 20 hours a week to the new proposed Kaiser health plan at an additional costs of \$9,500. Dianne will give provide a report on health plan options.

### **2. Marketing Costs**

There is a one time \$18,000 expenditure to redesign the RAC's website and 20% increase in institutional and programmatic marketing expenditures.

### **3. Education Costs**

Overall income from fees and grants and restricted donations will increase by 17% and direct expenditures will increase by 15%. In addition, we are proposing a \$1 per instructional hour increase to on- site faculty starting this fall. This will be offset with increasing the tuition \$10-15 per class.

We also plan to double our outreach program activities at the Nevin and Shields- Reid Community Centers, the Richmond Library, and add DeJean Middle School, Barrett Apartments and Y.E.S sites to our outreach program as well as conduct a STEAM two-week pilot program this summer with Lawrence Hall of Science and Richmond Library. The plan calls for doubling the number of sessions and tripling the number of students with only a modest \$8,000 increase in direct costs for RAC's outreach program. We will also provide four weekend family activities and participate in several east bay fairs to market RAC.

## **Additional Notes:**

Items that vary 10% from FY12/13

### **Income:**

1. Membership: Increase dues by 10%
2. Increase Class/Workshop Income by 10%. We exceeded our FY12/13 income goal by 9% this fiscal year.
3. Special Events: Increase HAF net income 15% and net \$5K from Oliver Ranch Performance fundraising event in June.
4. Increase Annual Fund Drive by 11% from \$75 to \$84K
5. Decrease Art Sales by 300%. We had a very good year in selling high price items and do not expect to repeat this annually.
6. Increase Grants from Foundations/Corporations by 12% or to \$125K.
7. Increase sponsorship of exhibits and programs from \$22K to \$30K.

### **Expenditures:**

1. Education:
  - a. Outreach Program; Increase direct costs by \$8,000 or 22%.
  - b. Increase costs of printing quarterly catalog printing from \$6,000 to \$12,000. This is assuming we no longer have the generous services of No Trace Shredding Services printing for fall, winter and spring catalogs at \$700 per quarter. Instead we would have to outsource the printing to commercial printer at \$3,000 per quarter. Plus an additional \$2,000 in printing flyers to students in 5 area schools that serves our outreach program.
  - c. Increase Advertisement to \$10,000 or \$2500 per quarter to increase student enrollment and to generate new students.
  - d. Increase on site faculty pay by 15% reflecting increase of enrollment and additional \$1 per hour raise (\$5,000 increase)
2. Exhibition:
  - a. Overall direct expenses remain the same.
3. Administrative:
  - a. Insurance increases to 10% with additional coverage
  - b. Computer hardware, software increase due to RCF grant to replace and upgrade our server
  - c. Office Supplies and general printing increase by \$5,500 due to polling all general office supplies and printing under one account.
  - d. We will complete the 990 only this year.
4. Facilities:
  - a. Reduce Equipment purchases to \$3,000 or 400% decrease. Any additional FFE expenditures will come from Board designated \$100K cash reserve.
5. Fundraising:
  - a. Overall direct costs remain the same except allocating \$2,500 for series of small donor cultivation events.
6. Marketing:
  - a. Increase Institutional Marketing 20% to increase public awareness through new signage, publications and advertisement.
  - b. One time \$20,000 expense for Website redesign and web management.

**Return of Organization Exempt From Income Tax**  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

Department of the Treasury  
Internal Revenue Service

The organization may have to use a copy of this return to satisfy state reporting requirements.

**A** For the 2011 calendar year, or tax year beginning **JULY 01**, 2011, and ending **JUNE 30**, 2012

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <b>Richmond Art Center</b>		<b>D</b> Employer identification number <b>94-6104204</b>
	Doing Business As		<b>E</b> Telephone number <b>(510) 620-6772</b>
	Number and street (or P.O. box if mail is not delivered to street address) Room/Suite <b>2540 Barrett Ave</b>		<b>G</b> Gross receipts \$ <b>487,307</b>
	City or town, state or country, and ZIP + 4 <b>Richmond CA 94804</b>		<b>H(a)</b> Is this a group return for affiliates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>F</b> Name and address of principal officer: <b>See attachment #1</b>		<b>H(b)</b> Are all affiliates included? <input type="checkbox"/> Yes <input type="checkbox"/> No

**I** Tax-exempt status:  501(c)(3)  501(c)( ) (insert no.)  4947(a)(1) or  527

**J** Website: **www.therac.org** **H(c)** Group exemption number **▶**

**K** Form of organization:  Corporation  Trust  Association  Other **▶** **L** Year of formation: **1936** **M** State of legal domicile: **CA**

Part I Summary		Prior Year	Current Year
ACTIVITIES & GOVERNANCE	1 Briefly describe the organization's mission or most significant activities: <b>The Richmond Art Center is a dynamic arts organization that empowers and transforms individuals and the community through creative exploration, experience and education.</b>		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	13
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	13
	5 Total number of individuals employed in calendar year 2011 (Part V, line 2a)	5	12
	6 Total number of volunteers (estimate if necessary)	6	241
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	
b Net unrelated business taxable income from Form 990-T, line 34	7b	0	
REVENUE	8 Contributions and grants (Part VIII, line 1h)	331,177	221,055
	9 Program service revenue (Part VIII, line 2g)	286,814	240,075
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	1,188	258
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	28,403	16,955
	12 Total revenue -- add lines 8 through 11 (must equal Part VIII, column (A), line 12)	647,582	478,343
	EXPENSES	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	
14 Benefits paid to or for members (Part IX, column (A), line 4)			
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		359,831	288,143
16a Professional fundraising fees (Part IX, column (A), line 11e)			
b Total fundraising expenses (Part IX, column (D), line 25) <b>▶ 66,080</b>			
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)		318,073	211,956
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)		677,904	500,099
NET ASSETS OR FUND BALANCES	19 Revenue less expenses. Subtract line 18 from line 12	-30,322	-21,756
	20 Total assets (Part X, line 16)	Beginning of Current Year 245,892	End of Year 396,018
	21 Total liabilities (Part X, line 26)	42,905	214,787
	22 Net assets or fund balances. Subtract line 21 from line 20	202,987	181,231

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Signature of officer: *Richard Ambrose* Date: **5/17/13**  
**Richard Ambrose** Executive Director  
 Type or print name and title

**Paid Preparer Use Only**

Print/Type preparer's name <b>KEN SUN</b>	Preparer's signature <b>KEN SUN</b>	Date <b>5/17/13</b>	Check <input checked="" type="checkbox"/> if self-employed	PTIN
Firm's name <b>▶ KEN SUN CPA</b>	Firm's EIN <b>▶</b>		Phone no.	
Firm's address <b>▶ 111 JACKSON ST</b>	<b>HAYWARD CA 94544</b>		<b>(510) 886-7680</b>	

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

For Paperwork Reduction Act Notice, see the separate instructions. Form 990 (2011)

**Part III** Statement of Program Service Accomplishments

Check if Schedule O contains a response to any question in this Part III

1 Briefly describe the organization's mission:

The Richmond Art Center is a dynamic arts organization that empowers and transforms individuals and the community through creative exploration, experience and education.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?  Yes  No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?  Yes  No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ 214,212 including grants of \$ ) (Revenue \$ )

See attachment #2

4b (Code: ) (Expenses \$ 97,767 including grants of \$ ) (Revenue \$ )

4c (Code: ) (Expenses \$ 22,454 including grants of \$ ) (Revenue \$ )

4d Other program services (Describe in Schedule O.)

(Expenses \$ Including grants of \$ ) (Revenue \$ )

4e Total program service expenses ▶ 334,433

**Part IV** Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III	N/A	
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V	X	
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b Did the organization report an amount for investments -- other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		X
c Did the organization report an amount for investments -- program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X	X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI, XII, and XIII	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI, XII, and XIII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, & program service activities outside the United States, or aggregate foreign investments valued at \$100,00 or more? If "Yes," complete Schedule F, Parts I and IV		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or assistance to any organization or entity located outside the United States? If "Yes," complete Schedule F, Parts II and IV		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or assistance to individuals located outside the United States? If "Yes," complete Schedule F, Parts III and IV		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II	X	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	N/A	



**Part IV** Checklist of Required Schedules (continued)

	Yes	No
21 Did the organization report more than \$5,000 of grants and other assistance to any government or organization in the United States on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X
22 Did the organization report more than \$5,000 of grants and other assistance to individuals in the United States on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? N/A		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? N/A		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? N/A		
25a Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
26 Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? If "Yes," complete Schedule L, Part II		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV	X	
b A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV	X	
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV	X	
29 Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
34 Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Parts II, III, IV, and V, line 1		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		X
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2 N/A		
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11 and 19? Note. All Form 990 filers are required to complete Schedule O	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response to any question in this Part V

Table with columns for question number, description, sub-questions (1a-14b), Yes, and No. Includes questions about Form 1096, Form W-2G, backup withholding, Form W-3, unrelated business income, foreign accounts, prohibited tax shelter transactions, annual gross receipts, deductible contributions, Form 8282, Form 8899, Form 1098-C7, and Form 720.

**Part VI** Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.  
 Check if Schedule O contains a response to any question in this Part VI

**Section A. Governing Body and Management**

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year . . . . . If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.		
1a	13		
b	Enter the number of voting members included in line 1a, above, who are independent . . . . .		
1b	13		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? . . . . .	X	
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person? . . . . .		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? . . . . .		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets? . . . . .		X
6	Did the organization have members or stockholders? . . . . .	X	
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? . . . . .	X	
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? . . . . .	X	
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a	The governing body? . . . . .	X	
b	Each committee with authority to act on behalf of the governing body? . . . . .	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O . . . . .		X

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates? . . . . .		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? . . . . . N/A		
10b			
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? . . . . .	X	
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13 . . . . .	X	
b	Were officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts? . . . . .	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this is done . . . . .	X	
12c		X	
13	Did the organization have a written whistleblower policy? . . . . .	X	
14	Did the organization have a written document retention and destruction policy? . . . . .	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a	The organization's CEO, Executive Director, or top management official . . . . .	X	
15a		X	
b	Other officers or key employees of the organization . . . . . If "Yes" to line 15a or 15b, describe the process in Schedule O (See instructions).	X	
15b		X	
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? . . . . .		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and taken steps to safeguard the organization's exempt status with respect to such arrangements? . . . . . N/A		
16b			

**Section C. Disclosure**

- 17 List the states with which a copy of this Form 990 is required to be filed ▶ CA
- 18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
 Own website     Another's website     Upon request
- 19 Describe in Schedule O whether (and if so, how), the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20 State the name, physical address, and telephone number of the person who possesses the books and records of the organization: ▶ See attachment #3

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response to any question in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's current officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's current key employees, if any. See instructions for definition of "key employee."
- List the organization's five current highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's former officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's former directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organizations compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (describe hours for related organizations in Schedule O)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)							(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		INDIVIDUAL DIRECTOR	INSTITUTIONAL TRUSTEE	OFFICER	KEY EMPLOYEE	HIGHEST COMPENSATED EMPLOYEE	FORMER				
Jan Brown President	30.00	X		X				0	0	0	
Lu Tipping Vice President	10.00	X		X				0	0	0	
Hilda Leefeldt Secretary	10.00	X		X				0	0	0	
Lynn Smith Treasurer	5.00	X		X				0	0	0	
Connie Tritt Treasurer	10.00	X		X				0	0	0	
John Wehrle Director	20.00	X		X				0	0	0	
Jerarde Gutierrez Director	2.00	X						0	0	0	
Virginia Rigney Director	5.00	X						0	0	0	
Peter Dodge Director	2.00	X						0	0	0	
Sue Hartman Director	3.00	X						0	0	0	
Susan Wittenberg Director	10.00	X						0	0	0	
Andrea Biren Director	5.00	X						0	0	0	
Donna Brorby Director	3.00	X						0	0	0	
Tom Waller Board Member	5.00	X						0	0	0	
Sanjit Sethi Director	3.00	X						0	0	0	
Nancy Servis Executive Director	35.00			X				35,413	0	0	

**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)**

(A) Name and title	(B) Average hours per week (describe hours for related organizations in Schedule O)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)							(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		INDIVIDUAL	DIRECTOR	TRUSTEE	INSTITUTIONAL	OFFICER	KEY EMPLOYEE	HIGHEST COMPENSATED			
<b>1b Sub-total</b>								35413	0	0	
<b>c Total from continuation sheets to Part VII, Section A</b>											
<b>d Total (add lines 1b and 1c)</b>								35413	0	0	

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization ▶

	Yes	No
<b>3</b> Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual		X
<b>4</b> For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual		X
<b>5</b> Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person		X

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization ▶

Part VIII		Statement of Revenue		(A)	(B)	(C)	(D)
				Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512, 513, or 514
OTHER CONTRIBUTIONS	1a	Federated campaigns	1a				
	b	Membership dues	1b				
	c	Fundraising events	1c	106,673			
	d	Related organizations	1d				
	e	Government grants (contributions)	1e	60,890			
	f	All other contributions, gifts, grants, & similar amounts not included above	1f	53,492			
	g	Noncash contributions included in lines 1a-1f:		\$			
	h	Total. Add lines 1a-1f		221,055			
PROGRAM REVENUE	2a		Business Code				
	Education Program			199,677	199,677		
	b Membership Dues & Assets			29,575	29,575		
	c Exhibition Income			10,823	10,823		
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f			240,075			
OTHER REVENUE	3		Investment Income (including dividends, interest, and other similar amounts)	258			258
	4		Income from investment of tax-exempt bond proceeds				
	5		Royalties				
	6a		Gross Rents	(i) Real 1,805	(ii) Personal		
	b		Less: rental expenses				
	c		Rental income or (loss)	1,805			
	d		Net rental income or (loss)	1,805			1,805
	7a		Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other		
	b		Less: cost or other basis and sales expenses				
	c		Gain or (loss)				
	d		Net gain or (loss)				
	8a		Gross income from fundraising events (not including \$ 106,673 of contributions reported on line 1c). See Part IV, line 18	a	18,012		
	b		Less: direct expenses	b	8,964		
	c		Net income or (loss) from fundraising events		9,048		9,048
	9a		Gross income from gaming activities. See Part IV, line 19	a			
b		Less: direct expenses	b				
c		Net income or (loss) from gaming activities					
10a		Gross sales of inventory, less returns and allowances	a				
b		Less: cost of goods sold	b				
c		Net income or (loss) from sales of inventory					
		Miscellaneous Revenue	Business Code				
11a		Other Income		6,102		6,102	
b							
c							
d		All other revenue					
e		Total. Add lines 11a-11d		6,102			
12		Total revenue. See instructions		478,343	240,075		17,213

**Part IX** Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

Check if Schedule O contains a response to any question in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.		(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1	Grants and other assistance to governments and organizations in the United States. See Part IV, line 21 . . .				
2	Grants and other assistance to individuals in the United States. See Part IV, line 22 . . . . .				
3	Grants and other assistance to governments, organizations, and individuals outside the United States. See Part IV, lines 15 and 16 . . . . .				
4	Benefits paid to or for members . . . . .				
5	Compensation of current officers, directors, trustees, and key employees . . . . .				
6	Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) . . . . .				
7	Other salaries and wages . . . . .	245,924	170,276	40,499	35,149
8	Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) . . . . .				
9	Other employee benefits . . . . .	18,563	14,355	2,381	1,827
10	Payroll taxes . . . . .	23,656	15,707	4,583	3,366
11	Fees for services (non-employees):				
a	Management . . . . .	14,757		14,757	
b	Legal . . . . .				
c	Accounting . . . . .	2,025		2,025	
d	Lobbying . . . . .				
e	Professional fundraising services. See Part IV, line 17. . . . .				
f	Investment management fees . . . . .				
g	Other . . . . .	94,227	80,989		13,238
12	Advertising and promotion . . . . .	1,994	922	1,072	
13	Office expenses . . . . .	6,303	288	5,141	874
14	Information technology . . . . .	5,147	1,636	3,511	
15	Royalties . . . . .				
16	Occupancy . . . . .				
17	Travel . . . . .	580	580		
18	Payments of travel or entertainment expenses for any federal, state, or local public officials . . . . .				
19	Conferences, conventions, and meetings . . . . .				
20	Interest . . . . .				
21	Payments to affiliates . . . . .				
22	Depreciation, depletion, and amortization . . . . .	4,977		4,977	
23	Insurance . . . . .	7,149	3,482	3,093	574
24	Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a	Bank Charges	13,311	10,906	2,405	
b	Repair & Maintenance	9,662	8,526	1,136	
c	Miscellaneous expense	8,867	8,471		396
d	Program Supplies	7,474	7,474		
e	All other expenses . . . . .	35,483	10,821	14,006	10,656
25	<b>Total functional expenses.</b> Add lines 1 through 24e	500,099	334,433	99,586	66,080
26	Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

**Part X** Balance Sheet

		(A)		(B)
		Beginning of year		End of year
<b>A S S E T S</b>	1 Cash -- non-interest-bearing .....	31,837	1	188,326
	2 Savings and temporary cash investments .....	146,533	2	115,444
	3 Pledges and grants receivable, net .....		3	
	4 Accounts receivable, net .....	890	4	650
	5 Receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L .....		5	
	6 Receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501 (c)(9) voluntary employees' beneficiary organizations (see Instructions) .....		6	
	7 Notes and loans receivable, net .....		7	
	8 Inventories for sale or use .....	745	8	745
	9 Prepaid expenses and deferred charges .....	12,251	9	13,368
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D. ....	10a 83,440		
	b Less: accumulated depreciation .....	10b 66,691	21,726	10c 16,749
	11 Investments -- publicly traded securities .....	31,910	11	60,736
	12 Investments -- other securities. See Part IV, line 11 .....		12	
	13 Investments -- program-related. See Part IV, line 11 .....		13	
	14 Intangible assets .....		14	
	15 Other assets. See Part IV, line 11 .....		15	
16 Total assets. Add lines 1 through 15 (must equal line 34) .....	245,892	16	396,018	
<b>L I A B I L I T I E S</b>	17 Accounts payable and accrued expenses .....	13,891	17	4,071
	18 Grants payable .....		18	
	19 Deferred revenue .....		19	28,055
	20 Tax-exempt bond liabilities .....		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D. ....		21	
	22 Payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L .....		22	
	23 Secured mortgages and notes payable to unrelated third parties .....		23	
	24 Unsecured notes and loans payable to unrelated third parties .....		24	161,200
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....	29,014	25	21,461
	26 Total liabilities. Add lines 17 through 25 .....	42,905	26	214,787
<b>F U N D A S S E T S O R S</b>	Organizations that follow SFAS 117, check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets .....	-101,963	27	-10,956
	28 Temporarily restricted net assets .....	271,261	28	158,498
	29 Permanently restricted net assets .....	33,689	29	33,689
	Organizations that do not follow SFAS 117, check here <input type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds .....		30	
	31 Paid-in or capital surplus, or land, building, or equipment fund .....		31	
	32 Retained earnings, endowment, accumulated income, or other funds .....		32	
33 Total net assets or fund balances .....	202,987	33	181,231	
34 Total liabilities and net assets/fund balances .....	245,892	34	396,018	



**Part XI** Reconciliation of Net Assets

Check if Schedule O contains a response to any question in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	478,343
2	Total expenses (must equal Part IX, column (A), line 25)	2	500,099
3	Revenue less expenses. Subtract line 2 from line 1	3	-21,756
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	202,987
5	Other changes in net assets or fund balances (explain in Schedule O)	5	
6	Net assets or fund balances at end of year. Combine lines 3, 4, and 5 (must equal Part X, line 33, column (B))	6	181,231

**Part XII** Financial Statements and Reporting

Check if Schedule O contains a response to any question in this Part XII

- 1 Accounting method used to prepare the Form 990:  Cash  Accrual  Other \_\_\_\_\_  
 If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.
- 2a Were the organization's financial statements compiled or reviewed by an independent accountant? .....
- b Were the organization's financial statements audited by an independent accountant? .....
- c If "Yes" to lines 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? .....
- If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.
- d If "Yes" to line 2a or 2b, check a box below to indicate whether the financial statements for the year were issued on a separate basis, consolidated basis, or both:  
 Separate basis  Consolidated basis  Both consolidated and separate basis
- 3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? .....
- b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits ..... N/A

	Yes	No
2a		X
2b	X	
2c	X	
3a		X
3b		

**SCHEDULE A**  
(Form 990 or 990-EZ)

**Public Charity Status and Public Support**

OMB No. 1545-0047

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

**2011**

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

Name of the organization. <b>Richmond Art Center</b>	Employer identification number <b>94-6104204</b>
---	---

**Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

- 1  A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
- 2  A school described in section 170(b)(1)(A)(ii). (Attach Schedule E.)
- 3  A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
- 4  A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state: \_\_\_\_\_
- 5  An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
- 6  A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
- 7  An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 8  A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 9  An organization that normally receives: (1) more than 33 1/3 % of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions--subject to certain exceptions, and (2) no more than 33 1/3 % of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
- 10  An organization organized and operated exclusively to test for public safety. See section 509(a)(4).
- 11  An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box that describes the type of supporting organization and complete lines 11e through 11h.
  - a  Type I
  - b  Type II
  - c  Type III-Functionally Integrated
  - d  Type III-Other
- e  By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).
- f If the organization received a written determination from the IRS that it is a Type I, Type II or Type III supporting organization, check this box
- g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?
 

	Yes	No
(i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization? .....	11g(i)	X
(ii) A family member of a person described in (i) above? .....	11g(ii)	X
(iii) A 35% controlled entity of a person described in (i) or (ii) above? .....	11g(iii)	X
- h Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-9 above or IRC section (see instructions))	(iv) Is the organization in col. (i) listed in your governing document?		(v) Did you notify the organization in col. (i) of your support?		(vi) Is the organization in col. (i) organized in the U.S.?		(vii) Amount of support
			Yes	No	Yes	No	Yes	No	
<b>Total</b>									

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2011

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....	433,270	208,100	319,132	331,177	196,796	1,488,475
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
3 The value of services or facilities furnished by a governmental unit to the organization without charge .....	123,204	123,204	123,204	123,204	123,204	616,020
4 Total. Add lines 1 through 3. ....	556,474	331,304	442,336	454,381	320,000	2,104,495
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) .....						
6 Public support. Subtract line 5 from line 4.						2,104,495

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
7 Amounts from line 4 .....	556,474	331,304	442,336	454,381	320,000	2,104,495
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources .....	1,075	2,674	2,744	1,188	258	7,939
9 Net income from unrelated business activities, whether or not the business is regularly carried on .....						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.) .....	13,948	1,359	1,755	5,233	6,102	28,397
11 Total support. Add lines 7 through 10						2,140,831
12 Gross receipts from related activities, etc. (see instructions) .....					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here .....	<input type="checkbox"/>					

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2011 (line 6, column (f) divided by line 11, column (f)) .....	14	98.30 %
15 Public support percentage from 2010 Schedule A, Part II, line 14 .....	15	85.80 %
16a 33 1/3 % support test -- 2011. If the organization did not check the box on line 13, and line 14 is 33 1/3 % or more, check this box and stop here. The organization qualifies as a publicly supported organization .....	<input checked="" type="checkbox"/>	
b 33 1/3 % support test -- 2010. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3 % or more, check this box and stop here. The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>	
17a 10%-facts-and-circumstances test -- 2011. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>	
b 10%-facts-and-circumstances test -- 2010. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>	
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....	<input type="checkbox"/>	

**Schedule B**(Form 990, 990-EZ,  
or 990-PF)Department of the Treasury  
Internal Revenue Service**Schedule of Contributors**

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.

OMB No. 1545-0047

**2011**

Name of the organization

Richmond Art Center

Employer identification number

94-6104204

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

 501(c)( 3 ) (enter number) organization 4947(a)(1) nonexempt charitable trust not treated as a private foundation 527 political organization

Form 990-PF

 501(c)(3) exempt private foundation 4947(a)(1) nonexempt charitable trust treated as a private foundation 501(c)(3) taxable private foundation

Check if your organization is covered by the General Rule or a Special Rule.

Note. Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

**General Rule**

- 
- For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II.

**Special Rules**

- 
- For a section 501(c)(3) organization filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), and received from any one contributor, during the year, a contribution of the greater of (1) \$5,000 or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h or (ii) Form 990-EZ, line 1. Complete Parts I and II.

- 
- For a section 501(c)(7), (8), or (10) organization filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 for use exclusively for religious, charitable, scientific, literary, or educational purposes, or the prevention of cruelty to children or animals. Complete Parts I, II, and III.

- 
- For a section 501(c)(7), (8), or (10) organization filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions for use exclusively for religious, charitable, etc., purposes, but these contributions did not total more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an exclusively religious, charitable, etc., purpose. Do not complete any of the parts unless the General Rule applies to this organization because it received nonexclusively religious, charitable, etc., contributions of \$5,000 or more during the year . . . . . ▶ \$ \_\_\_\_\_

**Caution.** An organization that is not covered by the General Rule and/or the Special Rules does not file Schedule B (Form 990, 990-EZ, or 990-PF), but it must answer "No" on Part IV, line 2 of its Form 990; or check the box on line H of its Form 990-EZ or on Part I, line 2, of its Form 990-PF, to certify that it does not meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).For Paperwork Reduction Act Notice, see the Instructions  
for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990, 990-EZ, or 990-PF) (2011)

Name of organization: Richmond Art Center  
 Employer identification number: 94-6104204

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	Patricia Herron c/o Richmond Art Center 2540 Barrett Ave Richmond, CA 94804	\$ 23,828	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input checked="" type="checkbox"/> <small>(Complete Part II if there is a noncash contribution.)</small>
2	The Reuben and Muriel Savin Founda 216 Magowan Ave Iowa City, IA 52246	\$ 30,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> <small>(Complete Part II if there is a noncash contribution.)</small>
3	East Bay Community Foundation The Macpherson East Bay Performing 200 Frank H. Ogawa Plaza Oakland, CA 94612	\$ 10,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> <small>(Complete Part II if there is a noncash contribution.)</small>
4	James J. Curtis 27 Ray Cliff Terrace San Francisco, CA 94115	\$ 5,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> <small>(Complete Part II if there is a noncash contribution.)</small>
5	City of Richmond Library and Cultural Services Richmond, CA 94804	\$ 60,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> <small>(Complete Part II if there is a noncash contribution.)</small>
6	Susan Chamberlin 1323 Sanderling Island Point Richmond, CA 94801	\$ 25,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> <small>(Complete Part II if there is a noncash contribution.)</small>

Name of organization Richmond Art Center	Employer identification number 94-6104204
---	--

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
7	Dean and Margaret Lesher Foundatio 1333 N. California Blvd, Ste 330 Walnut Creek, CA 94596	\$ 30,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II if there is a noncash contribution.)
8	California Oils Corporation 1145 Harbour Way South Richmond, CA 94804	\$ 17,500	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II if there is a noncash contribution.)
9	Chamberlin Family Foundation 5880 W. Las Positas Blvd. Suite 34 Pleasanton, CA 94588	\$ 5,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II if there is a noncash contribution.)
10	Andrea Biren c/o Richmond Art Center 2540 Barrett Ave Richmond, CA 94804	\$ 5,896	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II if there is a noncash contribution.)
			Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II if there is a noncash contribution.)
			Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II if there is a noncash contribution.)

Name of organization  
**Richmond Art Center**

Employer identification number  
**94-6104204**

**Part II** **Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (see instructions)	(d) Date received
1	Stock	\$ 23,828	04-25-2012
---	_____ _____ _____	\$ _____	_____
---	_____ _____ _____	\$ _____	_____
---	_____ _____ _____	\$ _____	_____
---	_____ _____ _____	\$ _____	_____
---	_____ _____ _____	\$ _____	_____

**SCHEDULE D**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

▶ Complete if the organization answered "Yes," to Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
▶ Attach to Form 990. ▶ See separate instructions.

OMB No. 1545-0047

**2011**

**Open to Public Inspection**

Name of the organization  
**Richmond Art Center**

Employer identification number  
**94-6104204**

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts** Complete if the organization answered "Yes" to Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate contributions to (during year) .....		
3 Aggregate grants from (during year) .....		
4 Aggregate value at end of year .....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? .....		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? .....		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Part II Conservation Easements.** Complete if the organization answered "Yes" to Form 990, Part IV, line 7.

- 1 Purpose(s) of conservation easements held by the organization (check all that apply).
- |  |  |
|--|--|
| <input type="checkbox"/> Preservation of land for public use (e.g., recreation or education) | <input type="checkbox"/> Preservation of an historically important land area |
| <input type="checkbox"/> Protection of natural habitat                                       | <input type="checkbox"/> Preservation of a certified historic structure      |
| <input type="checkbox"/> Preservation of open space  |  |
- 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.
- |  | Held at the End of the Tax Year |
|--|---------------------------------|
| a Total number of conservation easements .....   | 2a                              |
| b Total acreage restricted by conservation easements .....   | 2b                              |
| c Number of conservation easements on a certified historic structure included in (a) .....   | 2c                              |
| d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register. .... | 2d                              |
- 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ \_\_\_\_\_
- 4 Number of states where property subject to conservation easement is located ▶ \_\_\_\_\_
- 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? .....
- 6 Staff and volunteer hours devoted to monitoring, inspecting, and enforcing conservation easements during the year ▶ \_\_\_\_\_
- 7 Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year ▶ \$ \_\_\_\_\_
- 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? .....
- 9 In Part XIV, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 8.

- 1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIV, the text of the footnote to its financial statements that describes these items.
- b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:
- (i) Revenues included in Form 990, Part VIII, line 1 .....
- (ii) Assets included in Form 990, Part X .....
- 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:
- a Revenues included in Form 990, Part VIII, line 1 .....
- b Assets included in Form 990, Part X .....



**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)**

- 3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):
- a  Public exhibition
  - b  Scholarly research
  - c  Preservation for future generations
  - d  Loan or exchange programs
  - e  Other \_\_\_\_\_
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?  Yes  No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?  Yes  No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- |                                 | Amount |
|---------------------------------|--------|
| c Beginning balance             | 1c     |
| d Additions during the year     | 1d     |
| e Distributions during the year | 1e     |
| f Ending balance                | 1f     |
- 2a Did the organization include an amount on Form 990, Part X, line 21?  Yes  No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII

**Part V Endowment Funds.** Complete if the organization answered "Yes" to Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	32,616	37,254			
b Contributions	28,699				
c Net investment earnings, gains, and losses	-579	-4,638			
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance	60,736	32,616			

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment  47% - see note on schedule O.
  - b Permanent endowment  53%
  - c Temporarily restricted endowment  %
- The percentages in lines 2a, 2b, and 2c should equal 100%.

- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- |   | Yes | No |
|---|-----|----|
| (i) unrelated organizations   | ✓   |    |
| (ii) related organizations  |     | ✓  |
| b If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R? |     |    |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.** See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment		83,440	66,691	16,749
e Other				

**Total.** Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10(c).) 16,749

**Part VII** Investments -- Other Securities. See Form 990, Part X, line 12.

(a) Description of security or category (Including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives .....		
(2) Closely-held equity interests .....		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
(I)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 12.)		

**Part VIII** Investments -- Program Related. See Form 990, Part X, line 13.

(a) Description of investment type	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 13.)		

**Part IX** Other Assets. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.)	

**Part X** Other Liabilities. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) Credit Card Payable	11,636
(3) Other Liabilities	9,825
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
(11)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.)	21,461

2. FIN 48 (ASC 740) Footnote. In Part XIV, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740).

Part XI Reconciliation of Change in Net Assets from Form 990 to Audited Financial Statements		1	478,343
1	Total revenue (Form 990, Part VIII, column (A), line 12)	2	500,099
2	Total expenses (Form 990, Part IX, column (A), line 25)	3	-21,756
3	Excess or (deficit) for the year. Subtract line 2 from line 1	4	
4	Net unrealized gains (losses) on investments	5	
5	Donated services and use of facilities	6	
6	Investment expenses	7	
7	Prior period adjustments	8	
8	Other (Describe in Part XIV.)	9	
9	Total adjustments (net). Add lines 4 through 8	10	-21,756
10	Excess or (deficit) for the year per audited financial statements. Combine lines 3 and 9		

Part XII Reconciliation of Revenue per Audited Financial Statements With Revenue per Return		1	487,307
1	Total revenue, gains, and other support per audited financial statements		
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIV.)	2d	8,964
e	Add lines 2a through 2d	2e	8,964
3	Subtract line 2e from line 1	3	478,343
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIV.)	4b	
c	Add lines 4a and 4b	4c	
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5	478,343

Part XIII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return		1	509,063
1	Total expenses and losses per audited financial statements		
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIV.)	2d	8,964
e	Add lines 2a through 2d	2e	8,964
3	Subtract line 2e from line 1	3	500,099
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIV.)	4b	
c	Add lines 4a and 4b	4c	
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5	500,099

**Part XIV Supplemental Information**  
 Complete this part to provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, line 8; Part XII, lines 2d and 4b; and Part XIII, lines 2d and 4b. Also complete this part to provide any additional information.

Schedule D, Part XII, Line 4b

Total income was reduced by \$8,964 direct fundraising expense, which the amount was subtracted from Form 990, Part VIII, Line 8, so \$8,964 was not showing as income on Form 990 Part I, Line 12.

Schedule D, Part XIII, Line 4b

\$8,964 direct fundraising expense was subtracted from Form 990, Part VIII Line 8, but not on Form 990, Part IX, Line 25. Therefore, \$8,964 was not showing as expense on Form 990, Part I, Line 18.

**SCHEDULE G**  
(Form 990 or 990-EZ)

Department of the Treasury  
Internal Revenue Service

**Supplemental Information Regarding  
Fundraising or Gaming Activities**

Complete if the organization answered "Yes" to Form 990, Part IV, lines 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.  
▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

OMB No. 1545-0047

**2011**

Open to Public Inspection

Name of the organization

Richmond Art Center

Employer identification number

94-6104204

**Part I**

**Fundraising Activities.** Complete if the organization answered "Yes" to Form 990, Part IV, line 17.  
Form 990-EZ filers are not required to complete this part.

- 1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.
- a  Mail solicitations
  - b  Internet and email solicitations
  - c  Phone solicitations
  - d  In-person solicitations
  - e  Solicitation of non-government grants
  - f  Solicitation of government grants
  - g  Special fundraising events
- 2a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? .....  Yes  No
- b If "Yes," list the ten highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total .....				▶		

- 3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

**Part II Fundraising Events.** Complete if the organization answered "Yes" to Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

REVENUE		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events
		Holiday Arts (event type)	(event type)	(total number)	(add col. (a) through col. (c))
1	Gross receipts .....	18,012			18,012
2	Less: Charitable contributions .....				
3	Gross income (line 1 minus line 2) .....	18,012			18,012
DIRECT EXPENSES	4	Cash prizes .....			
	5	Noncash prizes .....			
	6	Rent/facility costs .....			
	7	Food and beverages .....			
	8	Entertainment .....			
	9	Other direct expenses .....	8,964		
10	Direct expense summary. Add lines 4 through 9 in column (d) .....				( 8,964 )
11	Net income summary. Combine line 3, column (d), and line 10 .....				9,048

**Part III Gaming.** Complete if the organization answered "Yes" to Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

REVENUE		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) thru col. (c))
		1	Gross revenue .....		
DIRECT EXPENSES	2	Cash prizes .....			
	3	Noncash prizes .....			
	4	Rent/facility costs .....			
	5	Other direct expenses .....			
	6	Volunteer labor .....	Yes _____ % No	Yes _____ % No	Yes _____ % No
7	Direct expense summary. Add lines 2 through 5 in column (d) .....				( )
8	Net gaming income summary. Combine line 1, column d, and line 7 .....				

9 Enter the state(s) in which the organization operates gaming activities: \_\_\_\_\_  
 a Is the organization licensed to operate gaming activities in each of these states?  Yes  No  
 b If "No," explain: \_\_\_\_\_

10a Were any of the organization's gaming licenses revoked, suspended or terminated during the tax year?  Yes  No  
 b If "Yes," explain: \_\_\_\_\_

- 11 Does the organization operate gaming activities with nonmembers?  Yes  No
- 12 Is the organization a grantor, beneficiary or trustee of a trust or a member of a partnership or other entity formed to administer charitable gaming?  Yes  No

13 Indicate the percentage of gaming activity operated in:

a The organization's facility	13a	%
b An outside facility	13b	%

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ \_\_\_\_\_

Address ▶ \_\_\_\_\_

- 15a Does the organization have a contract with a third party from whom the organization receives gaming revenue?  Yes  No
- b If "Yes," enter the amount of gaming revenue received by the organization ▶ \$ \_\_\_\_\_ and the amount of gaming revenue retained by the third party ▶ \$ \_\_\_\_\_.
- c If "Yes," enter name and address of the third party:

Name ▶ \_\_\_\_\_

Address ▶ \_\_\_\_\_

16 Gaming manager information:

Name ▶ \_\_\_\_\_

Gaming manager compensation ▶ \$ \_\_\_\_\_

Description of services provided ▶ \_\_\_\_\_

Director/officer       Employee       Independent contractor

17 Mandatory distributions:

- a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license?  Yes  No
- b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$ \_\_\_\_\_

**Part IV** Supplemental Information. Complete this part to provide the explanations required by Part I, line 2b, columns (iii) and (v), and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also complete this part to provide any additional information (see instructions).

**SCHEDULE L**  
(Form 990 or 990-EZ)

Department of the Treasury  
Internal Revenue Service

**Transactions With Interested Persons**

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 25a, 25b, 26, 27, 28a, 28b, or 28c, or Form 990-EZ, Part V, line 38a or 40b.  
▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

OMB No. 1545-0047

**2011**

Open To Public  
Inspection

Name of the organization  
**Richmond Art Center**

Employer identification number  
**94-6104204**

**Part I** Excess Benefit Transactions (section 501(c)(3) and section 501(c)(4) organizations only).  
Complete if the organization answered "Yes" on Form 990, Part IV, lines 25a or 25b, or Form 990-EZ, Part V, line 40b.

1	(a) Name of disqualified person	(b) Description of transaction	(c) Corrected?	
			Yes	No

2 Enter the amount of tax imposed on the organization managers or disqualified persons during the year under section 4958 ..... ▶ \$ \_\_\_\_\_

3 Enter the amount of tax, if any, on line 2, above, reimbursed by the organization ..... ▶ \$ \_\_\_\_\_

**Part II** Loans to and/or From Interested Persons.  
Complete if the organization answered "Yes" on Form 990, Part IV, line 26, or Form 990-EZ, Part V, line 38a.

(a) Name of interested person and purpose	(b) Loan to or from the organization?		(c) Original principal amount	(d) Balance due	(e) In default?		(f) Approved by board or committee?		(g) Written agreement?	
	To	From			Yes	No	Yes	No	Yes	No

Total ..... ▶ \$ \_\_\_\_\_

**Part III** Grants or Assistance Benefiting Interested Persons.  
Complete if the organization answered "Yes" on Form 990, Part IV, line 27.

(a) Name of interested person	(b) Relationship between interested person and the organization	(c) Amount and type of assistance

**Part IV** Business Transactions Involving Interested Persons.

Complete if the organization answered "Yes" on Form 990, Part IV, line 28a, 28b, or 28c.

(a) Name of interested person	(b) Relationship between interested person and the organization	(c) Amount of transaction	(d) Description of transaction	(e) Sharing of organization's revenues?	
				Yes	No
Jerarde Gutierrez  See Attachment	Director	7,435	NPA Project Manager Fee		X

**Part V** Supplemental Information

Complete this part to provide additional information for responses to questions on Schedule L (see instructions).



**SCHEDULE O**  
(Form 990 or 990-EZ)

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

OMB No. 1545-0047

**2011**

Open to Public  
Inspection

Name of the organization

Richmond Art Center

Employer identification number

94-6104204

Form 990 Part VI, Line 2 - Business or Family Relationship of Officers,  
Directors, etc

The President of the Board, Jan Brown, is the spouse of R. Byron Brown,  
who is on the Finance Committee.

Form 990 Part VI, Line 11B - Form 990 Review Process

Form 990 is reviewed by Treasurer and Finance Committee and provided to  
the Board prior to filing.

Form 990 Part VI, Line 12C - Explanation of Monitoring and Enforcement of  
Conflicts

A copy of the policy is furnished to each new director, officer,  
executive staff member and manager. It is also published in the employee  
handbook. A conflict of interest disclosure statement is completed  
annually by each director, officer, and member of the executive staff,  
and at the time any such person assumes his or her position. The minutes  
of meeting of the Board or Committee shall reflect that any potential  
conflict of interest was disclosed and that any interested party was not  
present during the final discussion or vote and did not vote. The Board  
of Directors and Audit Committee review this policy annually.

Form 990 Part VI, Line 15A & 15B- Compensation Review & Approval Process  
for CEO, Executive Director, Top Management, Officers & Key Employees

The Executive Director, and Board of Directors all reviewed proposed  
salary adjustments throughout the fiscal year. Care was taken to balance  
the needs of the organization to retain valued staff while considering  
the extreme financial conditions of the organization. These conversations  
and decisions were documented in the records of the Executive Sessions as  
well as the Meetings of the Board of Directors. During this fiscal year,  
the Board considered adjustments to salary of the Executive Director as  
well as all other staff of the organization *and no increases were awarded.*

Form 990 Part VI, Line 19 - Other Organization Documents Publicly  
Available

Form 990 is available on [www.guidestar.org](http://www.guidestar.org). All disclosures are made upon  
written request as required by law.

Form 990 Part XII, Line 2C Explanation

The Finance Committee of the Richmond Art Center requested bids from 5  
independent auditors for the annual audit of the financial statements for  
the year ending June 30, 2012. The Finance Committee was newly created  
in August 2011. The committee chair provided the Board of Directors with  
their recommendation for independent auditor.

Continued on Schedule O, Page

Name of the organization Richmond Art Center	Employer identification number 94-6104204
---	--

## Form 990 Sch D, Part V, Line 1b Explanation

The \$28,699 contribution was a temporary deposit to the endowment fund account.

990 PRINCIPAL OFFICER NAME AND ADDRESS

Attachment 1: Form 990 Page 1, Line F

Open to Public Inspection	For calendar year 2011, or tax period beginning	07-01-2011, and ending	06-30-2012.
Name of Organization Richmond Art Center			Employer Identification Number 94-6104204

990, Page 1, Line F

Principal officer name ..... Richard Ambrose  
 or  
 Business Name:

Street Address ..... 2540 Barrett Ave

U.S. Address:  
 Zip code 94804 City Richmond State CA

Foreign Address  
 City .....  
 Province or State .....  
 Country .....  
 Postal code .....

## 990 PART III - STATEMENT OF PROGRAM SERVICE ACCOMPLISHMENT

Attachment 2: Form 990 Page 2, Part III

Open to Public Inspection	For calendar year 2011, or tax period beginning			07-01-2011, and ending	06-30-2012.
Name of Organization Richmond Art Center					Employer Identification Number 94-6104204

Part III - Statement of Program Service Accomplishments			
Code:	Expenses:	214,212	Including Grants of: Revenue:
Exempt Purpose Achievements			

Education program: In 2011, RAC received the coveted parent's press award for "Best Art Classes" on Contra Costa County. More than 300 studio art classes, workshop, open studios and visiting artist lecture/demonstrations are offered onsite each year. These art opportunities, which serve hundreds of adults and youth annually, include painting/drawing, ceramics, weaving/textiles, jewelry/metal-smithing, screen print, and book arts/collage. Special programs include a kids' camp and summer art spectacular, visiting artist talks & demonstrations, and special workshops (e.g. the figure sculpting session taught by Wanxin Zhang, acclaimed ceramic sculptor). Planning began for expansion of our education program to include after-school programs in schools and community centers began. These programs will enable more than 100 children to participate in art.

**990 PART III - STATEMENT OF PROGRAM SERVICE ACCOMPLISHMENT**

Attachment 2: Form 990 Page 2, Part III

Open to Public Inspection	For calendar year 2011, or tax period beginning	07-01-2011, and ending	06-30-2012.
Name of Organization Richmond Art Center			Employer Identification Number 94-6104204

Part III - Statement of Program Service Accomplishments			
Code:	Expenses:	97,767	including Grants of: Revenue:
Exempt Purpose Achievements			

Exhibition program: Throughout the year, more than 15,000 people attended 16 art exhibitions presented by the Richmond Art Center. In four large gallery spaces, Richmond Art Center featured emerging and established Bay Area Artists working in fine arts and crafts, artwork by youth, and from community programs and projects. Unique to this fiscal year were the concluding 75th Anniversary Exhibition "Beyond Traditions Part II- "Legacies at the Richmond Art Center"; Photographs by Malcolm Lubliner; "The Teapot Reinterpreted"; "Drawing Heroes of the Iron Triangle"; and "Slay The Mermaid" by Nancy Mizumo. "Rising Tide" , a monumental painting by John Wehrle, which was executed in the South Gallery during February's artist residency, served as a bridge between education and exhibitions, and attracted scores of school groups who engaged in a dialogue with the artist about climate change as depicted in the painting. Of particular note this year, SF Chronicle Art Critic Kenneth Baker cited Richmond Art Center's spring exhibits (sculpture by Wanxin Zhang, enamel vessels of June Schwarcz and camera obscura work of John Chiara) as among the five best in the Bay Area in 2012.

## 990 PART III - STATEMENT OF PROGRAM SERVICE ACCOMPLISHMENT

Attachment 2: Form 990 Page 2, Part III

Open to Public Inspection	For calendar year 2011, or tax period beginning	07-01-2011, and ending	06-30-2012.
---------------------------	---	------------------------	-------------

Name of Organization <b>Richmond Art Center</b>	Employer Identification Number <b>94-6104204</b>
--	---

**Part III - Statement of Program Service Accomplishments**

Code:	Expenses: <b>22,454</b>	Including Grants of:	Revenue:
-------	-------------------------	----------------------	----------

**Exempt Purpose Achievements**

Community outreach: In a series of interactive planning sessions in January 2012, the Richmond Art Center sought community input to help craft a sustainable business plan to chart its future. The plan ultimately led to a revitalization of RAC's program in schools and community centers. In addition to school-site after-school art programs, the Richmond Art Center expanded school tours and artist-led exhibition tours, incorporating art-making experiences for school children. Neighborhood Neighborhood public art projects served more than 10,000 people and included preparation for "Art on the Greenway", partnering with neighborhood organizations such as Urban Tilth, and special events for the community. These events, which drew large crowds representative of the community's cultural, racial and ethnic diversity, included artist receptions for "The Art of Living Black" and the West Contra Costa Unified School District Art Show, Richmond Art Center's own reunion in September 2012, the family-oriented Holiday Arts Festival in December, and a bag lunch reception in February showcasing RAC's open studios and a free jazz/ art workshop for families. Most unique, a telethon in May hosted by well-known local personalities, broadcast on local TV and the web, and featuring live local bands all day and into the evening and a special children's art and music component at mid-day. The fiscal year wrapped up with a membership meeting featuring food and live music.

990 BOOKS ARE IN CARE OF

Attachment 3: Form 990 Page 6, Part VI, Section C, Line 20

Open to Public Inspection For calendar year 2011 or tax period beginning 07-01, and ending 06-30-2012.

Name of Organization Richmond Art Center Employer Identification Number 94-6104204

Part VI - Line 20

Individual Name or Business Name:

Richmond Art Center

Street Address 2540 Barrett Ave

U.S. Address:

Zip code 94804 City Richmond State CA

Foreign Address

City

Province or State

Country

Postal code

Phone Number (510) 620-6775

Fax Number

**990 PAGE 10, OTHER EXPENSES**

Attachment 4: Form 990 Page 10, Line 24 - Other Expenses

Open to Public Inspection For calendar year 2011 or tax period beginning **07-01-2011**, and ending **06-30-2012**.

Name of Organization **Richmond Art Center** Employer Identification Number **94-6104204**

Other Expenses	(A) Total	(B) Program Services	(C) Management and General	(D) Fundraising
Fundraising Expense	7,420			7,420
Postage & delivery	5,201	1,126	4,075	
Art Sales Commission	4,663	2,598		2,065
Printing & Reproduction	4,056	3,223	558	275
Website Management	4,000	1,893	2,038	69
Workers Compensation	3,468	1,981	660	827
Staff development	2,269		2,269	
Payroll Service Fees	1,695		1,695	
Dues & Subscriptions	1,035		1,035	
Bad Debts	890		890	
Licenses & Permits	786		786	
<b>Total:</b>	<b>35,483</b>	<b>10,821</b>	<b>14,006</b>	<b>10,656</b>



# 990 SCH L - PART IV - BUSINESS TRANSACTIONS INVOLVING INTERESTED PERSONS

## Attachment 5: Sch L, Part IV - Business Transactions Involving Interested P

Open to Public Inspection For calendar year 2011 or tax period beginning **07-01-2011**, and ending **06-30-2012**.

Name of Organization **Richmond Art Center** Employer Identification Number **94-6104204**

<b>Part IV</b> Business Transactions Involving Interested Persons					
To be completed by organizations that answered "Yes" on Form 990, Part IV, lines 28a, 28b, or 28c.					
(a) Name of Interested Person	(b) Relationship Between Interested Person and The Organization	(c) Amount of Transaction \$	(d) Description of Transaction	(e) Sharing of Organization's Revenues?	
				Yes	No
Lynn Smith	Board Member	9,675	Accounting and Bookkeeping services		X
Susan Wehrle	Spouse of a board member	1,000	Student Art Show Program Consulting Fees		X

2011 DETAIL STATEMENTS

Richmond Art Center  
94-6104204

---

STATEMENT #1 - Other (990 EO PG 10 Line 11g)

Education.....	54,575
Exhibition.....	9,414
Neighborhood Public Art.....	17,000
Fundraising.....	13,238

TOTAL CARRIED TO 990 EO PG 10 Line 11g..... 94,227

---

STATEMENT #2 - Program other (990 EO PG 10 Line 11gb)

Education.....	54,575
Exhibition.....	9,414
Neighborhood Public Art.....	17,000

TOTAL CARRIED TO 990 EO PG 10 Line 11gb..... 80,989

---

STATEMENT #3 - Fundraising other (990 EO PG 10 Line 11gd)

Fundraising.....	13,238
------------------	--------

TOTAL CARRIED TO 990 EO PG 10 Line 11gd..... 13,238

---

STATEMENT #4 - Contributions (SCH D, PG 2 Line 1b)

Temporary deposit to endowment fund account....	28,699
---	--------

TOTAL CARRIED TO SCH D, PG 2 Line 1b..... 28,699

---

**California Exempt Organization  
Annual Information Return**

Calendar year 2011 or fiscal year beginning month 07 day 01 year 2011, and ending month 06 day 30 year 2012.

Corporation/Organization Name <b>RICHMOND ART CENTER</b>		California corporation number <b>0214907</b>
Address (suite, room, or PMB no.) <b>2540 BARRETT AVE</b>		FEIN <b>94-6104204</b>
City <b>RICHMOND</b>	State <b>CA</b>	ZIP Code <b>94804</b>

A First Return  Yes  No

B Amended Return  Yes  No

C IRC Section 4947(a)(1) trust  Yes  No

D Final Return  Yes  No

Dissolved  Surrendered (Withdrawn)

Merged/Reorganized Enter date: \_\_\_\_\_

E Check accounting method:  
(1)  Cash (2)  Accrual (3)  Other

F Federal return filed?  
(1)  990T (2)  990(PF) (3)  Sch H (990)

G Is this a group filing for the subordinates/affiliates?  Yes  No  
If "Yes," attach a roster. See Instructions

H Is this organization in a group exemption?  Yes  No  
If "Yes," what is the parent's name?

I Did the organization have any changes in its activities, governing instrument, articles of incorporation, or bylaws that have not been reported to the Franchise Tax Board?  Yes  No  
If "Yes," explain, and attach copies of revised documents.

J If exempt under R&TC Section 23701d, has the organization during the year: (1) participated in any political campaign, or (2) attempted to influence legislation or any ballot measure, or (3) made an election under R&TC Section 23704.5 (relating to lobbying by public charities)?  Yes  No  
If "Yes," complete and attach form FTB 3509.

K Is the organization exempt under R&TC Section 23701g?  Yes  No  
If "Yes," enter the gross receipts from nonmember sources \$ \_\_\_\_\_

L If organization is exempt under R&TC Section 23701d and is exclusively religious, educational, or charitable, and is supported primarily (50% or more) by public contributions, check box. No filing fee is required  Yes  No

M Is the organization a Limited Liability Company?  Yes  No

N Did the organization file Form 100 or Form 109 to report taxable income?  Yes  No

O Is the organization under audit by the IRS or has the IRS audited in a prior year?  Yes  No

**Part I Complete Part I unless not required to file this form. See General Instructions B and C.**

Receipts and Revenues	1	Gross sales or receipts from other sources. From Side 2, Part II, line 8	1	290,511
	2	Gross dues and assessments from members and affiliates	2	
	3	Gross contributions, gifts, grants, and similar amounts received	3	221,055
	4	Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$25,000, see General Instruction B.	4	511,566
	5	Cost of goods sold	5	
	6	Cost or other basis, and sales expenses of assets sold.	6	
	7	Total costs. Add line 5 and line 6	7	
	8	Total gross income. Subtract line 7 from line 4	8	511,566
Expenses	9	Total expenses and disbursements. From Side 2, Part II, line 18	9	509,063
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8	10	2,503
Filing Fee	11	Filing fee \$10 or \$25. See General Instruction F	11	10
	12	Total payments	12	
	13	Penalties and interest. See General Instruction J	13	
	14	Use tax. See General Instruction K	14	
15	Balance due. Add line 11, line 13, and line 14. Then subtract line 12 from the result	15	10	

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Sign Here: Signature of officer *[Signature]* Title **EXECUTIVE DIR** Date **5/14/13** Telephone \_\_\_\_\_

Paid Preparer's Use Only: Preparer's signature **KEN SUN** Date \_\_\_\_\_ Check if self-employed  PTIN **P00355249**

Firm's name (or yours, if self-employed) and address: **KEN SUN CPA**  
**111 JACKSON ST**  
**HAYWARD CA 94544** Telephone **(510) 886-7680**

May the FTB discuss this return with the preparer shown above? See Instructions  Yes  No

**Part II Organizations with gross receipts of more than \$25,000 and private foundations regardless of amount of gross receipts -- complete Part II or furnish substitute information. See Specific Line Instructions.**

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions.	1	
	2	Interest	2	258
	3	Dividends	3	
	4	Gross rents	4	1,805
	5	Gross royalties	5	
	6	Gross amount received from sale of assets (See instructions)	6	
	7	Other income. Attach schedule	7	288,448
	8	Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1	8	290,511
Expenses and Disbursements	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule	9	
	10	Disbursements to or for members	10	
	11	Compensation of officers, directors, and trustees. Attach schedule	11	
	12	Other salaries and wages	12	245,924
	13	Interest	13	
	14	Taxes	14	23,656
	15	Rents	15	
	16	Depreciation and depletion (See instructions)	16	4,977
	17	Other Expenses and Disbursements. Attach schedule	17	234,506
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9.	18	509,063

Schedule L Balance Sheets		Beginning of taxable year		End of taxable year	
		(a)	(b)	(c)	(d)
<b>Assets</b>					
1	Cash		178,369		303,770
2	Net accounts receivable		890		650
3	Net notes receivable				
4	Inventories		745		745
5	Federal and state government obligations				
6	Investments in other bonds				
7	Investments in stock				
8	Mortgage loans				
9	Other investments. Attach schedule				
10 a	Depreciable assets	83,440		83,440	
b	Less accumulated depreciation	(61,714)	21,726	(66,691)	16,749
11	Land				
12	Other assets. Attach schedule		12,251		13,368
13	Total assets		213,981		335,282
<b>Liabilities and net worth</b>					
14	Accounts payable		13,891		4,071
15	Contributions, gifts, or grants payable		4,071		
16	Bonds and notes payable				161,200
17	Mortgages payable				
18	Other liabilities. Attach Schedule		29,014		49,516
19	Capital stock or principle fund		21,461		
20	Paid-in or capital surplus. Attach reconciliation				
21	Retained earnings or income fund		202,986		181,231
22	Total liabilities and net worth		271,423		396,018

Schedule M-1 Reconciliation of income per books with income per return			
1	Net income per books	-21,756	7 Income recorded on books this year not included in this return. Attach schedule
2	Federal income tax		8 Deductions in this return not charged against book income this year. Attach schedule
3	Excess of capital losses over capital gains		9 Total. Add line 7 and line 8
4	Income not recorded on books this year. Attach schedule		10 Net income per return.
5	Expenses recorded on books this year not deducted in this return. Attach schedule		Subtract line 9 from line 6
6	Total. Add line 1 through line 5	-21,756	
			-21,756

STATEMENT #1 - Other Income (CA 199 PG 2 PT 2 LN 7)

Membership Dues & Fees.....	29,575
Education Income.....	199,677
Exhibition Income.....	10,823
Fundraising Income.....	42,271
Other Income.....	6,102

TOTAL CARRIED TO CA 199 PG 2 PT 2 LN 7..... 288,448

---

STATEMENT #2 - Other (CA 199 PG 2 PT 2 LN 17)

Employee Benefits.....	18,563
Fees for Services- Management.....	14,757
Fees for Services-Others.....	94,227
Accounting.....	2,025
Advertising & Promotion.....	1,994
Office Supplies.....	6,303
Information Technology.....	5,147
Travel.....	580
Insurance.....	7,149
Bank Charges.....	13,311
Repairs & Maintenance.....	9,662
Miscellaneous Expense.....	8,867
Program Supplies.....	7,474
Fundraising expense.....	16,384
Postage & Delivery.....	5,201
Art Sales Commission.....	4,663
Printing & Reproduction.....	4,056
Website Management.....	4,000
Workers Compensation.....	3,468
Staff Development.....	2,269
Payroll Service Fees.....	1,695
Dues & Subscriptions.....	1,035
Bad Debts.....	890
Licenses & Permits.....	786

TOTAL CARRIED TO CA 199 PG 2 PT 2 LN 17..... 234,506

---

STATEMENT #3 - Year End: Land (CA 199 PG 2 SCH L LN11)

Prepaid Expenses.....	12,251
-----------------------	--------

TOTAL CARRIED TO CA 199 PG 2 SCH L LN11..... 12,251

---

STATEMENT #4 - Beginning: Other Assets (CA 199 PG 2 SCH L LN12)

Prepaid Expenses.....	13,368
-----------------------	--------

TOTAL CARRIED TO CA 199 PG 2 SCH L LN12..... 13,368

---

STATEMENT #5 - Year End: Mortgage Payable (CA 199 PG 2 SCH L LN17)

Credit card payable.....	16,987	
Other liabilities.....	12,027	
TOTAL CARRIED TO CA 199 PG 2 SCH L LN17.....		29,014

---

STATEMENT #6 - Beginning: Other Liabilities (CA 199 PG 2 SCH L LN18)

Deferred Revenue.....	28,055	
Credit Card Payables.....	11,636	
Other Liabilities.....	9,825	
TOTAL CARRIED TO CA 199 PG 2 SCH L LN18.....		49,516

---

TWF  
 MAIL TO:  
 Registry of Charitable Trusts  
 P.O. Box 903447  
 Sacramento, CA 94203-4470  
 Telephone: (916) 445-2021

WEB SITE ADDRESS:  
<http://ag.ca.gov/charities/>

## ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Sections 12586 and 12587, California Government Code  
 11 Cal. Code Regs. sections 301-307, 311 and 312

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties as defined in Government Code section 12586.1. IRS extensions will be honored.

State Charity Registration Number <u>047781</u> <hr/> Name of Organization <u>Richmond Art Center</u> Address (Number and Street) <u>2540 Barrett Ave</u> City or Town, State and ZIP Code <u>Richmond CA 94804</u>	Check If: <input type="checkbox"/> Change of address <input type="checkbox"/> Amended report <hr/> Corporate or Organization No. <u>0214907</u> <hr/> Federal Employer I.D. No. <u>94-6104204</u>
---	---

**ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311 and 312)**  
 Make Check Payable to Attorney General's Registry of Charitable Trusts

Gross Annual Revenue	Fee	Gross Annual Revenue	Fee	Gross Annual Revenue	Fee
Less than \$25,000	0	Between 100,001 and \$250,000	\$50	Between \$1,000,001 and \$10 million	\$150
Between \$25,000 and \$100,000	\$25	Between \$250,001 and \$1 million	\$75	Between \$10,000,001 and \$50 million	\$225
				Greater than \$50 million	\$300

**PART A -- ACTIVITIES**

For your most recent full accounting period (beginning 07-01-2011 ending 06-30-2012) list:  
 Gross annual revenue \$ 511,566 Total assets \$ 335,282

**PART B -- STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT**

Note: If you answer "yes" to any of the questions below, you must attach a separate sheet providing an explanation and details for each "yes" response. Please review RRF-1 Instructions for information required.

	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof either directly or with an entity in which any such officer, director or trustee had any financial interest?		X
2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?		X
3. During this reporting period, did non-program expenditures exceed 50% of gross revenues?		X
4. During this reporting period, were any organization funds used to pay any penalty, fine or judgment? If you filed a Form 4720 with the Internal Revenue Service, attach a copy.		X
5. During this reporting period, were the services of a commercial fundraiser or fundraising counsel for charitable purposes used? If "yes," provide an attachment listing the name, address, and telephone number of the service provider.		X
6. During this reporting period, did the organization receive any governmental funding? If so, provide an attachment listing the name of the agency, mailing address, contact person, and telephone number.	X	
7. During this reporting period, did the organization hold a raffle for charitable purposes? If "yes," provide an attachment indicating the number of raffles and the date(s) they occurred.		X
8. Does the organization conduct a vehicle donation program? If "yes," provide an attachment indicating whether the program is operated by the charity or whether the organization contracts with a commercial fundraiser for charitable purposes.		X
9. Did your organization have prepared an audited financial statement in accordance with generally accepted accounting principles for this reporting period?	X	

Organization's area code and telephone number (510) 620-6772  
 Organization's e-mail address admin@therac.org

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, it is true, correct and complete.

Richard Ambrose Signature of authorized officer      Richard Ambrose Printed Name      Executive Direct Title      5/14/13 Date

## 2011 CALIFORNIA FUNDED GOVERNMENT AGENCY

	For calendar year 2011 or tax period beginning <b>07-01</b> , and ending <b>06-30-2012</b> .	
Name of Organization <b>Richmond Art Center</b>		Employer Identification Number <b>94-6104204</b>
Name and Address of Government Agency	Contact Person	Telephone no.
<b>City of Richmond 450 Civic Center Plaza Richmond CA 94804</b>	<b>Bill Lindsay</b>	<b>510-620-6500</b>



## Executive Director Report May 2013

### Education

**STEAM pilot program:** A partnership with Richmond Library, the Lawrence Hall of Science and RAC, the development of the STEAM pilot program is well underway. Two curriculum specialists/teachers Reyna Hamilton (LHS) and Julia Eden Ris (RAC) have met to map out the development timeline and implementation of the two one-week workshops engaging low income students grades 2 - 8 at the Library and RAC in July. The workshop will culminate in a one day field trip to the Exploratorium accompanied by one of their parents. The program is primarily funded by a grant through the Richmond Library.

The Rosie's Girls will participate in two three-day workshops at the RAC, learning silk-screening and metal/jewelry making this summer.

We had a very productive Faculty/Staff/Board meeting on April 26th. Topics involved organizational responsibilities, communications, faculty pay, parking, safety and plans/ideas for studio enrollment and program growth. There were 16 faculty members/monitors in attendance.

### Fundraising/Development

**Grants:** Submitted grants to the Crescent Porter Hale and Thomas Long Foundations and to Target to support our outreach program. In the next two months we will submit grant applications to Blackbaud (\$5,000), Union Bank (\$10,000 for outreach), Art4Moore (art supplies), and Creative Work Fund (\$40,000) for *Art on the Move* project. Also we will resubmit Zellerbach application to fund the Bella Feldman survey exhibition this fall.

Received \$5,000 grant from the Richmond Community Foundation to replace, expand and secure our network server. Total cost of project \$7,800.

Received \$18,500 from CAL Oils (increase of \$1,000) to sponsor the 2013 youth summer art camp program and scholarships.

Bringing closure to our Annual Fund campaign for FY12/13, we have mailed 375 renewal letters to lapsed members from the past two years and 240 lapsed donor letters to donors who have contributed \$150 and less within the last 18 months.

**Staff Position:** We have reshaped the job description/expectations for the Development Manager position (currently vacant) to focus more on the Annual Fund campaign, donor cultivation events, donor solicitation and stewardship. The position will increase from 24 to 28 hours a week.

## **Marketing**

Based on our successful LOI application to the Creative Work Fund, we have been asked to submit a full application by July 19th to develop a program titled “Art on the Move (is it rollin’ Bob?),” where 3-4 artists (John Werhle is the lead artist) will each create a image of their work that will be incorporated into a vinyl wrapped vehicle promoting the Richmond Art Center for at least one year. The City of Richmond has expressed interest in using one or more of their city vehicles (Van and electric car to be part of 3-4-vehicle fleet). In addition to Werhle’s work, we are approaching Hung Liu and William Willey and one other artist to participate in the promotional program. If successful, the total project costs will be \$40,000 of which \$5,000 will be earmarked for RAC’s administrative expenses.

## **Taproot: “Messaging and Branding Strategies” project**

Susan Brand, Liz Padilla, Teri Gardiner and I met with the Taproot team and mapped out the sequence of activities. The first phase will be comprised of 30-minute phone interviews with 12-15 RAC stakeholders – representatives of board, staff volunteers, artists, donors and community leaders - over the next two weeks. They will report back to us with their findings which will also include an audit our marketing material.

## **Community Development**

We had initial discussions with Maurice Woods, founder of Inneract Project in San Francisco, and Hannah Sigur, art historian at UC Davis about our STEAM initiative and will continue to work together with other individuals/organizations to create a succinct outline describing the type of STEAM program we would like to develop for teen after and in-school programs. Our hope is to frame STEAM so that it will enable us to approach foundations and corporations who support STEM to invest in the new initiative.

Proposed Board Committees and Chairs for FY 13-14 (and all members of nominating committee)

Executive – Andi Biren

Development (with Grants and Membership as subcommittees) – Donna Brorby /Dev. Mgr.

Education – Susan Wittenberg

Events - Edric Kwan

Exhibitions - Inez Brooks Myers or Anthony Pinata

Facilities – Peter Dodge

Finance/Audit – Connie Tritt

Governance/Legal - Donna Brorby

Human Resources/Compensation – Bernadette Jones

Marketing/Publicity – Susan Brand/Teri Gardiner

Nominating – Andi Biren, Susan Wittenberg, Connie Tritt, Anna Blackman

## RAC Board Nomination Protocol

The Nominating Committee, composed of at least three RACboard members, is responsible for identifying, encouraging and enlisting the active participation of dedicated community members and professionals into leadership service for the Richmond Art Center.

The Committee is charged with developing a process for nomination, evaluation, deliberation and recommendation to the Board for Board Directors that reflect the population at large, and a combination of skill, experience and interest that is needed by the RAC.

The Committee recommends the following protocol to meet the above-described charge to recruit and recommend new members to the Board.

- Each year in the fall~~August~~, the Committee will identify skill sets and personal attributes that are needed for effective board function through the use of a Board matrix of identified needs and identified skills held by current members.
- Recruitment for identifying and encouraging active participation through volunteer efforts for Board service will be ongoing by the Committee and Board members.
- ~~In September, and A~~at regular intervals during the year, the Committee will ask current Board members and members of the RAC~~community membership at large~~ to recommend Board candidates. RAC members may submit their own name as a prospective candidate. Contact information and brief background of a candidate's skill set should be provided at the time of submittal.
- Members of the Nominating Committee will meet with prospective candidates to discuss their interest in RAC and RAC's needs and its demands upon Board members.

Formatted: List Paragraph, Right: 0", No bullets or numbering

From the names submitted ~~by Board members~~, the Nominating Committee will compile a short list of nominees considering the needs of the Board Committee vacancies.

The short list of nominees will be presented to the full Board for review and discussion. The nomination form or a short bio for each person on the short list will be provided. ~~The list of all nominated candidates will also be available.~~

The Board will approve those persons whonames felt appropriate to meet the needs of the Board ~~with the expectation that the nominating committee will proceed with contact of each pre-approved nominee for discussion of their interest. It is hoped that the meeting with the nominee will include the nominating board member and one or more members of the nominating committee. If appropriate at that meeting, the nominating committee member is authorized to extend an invitation for membership on behalf of the Board.~~

The candidates approved will be informed that their nominations will be voted upon at the Annual Membership meeting.

- ~~If the candidate accepts, the Board will vote to submit the candidate to the membership at large at the Annual Meeting for Board confirmation.~~

Those candidates approved by the membership at the Annual Meeting will serve on the Board.

### **Matt D. Jacobson**

An El Cerrito resident, Mr. Jacobson is the Managing Partner of Jacobs & Company, an investment management company in San Francisco. He began working for the firm in 1979 as an Associate and became a Partner in 1987. Prior to joining Jacobs & Company, Mr. Jacobson was a reporter and feature writer for the *Richmond Independent/Berkeley Daily Gazette* newspapers. Mr. Jacobson is a graduate of the University of California at Berkeley, with a B. A. degree in Urban Economic Geography. His mother is a long-time supporter of the Richmond Art Center and Matt visited in his youth regularly.

### **Ellengale Toki Oakley**

Ms. Toki Oakley has a Ph.D. in early childhood math education from the University of California, and her B.A. and M.A. from UC Berkeley as well. She has been involved with the Richmond Art Center since she was 5 years old, as have both of her brothers. Growing up in a family of ceramic artists, her mother was on the Board and her brother, John Toki, was the President of the Board. Ellengale's husband, Owen, is a current student at the RAC.

### **Inez Brooks Myers**

Ms. Brooks Myers recently retired from her 38 year position as a curator at the Oakland Museum and remains especially active in the field of costume history, including helping arrange a symposium this month in Las Vegas for the Costume Society of America, *Mining the History of Costume: Fantasy and Fact*. Inez was born, raised and is living in Richmond currently; her mother knew Hazel Salmi well and Inez herself worked on ceramics at RAC at its former 9<sup>th</sup> Street location. She studied at U.C. Berkeley, receiving her A.B. in Decorative Arts and her M.A. in Design. She worked there as an associate curator for 8 years. Additionally, in the late '80's, Inez served on Richmond's Arts & Culture Commission.

### **Anthony Austin Pinata**

Mr. Pinata is currently a project coordinator at the Oakland Museum of California, but from 2009-2011 worked at the Richmond Art Center as an Exhibitions Assistant and Facilities Manager. During that time he was instrumental in putting together the 75<sup>th</sup> Anniversary *Legacy* exhibition, making contact with many famous artists who have exhibited at the RAC. His mother, Anne Austin Pinata was a RAC Board member and currently runs the San Pablo Art Gallery.

# **THE RICHMOND ART CENTER**

## **Three Year Strategic Plan, FY14-16**

### **Mission**

The **Richmond Art Center** (RAC) is a dynamic arts organization that empowers and transforms individuals and the community through creative exploration, experience and education.

### **Vision**

We believe that access to the visual arts and creative process awakens and nurtures the individual aesthetic spirit, especially in our young people, and thus builds a community that sustains art for all.

### **Business Model Statement**

The **RAC** provides on-site and off-site art classes for diverse people of all ages; mounts exhibitions of works by professional and amateur artists; organizes special art events and neighborhood art projects; and collaborates with other community programs. These activities are possible with financial support from the City of Richmond, local businesses and community organizations, the West Contra Costa Unified School District, individual members and donors, class and admission fees, foundation grants and through the additional support of dedicated volunteers.

### **Strategies**

RAC's strategic plan focuses on seven areas of programming and support that sustains RAC's mission:

- Education
- Exhibitions
- Community Projects
- Fund Development
- Marketing
- Personnel, Volunteers, Board and Governance
- Facility Infrastructure

### **Objectives**

- To provide creative outlets for Richmond's diverse community of all ages.
- To make the arts an integral part of good education and productive communities.
- To provide diverse range of exhibitions of emerging and established artists that appeal to a broad audience.
- To implement effective funding and infrastructure that ensures RAC's sustainability and efficient operation.

## Goals & Objectives for Each Program

### Education

#### Overarching Goals:

- Expand and deepen RAC’s educational impact by providing youth art classes at public school sites, community centers, libraries, and RAC that comply with VAPA standards, enhance core curricula and incorporate field trips to RAC.
- Make the on-site studio art program self-sustaining while maintaining high quality instruction.
- Develop and expand the outreach program to engage the diverse audiences of the Richmond area communities.
- Integrate new teaching tools including digital technology to enhance the visitors’ and students’ learning experience.

Program	Education Objectives (s)	Expected Completion
Art Tours	<ul style="list-style-type: none"> <li>• Continue and increase the number of in house Art Tours for students in grades K-12.</li> <li>• Ensure program remains affordable.</li> </ul>	FY13 -15
Outreach Programs -	<ul style="list-style-type: none"> <li>• Expand the after school program from one Iron Triangle Elementary School (Lincoln) and Middle School (Helms); by at least one additional school per year.</li> <li>• Continue art activities at Community Centers (currently Shields Reid and Nevin) and the Richmond Library, increasing the number of community locations by one per year.</li> <li>• Partner with Lawrence Hall of Science &amp; Richmond Library to develop a pilot STEAM (Science, Technology, Engineering, ART and Math) program at RAC and the Richmond Library.</li> <li>• Launch the STEAM program as an after school program at two schools and increase the number by 1-2 schools each year.</li> <li>• Provide professional training workshops to WCCUSD teachers on how to integrate art into their daily curricula. Partner with local universities/colleges to offer professional credit for teacher participation.</li> </ul>	FY13-16  FY13-16  Summer 2013  FY14-15 2015+  2013-ongoing
Studio Art Program at RAC	<ul style="list-style-type: none"> <li>• Maintain core base of successful classes and introduce new classes that attract new students, for beginning through advanced students.</li> <li>• Increase studio income revenue by 8% per annum to become self-sustaining by 2016.</li> <li>• Expand current textile studio program to include</li> </ul>	Fall 2013  2014-ongoing



	<p>related activities (e.g. fashion design and new textile art forms).</p> <ul style="list-style-type: none"> <li>• Conduct an in-depth analysis of revenue/expenses for each studio space, coupled with a survey of past, current and potential students to assess type and quality of classes/workshops.</li> <li>• Conduct biannual faculty pay rate analysis and increase appropriately to sustain current and recruit new faculty (conducted and raised in 2013).</li> <li>• Continue intensive workshops and also offer master classes inviting noted artists to conduct 2 to 3 day workshops for Bay Area artists.</li> <li>• Reduce costs of quarterly catalogs by printing two annually and by increasing on-line marketing and registrations.</li> </ul>	<p>fall 2014</p> <p>2013</p> <p>2015</p> <p>2014/15</p> <p>2014</p>
<b>Children &amp; Teen's Classes at the RAC</b>	<ul style="list-style-type: none"> <li>• Seek funding through sponsorships and scholarships to reduce costs of classes and transportation to the RAC for children on free breakfast/lunch programs.</li> <li>• Increase publicity for these classes to include timely distribution to targeted Richmond schools and evaluate impact of distribution program.</li> <li>• Provide bi-lingual information material.</li> <li>• Develop/implement an afterschool program on-site that is attractive middle and high school students.</li> <li>• Increase enrollment of children/teen classes at the RAC by 50%.</li> </ul>	<p>2014 ongoing</p> <p>2014 ongoing</p> <p>2014</p> <p>2014</p> <p>By 2016</p>
<b>Partnerships Alliances</b>	<ul style="list-style-type: none"> <li>• Study use of open studio time to see if better alternative in developing a rental program of studio space.</li> <li>• Seek partnership to create and sustain a teen studio program (after school or weekend) at the RAC.</li> </ul>	<p>FY 2014 -16</p> <p>FY14-16</p>

## Exhibition

### Overarching Goals:

- Increase programming and revenue from RAC's four gallery spaces by expanding partnerships and attracting sponsors for diverse exhibitions relevant to Richmond and reflecting the region's rich, dynamic artistic culture.
- Continue to showcase emerging and mid-career artists through at least four exhibitions per year in each gallery.

Program	Exhibit Objective(s)	Expected Completion
Partnership Alliances	<ul style="list-style-type: none"> <li>• Continue to seek alliances with arts organizations/art groups to mount juried show(s), member or group exhibits and utilize rental agreements, MOUs or other revenue generating arrangements.</li> </ul>	Ongoing
	<ul style="list-style-type: none"> <li>• Explore partnerships with art schools and colleges.</li> </ul>	2014
Exhibition Development	<ul style="list-style-type: none"> <li>• Develop exhibits 12 to 18 months in advance to seek appropriate funding, sponsorship or other support for each show.</li> </ul>	2014-ongoing
	<ul style="list-style-type: none"> <li>• Seek annual overall exhibition program support (\$15,000 - \$30,000 annually).</li> </ul>	FY14/15
	<ul style="list-style-type: none"> <li>• Develop a balanced exhibition program that will generate artistic acclaim, increase revenue and attendance.</li> </ul>	FY14 - ongoing
Galleries Programs/ Functions	<p><u>West Gallery &amp; Courtyard:</u></p> <ul style="list-style-type: none"> <li>• Maintain the West Gallery entrance as a welcoming public entrance to the RAC and place to enjoy art and garden/courtyard.</li> </ul>	FY14-16
	<ul style="list-style-type: none"> <li>• Provide quality curated shows of large-scale artwork including installations and multi-media work that will combine the Gallery with outdoor Courtyard.</li> </ul>	FY13-14
	<ul style="list-style-type: none"> <li>• Explore use of Gallery for cart/café, gift store and/or administration area and seek funding for new uses.</li> </ul>	FY 13/14
	<p><u>Main &amp; South Gallery:</u></p> <ul style="list-style-type: none"> <li>• Showcase emerging and mid-career contemporary Bay Area artists in juried, group, and occasional solo exhibitions, augmented with interpretive catalogs or brochures one to two times annually.</li> </ul>	FY14-16
	<p><u>Community Gallery:</u></p> <ul style="list-style-type: none"> <li>• Evaluate and develop the space as a hybrid of RAC student/faculty shows, solo exhibits of local artists; and the annual Middle/High School Art Exhibition.</li> </ul>	2014- ongoing

--	--	--

## Community

### Overarching Goals:

- Increase RAC’s diversity, visibility and financial security by expanding opportunities to take RAC into the community and bring more of the community to RAC.

Program	Community Programs Objective(s)	Expected Completion
RAC League of Volunteers (LOV)	<ul style="list-style-type: none"> <li>• Continue and expand the community volunteer program so that it can support RAC programs and daily operations and provide RAC with professional assistance through the use of a skills bank.</li> <li>• Provide ongoing professional training and experiences for volunteers to improve their job performance.</li> <li>• Develop a docent corps to guide visitors through exhibits on weekly basis.</li> </ul>	Immediate & ongoing  2014-16  FY13/14
Special Public Events	<ul style="list-style-type: none"> <li>• Create a series of activities (e.g. “artists’ night out”) to raise community awareness and generate new audiences and members.</li> <li>• Present a series of 4-5 weekend family activities to encourage multi-generational learning.</li> </ul>	Winter 2014 – FY16  Annually
Internship Program	<ul style="list-style-type: none"> <li>• Create student internships (curatorial, exhibition, education, and marketing) through partnerships with, e.g., JFK, CCA, SFAI, Contra Costa College.</li> </ul>	FY13-16
Corporate Team Building at the RAC	<ul style="list-style-type: none"> <li>• Develop activities attractive and relevant to specific corporations.</li> <li>• Market activities as vehicles for employee team building, community building, and increased community recognition for the companies and RAC.</li> </ul>	FY14-16

## Fund Development

### Overarching Goals:

- Ensure RAC’s future financial stability by implementing sustainable fund development activities that increase memberships and donations, earned income and better use RAC’s facilities, so that programs that are not self-sustaining are viable.
- Lay the groundwork for a multimillion-dollar Endowment Campaign focusing on capital needs and scholarship funds through better donor stewardship.
- Develop new streams of revenue such as planned giving.

- Increase scholarship funding to \$15,000 per year for needy adults and children.

Program	Fund Development Objective(s)	Expected Completion
<b>Board and Staff</b>	<ul style="list-style-type: none"> <li>• Recruit staff and expand Board to support the Fund Development Program.</li> </ul>	FY13 -ongoing
<b>Membership Retention and growth.</b>	<ul style="list-style-type: none"> <li>• Evaluate and enhance membership benefits to support member retention and growth.</li> <li>• Increase membership 8% each year to reach 1,000 members by 2018.</li> <li>• Create an online art sales platform for RAC artists and web-enabled discounts for RAC members.</li> </ul>	Ongoing FY2017-18 FY14-15
<b>Rental</b>	<ul style="list-style-type: none"> <li>• Develop a facility rental plan and market to outside event organizers and groups/businesses.</li> <li>• Double revenue from facility rental.</li> </ul>	2013 2015/16
<b>Partnership Campaign &amp; Annual Giving</b>	<ul style="list-style-type: none"> <li>• Enhance the value to major donors by offering special events such as artist receptions, studios visits, or private tours of art collections.</li> <li>• Establish donor cultivation events (two to three times a year) at desirable locations.</li> <li>• Cultivate corporate partners, increasing corporate giving three-fold by 2016.</li> <li>• Create fundraising strategies to increase annual giving goal by 10% per year.</li> <li>• Increase sponsorship of exhibits and special events to raise from \$15,000 to \$30,000.</li> <li>• Develop and implement Legacy Gifts/Planned Giving.</li> </ul>	Annually FY 14-16 FY14-16 FY 2015 FY14-16 FY 14
<b>Holiday Arts Festival (HAF) &amp; Special Events</b>	<ul style="list-style-type: none"> <li>• Seek sponsorship of HAF event (\$3K -\$5K).</li> <li>• Double vendor sales and silent auction sales through aggressive marketing to attract a larger audience and recruitment of known vendors, increasing HAF revenue to \$25K by 2015</li> <li>• Present 80th Anniversary Gala, netting \$80k</li> </ul>	2013 - ongoing 2015 2016
<b>Foundation Grants</b>	<ul style="list-style-type: none"> <li>• Develop grant application schedule to support the strategic plan.</li> <li>• Seek multi-year grants to replace current Savin &amp; Leshner Foundation grants and to sustain current youth programs and fund new initiatives (e.g. STEAM and teen programs).</li> <li>• Explore federal grants.</li> <li>• Generate \$120,000 K+ per year</li> </ul>	2013 ongoing FY13-16 FY 2014 2014-ongoing

<b>Gift Store</b>	<ul style="list-style-type: none"> <li>• Locate a sales gallery to represent RAC artists and other artists with portion of income to RAC.</li> </ul>	FY13-14
	<ul style="list-style-type: none"> <li>• Establish Gift Shop. Generate \$8K in net revenue increasing by \$2K per year.</li> </ul>	FY14-16
<b>Endowment Campaign</b>	<ul style="list-style-type: none"> <li>• Conduct a feasibility study for an Endowment Campaign.</li> </ul>	FY14-15
	<ul style="list-style-type: none"> <li>• Launch 2 to 3 year \$3+ million dollar Endowment Campaign.</li> </ul>	FY15-17

**Marketing**

**Overarching Goals:**

- Centralize marketing program in a single staff member.
- Create a brand and standards for marketing and messaging to general audiences and designated constituents.
- Create and implement a marketing plan to enhance public awareness about the RAC mission, vision and programs, particularly in West Contra Costa County.

<b>Program</b>	<b>Marketing Objectives(s)</b>	<b>Expected Completion</b>
<b>Marketing</b>	<ul style="list-style-type: none"> <li>• Plan and launch a multi-faceted effort using traditional and social media channels to raise public awareness of RAC in surrounding area, supporting the goals of increased gallery attendance, student registration and annual giving (by 8% or more annually).</li> </ul>	FY13-16
	<ul style="list-style-type: none"> <li>• Develop key messages and brand strategies with Taproot Foundation Service Grant.</li> </ul>	FY 2013
	<ul style="list-style-type: none"> <li>• Develop identity standards and style guide for marketing materials.</li> </ul>	FY13-14-ongoing
	<ul style="list-style-type: none"> <li>• Redesign collateral materials &amp; stationery.</li> </ul>	fall 2013
	<ul style="list-style-type: none"> <li>• Create a marketing plan incorporating above and an annual marketing calendar.</li> </ul>	fall 2013 -
	<ul style="list-style-type: none"> <li>• Review and update plan &amp; calendar annually.</li> </ul>	ongoing
	<ul style="list-style-type: none"> <li>• Redesign RAC website incorporating key messages and brand strategy. Double Internet traffic after one year of launch.</li> </ul>	2014
	<ul style="list-style-type: none"> <li>• Develop procedure to gather and update content/visuals for website and class catalog.</li> </ul>	FY13/14
	<ul style="list-style-type: none"> <li>• Track and assess analytics for website, eNews, and social media to improve effective and efficient communications to visitors, donors, students and supporters.</li> </ul>	2013
	<ul style="list-style-type: none"> <li>• Develop and implement Way finding/signage plan.</li> </ul>	FY13-14 ongoing 2013

--	--	--

## Staff, Board and Governance

### Overarching Goals:

- Create a stable team working together in a supportive atmosphere.
- Provide training and support for success.
- Ensure compliance with all legal obligations and provide a safe workplace.

Program	Personnel, Board and Governance Objective(s)	Expected Completion
Staff/Volunteer Training and Development	<ul style="list-style-type: none"> <li>• Provide staff and volunteers with appropriate training to ensure they have the skills for present success and future growth.</li> <li>• Train all staff &amp; volunteers to improve their engagement with the center’s audience thereby enhancing visitor’s experience at the RAC.</li> <li>• Require Anti-Harassment Training for supervisory staff every two years and new employees as they are hired.</li> </ul>	2013 - ongoing  2013 -ongoing  2013–every two years
RAC Operations and HR	<ul style="list-style-type: none"> <li>• Provide every employee with an annual performance evaluation.</li> <li>• Provide facilitation/training for board/staff/faculty to improve communication and interaction.</li> <li>• Provide a forum, committee or other method for ongoing communication among board, staff, and faculty.</li> <li>• Compile a complete Policies and Procedures Handbook and keep it updated.</li> <li>• Update Salary Ranges &amp; Job Descriptions.</li> <li>• Update Employee Handbook (updated Jan 1, 2013)</li> <li>• Update all contracts and seek consistent wording.</li> <li>• Explore new recruitment/hiring methods.</li> <li>• Seek HR consultant to work with HR Committee.</li> </ul>	2013 - ongoing  FY 2013-ongiong  FY2013- ongoing  2013 – ongoing  2013, biannually  Every two years Fall 2013 FY13/14 FY13-16
Board Development and Governance	<ul style="list-style-type: none"> <li>• Update the by-laws and provide members with an opportunity to vote on changes.</li> <li>• Compile Index of Resolutions and Resolution Notebook.</li> <li>• Study board operations to ensure timely action</li> </ul>	June 2013  2013  FY13-14

	<p>and appropriate board roles and responsibility.</p> <ul style="list-style-type: none"> <li>• Expand board up to 20 members reflecting the cultural diversity of the community, acumen in financial matters and fundraising capabilities.</li> <li>• Revise Board Handbook &amp; Board Orientation procedure .</li> <li>• Provide continued Board training in fundraising and legal responsibilities.</li> <li>• Encourage Board engagement in local service and professional organizations.</li> </ul>	<p>FY13-14 - ongoing</p> <p>2013 – ongoing</p> <p>2013 -ongoing</p>
<b>Partnering Opportunities with nonprofit educational organizations.</b>	<ul style="list-style-type: none"> <li>• Explore partnerships or alliances with other arts organizations, universities and arts groups to collaborate on training, e.g., California College of the Arts, the SF Art Institute, the Academy of the Arts, UC Berkeley, and Contra Costa College.</li> </ul>	<p>FY13 - ongoing</p>

## Facility

### Overarching Goals:

- Evaluate use of spaces for efficacy in facilitating RAC’s vision and programmatic goals.
- Implement infrastructure improvements/changes in support of RAC’s programs as well as in support of the work of the board and staff.

Program	Facility Objective(s)	Expected Completion
<b>Facility</b>	<ul style="list-style-type: none"> <li>• Coordinate with the City of Richmond on upgrading the electrical and facility improvements.</li> <li>• Replace and expand capacity of network server.</li> <li>• Propose plan for KCRT facility usage for RAC operations, storage and programs. Seek City funding and if necessary private funding for improvements.</li> <li>• Propose overall plan including: offices, storage, meeting space for staff &amp; Board, a Gift Shop and a Café, expansion of some studios and redesign of others to enable new uses, new uses for West Gallery.</li> <li>• A plan for plants and structures in the courtyard.</li> <li>• New signage for Barrett and 25<sup>th</sup> Street entrances.</li> <li>• Increased parking.</li> </ul>	<p>FY13 ongoing</p> <p>2013</p> <p>2013-ongoing</p> <p>2013</p> <p>FY13/14</p> <p>FY13/14</p> <p>FY 2014</p>

<b>IT</b>	<ul style="list-style-type: none"><li>• Coordinate with the City of Richmond to upgrade the electrical system and facility improvements.</li><li>• Upgrade technology including the secure network, computer upgrades and software, server and backup storage.</li></ul>	FY 13- ongoing FY13/14
-----------	--	---------------------------