

**RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS ~ July 25, 2013**

Location: RAC, Resource Room Time called to order: 5:37 p.m. Time adjourned: 7:28 pm

Members present: Andrea Biren, Anna Blackman, Donna Brorby, Connie Tritt, Bob Connolly, Peter Dodge, Sue Hartman, Yolanda Holley, Matt Jacobson, Bernadette Jones, Terry Kotsatos, Inez Brooks-Myers, Ellengayle Oakley, Susan Wittenberg
Members Absent: Susan Brand, Edric Kwan,
Staff present: Richard Ambrose, Executive Director
Others Present: none

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Handouts Distributed or emailed prior to meeting:

- 1) Board Meeting Agenda for July 25, 2013
- 2) Minutes of Board of Director’s Meeting, May 23 and June 27, 2013
- 3) Treasurer’s report -- Balance Sheet, Profit and Loss Statement, and Cash Flow Schedule as of June 30, 2012
- 4) Executive Director’s Report – July 2013
- 5) Board Member Volunteer Hours and In Kind Donations form
- 6) Code of Ethics Richmond Art Center and Richmond Art Center Code of Ethical Conduct for Independent Contractors, Employees and Volunteers; Richmond Art Center Value Statement; Conflict of Interest Policy The Richmond Art Center
- 7) Proposed agenda Board Retreat

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1. Introductions/Announcements/Agenda Review. Board President Andi Biren welcomed the 2013-2014 board of directors, which includes new board members Matt Jacobson, Inez Brooks-Myers and Ellengayle Oakley. She referred directors to the form circulated in advance of the meeting for recording volunteer hours and in-kind contributions. All directors should submit these monthly by email to Dianne Wightman at dianne@therac.org. There were no changes in the substance of the meeting agenda.

2. Approval of minutes of the May 23 Board meeting. Secretary Donna Brorby referred those directors who were at the May 23 board meeting (all present except Matt, Ellen and Inez) to the revised minutes of the May 23 board meeting that were circulated before the meeting and are attached. Susan Wittenberg made the following:

MOTION: *“I move that the Board approve the revised minutes of the May 23, 2013 board meeting, as presented.”*

The motion was seconded by Bernadette Jones. It passed unanimously.

3. Approval of minutes of the June 27 Board meeting. Secretary Donna Brorby referred those directors who were at the June 27 board meeting (all present except Matt, Ellen and Inez) to the draft minutes of the June 27 board meeting that were circulated before the meeting and are attached. Sue Hartman noted again that her name is spelled with one “n.” Susan Wittenberg made the following:

MOTION: *“I move that the Board approve the draft minutes of the June 27, 2013 board meeting, as presented, with the correction of the spelling of Sue Hartman’s name .”*

The motion was seconded by Bernadette Jones. It passed unanimously.

4. Treasurer’s Report. Connie Tritt, Treasurer, reviewed the balance sheet, profit and loss statement and cash flow report for June 30, 2013 and the income statement for FY 2012-13. These documents are attached. June 30 is the end of the Richmond Art Center’s fiscal year. The June 30 balance sheet compares June 30 this year against June 30 last year. The Regello Fund balance is the same because staff delayed using the fund for scholarships until the Cal Oils grant for the summer 2013 summer camps was received; Regello funds would have been used if the Cal Oils grant had not been received. The Richmond loan balance is down because we made payments on the loan last year, as required by its terms. The fiscal year income statement shows that the RAC had approximately \$150,000 more income than expenses; this reflects salary savings due to the length of time it took to fill new positions last year. This savings will not be repeated this year. The surplus also reflects a delay in the redesign of the RAC website as we await the completion of the Taproot grant project that is evaluating the RAC’s branding/message. Our monthly budget is approximately \$80,000, so the net surplus is only two months operating expenses; six months operating expenses in surplus would not be excessive.

It was noted that the City of Richmond has announced a property tax shortfall. The MOU under which the city now is providing the RAC with substantial financial support is entering the second year of its five year term and is terminable on six months’ notice. Sue Hartman reported that Richmond’s City Manager has indicated that Richmond is not at this time cutting back on expenditures and commitments.

4. Executive Director’s Report. Ric Ambrose, Executive Director, referred the board to his written report for July 2013 that he had prepared for the board. It is attached.

Ric reported that the Berkeley Art Center has cancelled its plans to show an exhibit of Diebenkorn drawings curated by Jan Wurm and recommended that the Board approve the expenditure of up to \$15,000 to fund the exhibit at RAC in the fall of 2014. He anticipates that the RAC will be able to raise funds specifically to support this exhibit. It is an exciting opportunity to show some pieces owned by the Diebenkorn Foundation that have not been shown publically. Inez Brooks-Myers made the following motion:

MOTION: *I move that the Executive Director is authorized to commit up to \$15,000 to fund an exhibit of Richard Diebenkorn works on paper for fall 2014. It is understood that these funds may not be spent until the 2014-2015 fiscal year and will include some framing costs that will not be reimbursed from the Diebenkorn estate.*

The motion was seconded by Peter Dodge. It passed unanimously.

The Taproot project directed at the RAC’s messaging and marketing will produce a preliminary draft to the RAC board marketing committee on Tuesday July 30. The final draft will be presented to the board in September.

5. Committee Reports.

Education Committee. Susan Wittenberg, the chair of the education committee, reviewed her attached report, dated April 25, 2013. The education committee met monthly last year, except for April. The committee provides adjunct services such as feasibility and cost analysis, analysis of possible

funding sources and how to improve the prospects for funding. It is researching evaluation methods with the goal of creating evaluation tools for the Art Center's programs. It is working on a training program for teachers in the Art in Schools and Libraries program, for the integration of art into a new reading program in Richmond schools for grades 2-5 ("Treasures"). It is working on the development of an education master plan for children ages 5-18 (looking for gaps that the Art Center can help fill in.) Supplementing the report, Susan described the STEAM summer childrens' program, a collaboration of the RAC and Lawrence Hall of Science. There are two one-week sessions, five to nine year old younger children the first week, 10 to 14 year old children the second week. The first week ends July 26, the second August 2. All young people who participate in either week are invited to a day-long trip to the Exploratorium on July 30. The RAC provided the art teacher and Lawrence Hall of Science provided the academic teacher. Both RAC and the Lawrence Hall of Science evaluate the program as a success and are interested in continuing in the collaboration. There is no assurance of continued funding, but RAC has \$170,000 in 6 or 7 outstanding grant requests for its programs for children. The STEAM program pilot was initially supported by funding from the Richmond Public Library.

Both of the schools where RAC had its Arts In School program last year have lost most of the funding that was available to them for it for this year. The RAC is seeking funding for its childrens' education programs as noted above.

Development Committee. Board President Andi Biren noted that we have begun FY 2013-14 fundraising. She asked all board members to begin to think about their own financial contribution and about people they know that they might recruit to support the RAC.

Governance Committee. Andi reviewed the conflicts, ethics and values forms that were distributed before the meeting. She suggests that we reconsider these forms, including whether we should have different forms for different groups (board members, employees, volunteers, contractors, etc.) All board members present were asked to fill out and sign the conflicts and ethics forms.

8. New Business.

a. Board Communications and Email. Andi and Matt Jacobson raised the issue that Matt had previously raised with Andi, concerning the preservation of directors' RAC-related email communications (since almost all of our written communications are by email). Two issues emerged: (1) directors who use only their on-line Google Drive @therac account for RAC business might avoid the risk of their personal email being subject to search ("discovery") in a lawsuit against the RAC and (2) directors might have a responsibility to preserve their RAC email for the RAC, and using our on-line @therac email accounts might be the easiest way for the RAC to preserve the communications. This matter was referred to the Governance Committee.

b. Approval of Application for a Board Fellow from the Haas Business School. Board President Andi Biren recommended that the RAC apply for a "board fellow" from the Haas Business School at UC Berkeley. This would be a business student who would attend all RAC board meetings and do one business-related project. Ideas for projects include: (1) Market feasibility study for café and gift shop; (2) Plan for renting portions of the RAC facility for events. The following motion was made and seconded and it passed unanimously:

MOTION: *I move that the Board President and Executive Director are authorized to apply for and mentor a Board Fellow from the Haas Business School, who will participate in Board meetings and on Board committees from October through May and work on a business-related project for the Art Center in that period.*

9. Adjournment. The meeting was adjourned, on a motion by Inez Brooks-Myers that was seconded by Bob Connolly, at 7:28 p.m.

Refreshments: Anna Blackman will bring refreshments to the August 22 meeting.

Upcoming Dates: Aug. 5 -- Clean up RAC!
 Aug. 10, 8:30 am – 12:30 -- BOARD RETREAT
 Aug. 22, 5:30 – 7:30 p.m. -- BOARD MEETING
 Sept. 19, 5:30 – 7:30 p.m. -- Reception for Board Alumni

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.

Agenda for July 25, 2013 Richmond Art Center Board of Directors Meeting

Resource Room, Richmond Art Center, 5:30 pm

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|---|-------------------|--|
| <p>1. Introductions/Announcements/Agenda Review/
Welcome to New Board Members</p> <p style="padding-left: 40px;">Volunteer Hours</p> <p style="padding-left: 40px;">Water and snacks next time</p> | <p>5 minutes</p> | <p>Andi</p> |
| <p>2. Approval of Minutes of May and June Bd. Meetings(MOTION)</p> | <p>5 minutes</p> | <p>Donna</p> |
| <p>3. Treasurer's Report</p> <p style="padding-left: 40px;">End of Year numbers</p> <p style="padding-left: 40px;">Potential Richmond Budget problem</p> | <p>20 minutes</p> | <p>Connie/Ric</p> |
| <p>4. E.D. Report</p> <p style="padding-left: 40px;">Diebenkorn drawing Exhibit – (MOTION)</p> | <p>20 minutes</p> | <p>Ric</p> |
| <p>5. Committee Reports</p> <p style="padding-left: 40px;">Taproot Report/Website</p> <p style="padding-left: 40px;">Education Committee STEAM!</p> <p style="padding-left: 40px;">Development Committee Board Pledge/Donor Prospects</p> <p style="padding-left: 40px;">Bring 5 Donor Prospects to August meeting or email them to Donna/Ric before then</p> | <p>60 minutes</p> | <p>Ric</p> <p>Susan W</p> <p>Donna</p> |
| <p>6. Executive Session (if needed)</p> | | <p>Andi</p> |
| <p>7. Filling out 2013-2014 Conflict of Interest & Code of Ethics Affirmations</p> | | <p>Donna</p> |
| <p>8. New Business</p> <p style="padding-left: 40px;">Approval of Application for a Board Fellow from the Haas Business School (MOTION)</p> <p style="padding-left: 40px;">Plan for Board Retreat: see Agenda for that</p> <p style="padding-left: 40px;">Event for Board Alumni – ideas, organizers</p> | <p>30 minutes</p> | <p>Andi/Ric</p> <p>Andi</p> |
| <p>9. Adjourn – Motion Needed</p> | | |

Upcoming Dates:

Aug. 5	Clean up RAC! (Volunteers?)
Aug. 10	BOARD RETREAT 8:30 am – 12:30
Aug. 22 nd	BOARD MEETING – 5:30
Sept. 19	Reception for Board Alumni

Richmond Art Center
Balance Sheet as of June 30, 2013

	Jun 30, 13	Jun 30, 12	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Mechanics Endowment Fund Accts			
50-1010 · Mechanics Endowment Mny Mkt	\$ 31,158.90	\$ 60,735.80	\$ (29,576.90)
Total Mechanics Endowment Fund Accts	\$ 31,158.90	\$ 60,735.80	\$ (29,576.90)
10-1004 · Mech Bank, checking, COR Match	\$ 34,935.66	\$ -	\$ 34,935.66
10-1005 · Mechanics Bank Checking - 9901	\$ 86,602.58	\$ 187,961.17	\$ (101,358.59)
10-1006 · Mechanics Bank Savings - 7335	\$ 6,001.72	\$ 115,443.74	\$ (109,442.02)
10-1008 · Mech Savings, COR Loan	\$ 33,245.88	\$ -	\$ 33,245.88
10-1012 · Chase Bank - Checking	\$ 1,000.00	\$ -	\$ 1,000.00
101013 · Chase Bank - Savings			
101013a · Regello Balance	\$ 88,456.75	\$ -	\$ 88,456.75
101013b · COR Loan Balance	\$ 128,960.00	\$ -	\$ 128,960.00
101013c · Other Temp Restricted Funds	\$ 24,085.14	\$ -	\$ 24,085.14
Total 101013 · Chase Bank - Savings	\$ 241,501.89	\$ -	\$ 241,501.89
1049 · Petty Cash/Change Drawers	\$ 365.00	\$ 365.00	\$ -
Total Checking/Savings	\$ 434,811.63	\$ 364,505.71	\$ 70,305.92
Accounts Receivable			
1110 · COR Library/STEAM Program	\$ 4,350.00	\$ -	\$ 4,350.00
1200 · Accounts Receivable (1)	\$ 93,595.00	\$ 650.00	\$ 92,945.00
Total Accounts Receivable	\$ 97,945.00	\$ 650.00	\$ 97,295.00
Other Current Assets			
1105 · Scholarship Transfers	\$ 165.00	\$ 165.00	\$ -
1107 · Prepaid Expense (2)	\$ 666.00	\$ 2,333.75	\$ (1,667.75)
1122 · Active Network Online A/R	\$ -	\$ (113.98)	\$ 113.98
1126 · Prepaid Insurance			
1127 · Prepaid Liability Insurance	\$ 6,472.50	\$ 4,651.00	\$ 1,821.50
1128 · Prepaid W/C Insurance	\$ 2,015.16	\$ 1,800.00	\$ 215.16
1129 · Prepaid Medical Insurance	\$ 598.70	\$ 3,740.21	\$ (3,141.51)
1130 · Prepaid Fine Arts Insurance	\$ 970.65	\$ 792.56	\$ 178.09
Total 1126 · Prepaid Insurance	\$ 10,057.01	\$ 10,983.77	\$ (926.76)
Total Other Current Assets	\$ 10,888.01	\$ 13,368.54	\$ (2,480.53)
Total Current Assets	\$ 543,644.64	\$ 378,524.25	\$ 165,120.39

Richmond Art Center
Balance Sheet as of June 30, 2013

	Jun 30, 13	Jun 30, 12	\$ Change
Fixed Assets			
1115 · Furniture and Equipment	\$ 84,288.58	\$ 83,439.58	\$ 849.00
1116 · Accumulated Depreciation	\$ (71,668.00)	\$ (66,691.00)	\$ (4,977.00)
Total Fixed Assets	\$ 12,620.58	\$ 16,748.58	\$ (4,128.00)
Other Assets			
1140 · Inventory	\$ 745.00	\$ 745.00	\$ -
Total Other Assets	\$ 745.00	\$ 745.00	\$ -
TOTAL ASSETS	\$ 557,010.22	\$ 396,017.83	\$ 160,992.39
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	\$ 236.40	\$ 2,544.54	\$ (2,308.14)
Total Accounts Payable	\$ 236.40	\$ 2,544.54	\$ (2,308.14)
Credit Cards			
2002 · Mechanics Bank VISA Bus Card	\$ -	\$ 11,635.75	\$ (11,635.75)
Total Credit Cards	\$ -	\$ 11,635.75	\$ (11,635.75)
Other Current Liabilities			
2204 · Unearned Class Registration (3)	\$ 65,901.90	\$ -	\$ 65,901.90
2001A · Accrued Vacation	\$ 13,610.03	\$ 8,579.90	\$ 5,030.13
2004 · Medical Insurance Payable	\$ -	\$ 2,580.00	\$ (2,580.00)
2013 · City of Richmond Loan 2012	\$ 128,960.00	\$ 161,200.00	\$ (32,240.00)
2150 · Payroll Clearing	\$ -	\$ 208.20	\$ (208.20)
2200 · Sales Tax Payable	\$ 782.00	\$ (15.52)	\$ 797.52
2203 · Misc Temp Restricted Funds			
2203a · Kaiser Permanente	\$ 2,500.00	\$ -	\$ 2,500.00
2203b · Red Oak Grant	\$ 750.00	\$ -	\$ 750.00
2203c · Richmond Community Foundatio	\$ 5,000.00	\$ -	\$ 5,000.00
2203d * Rosie's Girls	\$ 1,800.00	\$ -	\$ 1,800.00
2203z · Ceramics Studio fund	\$ 493.43	\$ -	\$ 493.43
2203 · Misc Temp Restricted Funds - Other	\$ -	\$ 28,054.90	\$ (28,054.90)
Total 2203 · Misc Temp Restricted Funds	\$ 10,543.43	\$ 28,054.90	\$ (17,511.47)
Total Other Current Liabilities	\$ 219,797.36	\$ 200,607.48	\$ 19,189.88

Richmond Art Center
Balance Sheet as of June 30, 2013

	Jun 30, 13	Jun 30, 12	\$ Change
Total Current Liabilities	\$ 220,033.76	\$ 214,787.77	\$ 5,245.99
Total Liabilities	\$ 220,033.76	\$ 214,787.77	\$ 5,245.99
Equity			
3001 - Permanently Restricted Funds			
3002 - Restricted Endowment Funds (4)	\$ 31,080.80	\$ 33,688.85	\$ (2,608.05)
Total 3001 - Permanently Restricted Funds	\$ 31,080.80	\$ 33,688.85	\$ (2,608.05)
3003 - Temporarily Restricted Funds			
3005 - Regello Bequest	\$ 88,456.75	\$ 88,456.75	\$ -
3007 - Restr Fd-Adult Scholarships	\$ 125.00	\$ -	\$ 125.00
3007A - Restr Fd-Childrens Scholarships	\$ 1,500.00	\$ -	\$ 1,500.00
3008 - NPA-Restricted Funds	\$ -	\$ 13,500.00	\$ (13,500.00)
3008B - Restricted Funds-Textiles	\$ 1,910.07	\$ 1,910.07	\$ -
3008D - Restr Fund-Ceramic Study Center	\$ 1,392.07	\$ 904.19	\$ 487.88
3008E - Restricted Funds-Savin Grant	\$ 7,500.00	\$ -	\$ 7,500.00
3008H - Restricted Funds-Resource Room	\$ 1,617.93	\$ 2,466.93	\$ (849.00)
3008M - Restr Fd-ActiveNet DB upgrade	\$ 1,300.00	\$ 1,300.00	\$ -
3008O - Restricted Funds - WCCUSD Grant	\$ 975.70	\$ 975.70	\$ -
3008R - Restricted Richmond Community F	\$ -	\$ 1,750.00	\$ (1,750.00)
3008S - Restricted - Cal Oil	\$ 18,500.00	\$ 17,500.00	\$ 1,000.00
3008T - Restricted - Leshar Foundation	\$ 17,500.00	\$ 25,234.28	\$ (7,734.28)
3003 - Temporarily Restricted Funds - Other	\$ 460.00	\$ 4,500.00	\$ (4,040.00)
Total 3003 - Temporarily Restricted Funds	\$ 141,237.52	\$ 158,497.92	\$ (17,260.40)
3105 - PY Unrestricted Fund Balance	\$ (7,450.99)	\$ (101,963.41)	\$ 94,512.42
Net Income	\$ 172,109.13	\$ 91,006.70	\$ 81,102.43
Total Equity	\$ 336,976.46	\$ 181,230.06	\$ 155,746.40
TOTAL LIABILITIES & EQUITY	\$ 557,010.22	\$ 396,017.83	\$ 160,992.39

Richmond Art Center
Balance Sheet as of June 30, 2013

	% Change
ASSETS	
Current Assets	
Checking/Savings	
Mechanics Endowment Fund Accts	
50-1010 · Mechanics Endowment Mny Mkt	-48.70%
Total Mechanics Endowment Fund Accts	-48.70%
10-1004 · Mech Bank, checking, COR Match	100.00%
10-1005 · Mechanics Bank Checking - 9901	-53.93%
10-1006 · Mechanics Bank Savings - 7335	-94.80%
10-1008 · Mech Savings, COR Loan	100.00%
10-1012 · Chase Bank - Checking	100.00%
101013 · Chase Bank - Savings	
101013a · Regello Balance	100.00%
101013b · COR Loan Balance	100.00%
101013c · Other Temp Restricted Funds	100.00%
Total 101013 · Chase Bank - Savings	100.00%
1049 · Petty Cash/Change Drawers	0.00%
Total Checking/Savings	19.29%
Accounts Receivable	
1110 · COR Library/STEAM Program	100.00%
1200 · Accounts Receivable (1)	14299.23%
Total Accounts Receivable	14968.46%
Other Current Assets	
1105 · Scholarship Transfers	0.00%
1107 · Prepaid Expense (2)	-71.46%
1122 · Active Network Online A/R	100.00%
1126 · Prepaid Insurance	
1127 · Prepaid Liability Insurance	39.16%
1128 · Prepaid W/C Insurance	11.95%
1129 · Prepaid Medical Insurance	-83.99%
1130 · Prepaid Fine Arts Insurance	22.47%
Total 1126 · Prepaid Insurance	-8.44%
Total Other Current Assets	-18.56%
Total Current Assets	43.62%

Richmond Art Center
Balance Sheet as of June 30, 2013

	% Change
Fixed Assets	
1115 · Furniture and Equipment	1.02%
1116 · Accumulated Depreciation	7.46%
Total Fixed Assets	-24.65%
 Other Assets	
1140 · Inventory	0.00%
Total Other Assets	0.00%
 TOTAL ASSETS	 40.65%
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-90.71%
Total Accounts Payable	-90.71%
 Credit Cards	
2002 · Mechanics Bank VISA Bus Card	-100.00%
Total Credit Cards	-100.00%
 Other Current Liabilities	
2204 · Unearned Class Registration (3)	100.00%
2001A · Accrued Vacation	58.63%
2004 · Medical Insurance Payable	-100.00%
2013 · City of Richmond Loan 2012	-20.00%
2150 · Payroll Clearing	-100.00%
2200 · Sales Tax Payable	-5138.66%
2203 · Misc Temp Restricted Funds	
2203a · Kaiser Permanente	100.00%
2203b · Red Oak Grant	100.00%
2203c · Richmond Community Foundatio	100.00%
2203d * Rosie's Girls	
2203z · Ceramics Studio fund	100.00%
2203 · Misc Temp Restricted Funds - Other	-100.00%
Total 2203 · Misc Temp Restricted Funds	-62.42%
 Total Other Current Liabilities	 9.57%

**Richmond Art Center
Balance Sheet as of June 30, 2013**

	% Change
Total Current Liabilities	2.44%
Total Liabilities	2.44%
Equity	
3001 - Permanently Restricted Funds	
3002 - Restricted Endowment Funds (4)	-7.74%
Total 3001 - Permanently Restricted Funds	-7.74%
3003 - Temporarily Restricted Funds	
3005 - Regello Bequest	0.00%
3007 - Restr Fd-Adult Scholarships	100.00%
3007A - Restr Fd-Childrens Scholarships	100.00%
3008 - NPA-Restricted Funds	-100.00%
3008B - Restricted Funds-Textiles	0.00%
3008D - Restr Fund-Ceramic Study Center	53.96%
3008E - Restricted Funds-Savin Grant	100.00%
3008H - Restricted Funds-Resource Room	-34.42%
3008M - Restr Fd-ActiveNet DB upgrade	0.00%
3008O - Restricted Funds - WCCUSD Grant	0.00%
3008R - Restricted Richmond Community F	-100.00%
3008S - Restricted - Cal Oil	5.71%
3008T - Restricted - Leshar Foundation	-30.65%
3003 - Temporarily Restricted Funds - Other	-89.78%
Total 3003 - Temporarily Restricted Funds	-10.89%
3105 - PY Unrestricted Fund Balance	-92.69%
Net Income	89.12%
Total Equity	85.94%
TOTAL LIABILITIES & EQUITY	40.65%

Notes to accompany balance sheet as of June 30, 2013

- (1) Accounts Receivable detail:
 - City of Richmond, quarterly contract payment @ \$68,750
 - City of Richmond, quarterly match payment @ \$22,500
 - YMCA for Rosie's Girls @ \$1800
 - Other @ \$545
- (2) WESTAF; we paid for \$1000 for three uses of their website for accepting show applications. Our recent juried Craft Show used one of the three
- (3) Summer 2013 class registrations to be recognized in July
- (4) The difference of \$78.10 is earned interest which is recognized as income and not an increase in the restricted amount.

RICHMOND ART CENTER
Income Statement for 12 Month Period Ended June 30, 2013

			Jun-13	Budget by Month	Variance by Month	Year to June 2013	Budget to Date	\$ Variance YTD
Ordinary Income/Expense								
Income								
	4000 · Memberships							
	Total 4000 · Memberships		\$ 5,761.45	\$ 2,000	\$ 3,761	\$ 32,067.46	\$ 24,000	\$ 8,067
	4010 · Education Income							
	Total 50-4001 · Studio Program Tuition		\$ 1,388.24	\$ 15,008	\$ (13,620)	\$ 189,257.05	\$ 180,100	\$ 9,157
	50-4012 · Art Tour Fees		\$ -	\$ 100	\$ (100)	\$ 1,945.00	\$ 1,200	\$ 745
	Subtotal-Open Studios		\$ 1,100.00	\$ 292	\$ 808	\$ 7,624.85	\$ 3,500	\$ 4,125
	50-4045 · Studio Program Advertisement		\$ -	\$ -	\$ -	\$ 850.00	\$ -	\$ 850
	50-4025 · Locker Rentals		\$ 296.00	\$ 67	\$ 229	\$ 2,237.55	\$ 800	\$ 1,438
	51-4010 · Sales - Items/Materials			\$ -	\$ -		\$ -	\$ -
	Total 51-4010 · Art Supplies Sales (net)		\$ 1,096.08	\$ 137	\$ 959	\$ 3,424.83	\$ 1,640	\$ 1,785
	80-4010 · Education - Scholarships		\$ -	\$ 708	\$ (708)	\$ 3,500.00	\$ 8,500	\$ (5,000)
	Total 4010 · Education Income		\$ 3,880.32	\$ 16,312	\$ (12,431)	\$ 208,839.28	\$ 195,740	\$ 13,099
	Total 4012 · Outreach Program Income (1)		\$ -	\$ -	\$ -	\$ 1,840.00	\$ -	\$ 1,840
	4015 · Exhibition Income							
	60-4012 Sponsorships		\$ -	\$ 83	\$ (83)	\$ -	\$ 1,000	\$ (1,000)
	61-4015 · Entry Fees		\$ -	\$ 292	\$ (292)	\$ 2,962.30	\$ 3,500	\$ (538)
	62-4015 · Artwork Sales, net of commissions		\$ -	\$ 353	\$ (353)	\$ 10,214.35	\$ 4,232	\$ 5,982
	63-4015 · Catalogs and Other Sales		\$ -	\$ -	\$ -	\$ 753.47	\$ -	\$ 753
	Admission Donations		\$ 202.76	\$ 125	\$ 78	\$ 1,362.93	\$ 1,500	\$ (137)
	Total 4015 · Exhibition Income		\$ 202.76	\$ 853	\$ (650)	\$ 15,293.05	\$ 10,232	\$ 5,061
	4050 · Rental Income (Space)							
	10-4050 · Facility Rental		\$ -	\$ 233	\$ (233)	\$ 4,119.00	\$ 2,800	\$ 1,319
	Total 4050 · Rental Income (Space)		\$ -	\$ 233	\$ (233)	\$ 4,119.00	\$ 2,800	\$ 1,319
	4060 · Income - Miscellaneous							
	10-4060 · Admin/General Ops		\$ -	\$ -	\$ -	\$ 959.87	\$ -	\$ 960
	50-4060 * Education Misc Income (2)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

RICHMOND ART CENTER
Income Statement for 12 Month Period Ended June 30, 2013

			Jun-13	Budget by Month	Variance by Month	Year to June 2013	Budget to Date	\$ Variance YTD
		60-4060 · Exhibition Misc'l (3)	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000
		Total 4060 · Income - Miscellaneous	\$ -	\$ -	\$ -	\$ 1,959.87	\$ -	\$ 1,960
		4110 · Fundraising - Special Events						
		12-4110 · Fundraising - Special Events, HAF	\$ -	\$ 1,417	\$ (1,417)	\$ 17,052.07	\$ 17,000	\$ 52
		Total 4110 · Fundraising - Special Events	\$ -	\$ 1,417	\$ (1,417)	\$ 17,052.07	\$ 17,000	\$ 52
		4100 · Fundraising - Annual Drive						
		10-4102 · Spring Campaign	\$ -	\$ -	\$ -	\$ 1,711.68	\$ -	\$ 1,712
		10-4135 · Art Partnership	\$ -	\$ -	\$ -	\$ 5,484.65	\$ -	\$ 5,485
		Total 4100 · Fundraising - Annual Drive	\$ -	\$ -	\$ -	\$ 7,196.33	\$ -	\$ 7,196
		4120 · Fundraising - Misc/Other (4)	\$ -	\$ -	\$ -	\$ 2,250.00	\$ -	\$ 2,250
		Total 4130 · Donations - Individual/Board	\$ 959.00	\$ -	\$ 959	\$ 60,446.00	\$ -	\$ 60,446
		4140 · Donations - Business						
		10-4140 · Admin/General Ops (5)	\$ -	\$ -	\$ -	\$ 4,250.00	\$ -	\$ 4,250
		Total 4140 · Donations - Business	\$ -	\$ -	\$ -	\$ 4,250.00	\$ -	\$ 4,250
		4150 · Donations - Community Groups						
		10-4150 · Admin/General Ops	\$ -	\$ -	\$ -	\$ 1,095.75	\$ -	\$ 1,096
		60-4150 · Exhibition	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100
		Total 4150 · Donations - Community Groups	\$ -	\$ -	\$ -	\$ 1,195.75	\$ -	\$ 1,196
		Sponsors (6)	\$ -	\$ 333	\$ (333)	\$ 3,050.00	\$ 4,000	\$ (950)
		Partnership Campaign	\$ 959.00	\$ 6,667	\$ (5,708)	\$ 78,388.08	\$ 80,000	\$ (1,612)
		4200 · Grants - Foundations						
		10-4200 · Admin/General Ops (7)	\$ -	\$ 1,393	\$ (1,393)	\$ 16,710.00	\$ 16,710	\$ -
		50-4200 · Education - (8)	\$ -	\$ 2,471	\$ (2,471)	\$ 31,900.00	\$ 29,650	\$ 2,250

RICHMOND ART CENTER
Income Statement for 12 Month Period Ended June 30, 2013

			Jun-13	Budget by Month	Variance by Month	Year to June 2013	Budget to Date	\$ Variance YTD
		60-4200 · Exhibition (9)	\$ 5,000.00	\$ 5,417	\$ (417)	\$ 65,234.28	\$ 65,000	\$ 234
		Total 4200 · Grants - Foundations	\$ 5,000.00	\$ 9,280	\$ (4,280)	\$ 113,844.28	\$ 111,360	\$ 2,484
		50-4210 * Education On-Site (10)	\$ -	\$ 1,167	\$ (1,167)	\$ 14,000.00	\$ 14,000	\$ -
		Total Grants - Business	\$ -	\$ 1,167	\$ (1,167)	\$ 14,000.00	\$ 14,000	\$ -
		4240 · Grants - City and Local Agencies						
		10-4240 · Admin/General Ops	\$ 91,250.00	\$ 21,799	\$ 69,451	\$ 375,000.00	\$ 261,590	\$ 113,410
		50-4240 * Education (11)	\$ 10,000.00	\$ 833		\$ 10,000.00	\$ 10,000	
		60-4240 · Exhibition (12)	\$ 4,404.17	\$ 279	\$ 4,125	\$ 11,350.00	\$ 3,350	\$ 8,000
		Total 4240 · Grants - City	\$ 105,654.17	\$ 22,912	\$ 82,743	\$ 396,350.00	\$ 274,940	\$ 121,410
		Total Income	\$ 121,457.70	\$ 61,173	\$ 60,618	\$ 883,753.09	\$ 734,072	\$ 149,681

RICHMOND ART CENTER
Income Statement for 12 Month Period Ended June 30, 2013

		Jun-13	Budget by Month	Variance by Month	Year to June 2013	Budget to Date	\$ Variance YTD
Expense							
10-0000 · Admin/Genl Ops							
	10-6001 · Allocated Support Salaries	\$ 6,098.10	\$ 6,431	\$ (333)	\$ 82,695.58	\$ 77,176	\$ 5,520
	10-6010 · Payroll Taxes	\$ 767.82	\$ 608	\$ 160	\$ 8,169.42	\$ 7,290	\$ 879
	10-6015 · Payroll Processing Fees	\$ 192.34	\$ 188	\$ 5	\$ 2,385.73	\$ 2,250	\$ 136
	10-6030 · Medical Dental	\$ -	\$ 1,053	\$ (1,053)	\$ 13,633.24	\$ 12,636	\$ 997
	10-6040 · Staff Development/Recruitment	\$ 971.22	\$ 167	\$ 805	\$ 3,311.81	\$ 2,000	\$ 1,312
	10-6045 · Board Development/Recruitment	\$ 17.21	\$ 250	\$ (233)	\$ 147.21	\$ 3,000	\$ (2,853)
	10-6050 · Insurance, Liability	\$ 413.00	\$ 500	\$ (87)	\$ 6,563.50	\$ 6,000	\$ 564
	10-6060 · Website Management	\$ 270.00	\$ 167	\$ 103	\$ 3,424.48	\$ 2,000	\$ 1,424
	10-6061 · Membership Maintenance	\$ -	\$ -	\$ -	\$ 911.25	\$ -	\$ 911
	10-6070 · Telephone/Internet Expense	\$ 70.62	\$ 75	\$ (4)	\$ 850.69	\$ 900	\$ (49)
	10-6090 · Hardware/Software	\$ 6,083.00	\$ 500	\$ 5,583	\$ 11,402.84	\$ 6,000	\$ 5,403
	10-6101 · Equipment Lease	\$ 575.85	\$ 383	\$ 193	\$ 2,087.47	\$ 4,600	\$ (2,513)
	10-6110 · Maintenance/Repairs	\$ 33.29	\$ -	\$ 33	\$ 399.48	\$ -	\$ 399
	10-6120 · Supplies - Office/Gen Operating	\$ 538.88	\$ 417	\$ 122	\$ 4,426.52	\$ 5,000	\$ (573)
	10-6130 Advertising/Public Relations	\$ -	\$ -	\$ -	\$ 187.87	\$ -	\$ 188
	10-6131 · Meeting/Reception Supplies	\$ 214.01	\$ -	\$ 214	\$ 945.20	\$ -	\$ 945
	10-6150 · Dues & Publications	\$ -	\$ -	\$ -	\$ 556.00	\$ -	\$ 556
	10-6160 · Postage & Delivery	\$ 662.40	\$ 292	\$ 371	\$ 3,230.52	\$ 3,500	\$ (269)
	10-6170 · Printing & Copies	\$ -	\$ 208	\$ (208)	\$ 3,502.37	\$ 2,500	\$ 1,002
	10-6270 · Bank & CC Merchant Charges	\$ 27.85	\$ -	\$ 28	\$ 1,281.36	\$ -	\$ 1,281
	10-6350 · Recruiting	\$ -	\$ -	\$ -	\$ 643.00	\$ -	\$ 643
	Taxes, Licenses and Fees	\$ -	\$ 92	\$ (92)	\$ 85.00	\$ 1,100	\$ (1,015)
	Travel/Mileage	\$ 118.16	\$ 21	\$ 97	\$ 125.81	\$ 250	\$ (124)
	Video & Software (RCF)	\$ -	\$ 42	\$ (42)	\$ -	\$ 500	\$ (500)
	10-6600 · Audit	\$ -	\$ 450	\$ (450)	\$ 6,785.00	\$ 5,400	\$ 1,385
	10-0000 · Admin/Genl Ops - Other	\$ -	\$ -	\$ -	\$ 75.00	\$ -	\$ 75
Total 10-0000 · Admin/Genl Ops		\$ 17,053.75	\$ 11,842	\$ 5,212	\$ 157,826.35	\$ 142,102	\$ 15,724
11-0000 · Facilities			\$ -			\$ -	

RICHMOND ART CENTER
Income Statement for 12 Month Period Ended June 30, 2013

			Jun-13	Budget by Month	Variance by Month	Year to June 2013	Budget to Date	\$ Variance YTD
		11-6000 · Facilities Direct Personnel	\$ 720.00	\$ 644	\$ 76	\$ 9,608.50	\$ 7,725	\$ 1,884
		11-6001 · Facilities Allocated Personnel	\$ 576.92	\$ 817	\$ (240)	\$ 7,574.62	\$ 9,809	\$ (2,234)
		11-6010 · Facilities Payroll Taxes	\$ 163.60	\$ 138	\$ 26	\$ 1,736.72	\$ 1,656	\$ 81
		Equipment & Furniture	\$ 4,227.16	\$ 1,000	\$ 3,227	\$ 5,201.49	\$ 12,000	\$ (6,799)
		Maintenance & Repair	\$ 317.54	\$ 333	\$ (16)	\$ 1,331.34	\$ 4,000	\$ (2,669)
		Facilities Evaluation & Planning	\$ -	\$ 83	\$ (83)	\$ -	\$ 1,000	\$ (1,000)
		Total 11-0000 · Facilities	\$ 6,005.22	\$ 3,016	\$ 2,989	\$ 25,452.67	\$ 36,190	\$ (10,737)
		12-0000 · Fundraising					\$ -	
		12-6000 · Salaries-Fundraising	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 2,500
		12-6001 · Allocated Support Salaries	\$ 2,595.92	\$ 3,416	\$ (820)	\$ 40,850.33	\$ 40,994	\$ (144)
		12-6010 · Payroll Taxes	\$ 326.77	\$ 323	\$ 4	\$ 4,297.18	\$ 3,872	\$ 425
		12-6040 · Staff Recruiting	\$ -	\$ -	\$ -	\$ 75.00	\$ -	\$ 75
		12-6120 · Supplies - Office/General	\$ -	\$ 83	\$ (83)	\$ 753.72	\$ 1,000	\$ (246)
		12-6121 * Mileage	\$ -	\$ -	\$ -	\$ 26.10	\$ -	\$ 26
		12-6160 * Postage	\$ -	\$ 83	\$ (83)	\$ 46.00	\$ 1,000	\$ (954)
		12-6175 · Networking Expense	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250
		12-6200 · Conf/Mtgs/Receptions	\$ 20.70	\$ 83	\$ (63)	\$ 93.48	\$ 1,000	\$ (907)
		12-6210 · HAF Art Sales Commission	\$ -	\$ -	\$ -	\$ 2,263.60	\$ -	\$ 2,264
		12-6250 · Fundraising-HAF	\$ -	\$ -	\$ -	\$ 1,811.73	\$ -	\$ 1,812
		12-6261 · Fundraising Event Supplies	\$ -	\$ -	\$ -	\$ 102.75	\$ -	\$ 103
		12-6280 · Merchant Charges Fundraising	\$ -	\$ 316	\$ (316)	\$ 43.59	\$ 3,788	\$ (3,744)
		12-6300 · Contract Services	\$ -	\$ 333	\$ (333)	\$ 3,037.50	\$ 4,000	\$ (963)
		12-6400 · Volunteer Program	\$ -	\$ 83	\$ (83)	\$ 391.46	\$ 1,000	\$ (609)
		12-6500 · ActiveNetwork Processing Fees	\$ 507.03	\$ 39	\$ 468	\$ 730.51	\$ 466	\$ 265
		Printing		\$ 42	\$ (42)		\$ 500	\$ (500)
		Total 12-0000 · Fundraising	\$ 3,450.42	\$ 4,802	\$ (1,351)	\$ 57,272.95	\$ 57,620	\$ (347)

RICHMOND ART CENTER
Income Statement for 12 Month Period Ended June 30, 2013

			Jun-13	Budget by Month	Variance by Month	Year to June 2013	Budget to Date	\$ Variance YTD
13-0000 · Membership Maintenance				\$ -			\$ -	
	13-6001 · Allocated Salaries		\$ 681.01	\$ 886	\$ (205)	\$ 10,641.14	\$ 10,627	\$ 14
	13-6010 · Membership Maint P/R tax exp		\$ 85.80	\$ 84	\$ 2	\$ 1,071.06	\$ 1,004	\$ 67
	13-6400 · Mbr Maint, AN processing fees		\$ 702.53	\$ 108	\$ 594	\$ 1,767.89	\$ 1,300	\$ 468
	Postage/Shipping		\$ -	\$ 21	\$ (21)	\$ -	\$ 250	\$ (250)
	Office Supplies		\$ -	\$ 21	\$ (21)	\$ -	\$ 250	\$ (250)
Total 13-0000 · Membership Maintenance			\$ 1,469.34	\$ 1,119	\$ 350	\$ 13,480.09	\$ 13,431	\$ 49
14-000 · Marketing							\$ -	
	14-6000 - Marketing Direct Personnel		\$ -	\$ -	\$ -	\$ 258.68	\$ -	\$ 259
	14-6001 · Marketing Allocated Personnel		\$ 3,227.82	\$ 2,098	\$ 1,130	\$ 25,842.50	\$ 25,174	\$ 669
	14-6010 · Marketing Payroll Taxes		\$ 406.32	\$ 198	\$ 208	\$ 2,604.15	\$ 2,378	\$ 226
	Institutional Marketing		\$ 20.00	\$ 667	\$ (647)	\$ 1,218.58	\$ 8,000	\$ (6,781)
	Dues & Publications			\$ 83	\$ (83)	\$ -	\$ 1,000	\$ (1,000)
Total 14-000 · Marketing			\$ 3,654.14	\$ 3,046	\$ 608	\$ 29,923.91	\$ 36,552	\$ (6,628)
16.0000 Funded Projects							\$ -	
	16.0001 WCCUSD Student Art Show		\$ -	\$ 279	\$ (279)	\$ 3,261.40	\$ 3,350	\$ (89)
	16.0002 COR NPA Art on the Greenway		\$ -	\$ 667	\$ (667)	\$ 6,306.70	\$ 8,000	\$ (1,693)
Total 16.0000 Funded Projects			\$ -	\$ 946	\$ (946)	\$ 9,568.10	\$ 11,350	\$ (1,782)

RICHMOND ART CENTER
Income Statement for 12 Month Period Ended June 30, 2013

			Jun-13	Budget by Month	Variance by Month	Year to June 2013	Budget to Date	\$ Variance YTD
		50-0000 · Education		\$ -			\$ -	
		50-6000 · Salaries	\$ 11,153.15	\$ 9,313	\$ 1,840	\$ 100,915.52	\$ 111,760	\$ (10,844)
		50-6001 · Allocated Support Salaries	\$ 3,649.50	\$ 3,135	\$ 515	\$ 40,697.67	\$ 37,618	\$ 3,080
		50-6010 · Payroll Taxes	\$ 1,899.31	\$ 1,283	\$ 617	\$ 14,579.31	\$ 15,390	\$ (811)
		50-6030 · Medical Insurance	\$ -	\$ 500	\$ (500)	\$ 6,000.00	\$ 6,000	\$ -
		50-6040 · Staff/Board/Development/Recruit	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ 150
		50-6110 · Maintenance/Repairs	\$ -	\$ -	\$ -	\$ 29.37	\$ -	\$ 29
		50-6120 · Supplies - Office/General	\$ 14.66	\$ -	\$ 15	\$ 365.36	\$ -	\$ 365
		50-6122 · Supplies - Program/Materials	\$ 2,165.83	\$ 500	\$ 1,666	\$ 6,597.07	\$ 6,000	\$ 597
		Art Tours	\$ -	\$ -	\$ -	\$ 1,331.59	\$ -	\$ 1,332
		Special Events	\$ -	\$ -	\$ -	\$ 76.32	\$ -	\$ 76
		50-6130 · Advertising/P/R	\$ 1,719.00	\$ 500	\$ 1,219	\$ 9,272.00	\$ 6,000	\$ 3,272
		50-6160 · Postage & Delivery	\$ 290.71	\$ 167	\$ 124	\$ 970.32	\$ 2,000	\$ (1,030)
		Catalog Delivery	\$ -	\$ 67	\$ (67)	\$ 800.00	\$ 800	\$ -
		50-6170 · Printing & Copies	\$ -	\$ 500	\$ (500)	\$ 2,800.00	\$ 6,000	\$ (3,200)
		50-6205 · Active Network Equip + Fees	\$ -	\$ -	\$ -	\$ 151.72	\$ -	\$ 152
		50-6210 · Art Sales Commission	\$ -	\$ -	\$ -	\$ 217.75	\$ -	\$ 218
		50-6270 · Merchant Charges	\$ 2,209.03	\$ 333	\$ 1,876	\$ 6,852.62	\$ 4,000	\$ 2,853
		50-6271 · Education AN transaction fees	\$ 983.12	\$ 250	\$ 733	\$ 3,321.79	\$ 3,000	\$ 322
		50-6300 · Contract Services/Faculty	\$ 10,784.63	\$ 8,333	\$ 2,451	\$ 98,126.47	\$ 100,000	\$ (1,874)
		50-6301 · Training	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500
		50-6310 · Graphic Design Svcs	\$ -	\$ 417	\$ (417)	\$ 4,600.00	\$ 5,000	\$ (400)
		50-6340 · Modeling Services	\$ 170.00	\$ 267	\$ (97)	\$ 4,145.00	\$ 3,200	\$ 945
		50-7000 · Art in Schools/Lib/Comm	\$ 233.77	\$ 1,132	\$ (898)	\$ 11,994.68	\$ 13,584	\$ (1,589)
		50-7001 · AIS Supplies	\$ 148.70	\$ 459	\$ (310)	\$ 4,796.12	\$ 5,504	\$ (708)
		50-7002 · AIS - Tours	\$ -	\$ 250	\$ (250)	\$ 1,410.02	\$ 3,000	\$ (1,590)
		Vetting Expense	\$ -	\$ -	\$ -	\$ 323.50	\$ -	\$ 324
		Art In Community Centers	\$ -	\$ 708	\$ (708)	\$ -	\$ 8,500	\$ (8,500)
		Art In Library	\$ -	\$ 167	\$ (167)	\$ -	\$ 2,000	\$ (2,000)
		Travel/Mileage	\$ -	\$ -	\$ -	\$ 158.20	\$ -	\$ 158
		Public Events (Skeleton Fest & UpCycle! Richmo)	\$ -	\$ 277	\$ (277)	\$ -	\$ 3,324	\$ (3,324)
		Website Maintenance	\$ -	\$ 250	\$ (250)	\$ -	\$ 3,000	\$ (3,000)

RICHMOND ART CENTER
Income Statement for 12 Month Period Ended June 30, 2013

			Jun-13	Budget by Month	Variance by Month	Year to June 2013	Budget to Date	\$ Variance YTD
		50-0000 · Education - Other	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ 150
		Total 50-0000 · Education	\$ 35,421.41	\$ 28,732	\$ 6,690	\$ 321,332.40	\$ 344,778	\$ (23,446)

RICHMOND ART CENTER
Income Statement for 12 Month Period Ended June 30, 2013

			Jun-13	Budget by Month	Variance by Month	Year to June 2013	Budget to Date	\$ Variance YTD
		60-0000 · Exhibition					\$ -	
		60-6000 · Salaries-Exhibition	\$ 3,740.40	\$ 3,853	\$ (113)	\$ 43,833.46	\$ 46,240	\$ (2,407)
		60-6001 · Allocated Support Salaries	\$ 2,449.51	\$ 2,082	\$ 367	\$ 26,377.89	\$ 24,987	\$ 1,391
		60-6010 · Payroll Taxes	\$ 775.64	\$ 602	\$ 173	\$ 7,607.13	\$ 7,228	\$ 379
		60-6040 · Staff/Board/Recruitment/Develop	\$ -	\$ -	\$ -	\$ 75.00	\$ -	\$ 75
		60-6120 · Supplies - Office/General	\$ -	\$ -	\$ -	\$ 27.29	\$ -	\$ 27
		60-6122 · Supplies - Exhibitions/Gallery	\$ 1,676.01	\$ 83	\$ 1,593	\$ 2,572.07	\$ 1,000	\$ 1,572
		60-6160 · Postage & Delivery	\$ 396.69	\$ 104	\$ 293	\$ 1,014.87	\$ 1,250	\$ (235)
		60-6170 · Printing & Copies	\$ -	\$ 50	\$ (50)	\$ 571.86	\$ 600	\$ (28)
		60-6192 · Fine Art Insurance	\$ -	\$ 137	\$ (137)	\$ 1,485.91	\$ 1,644	\$ (158)
		60-6180 · Reception/Event Costs	\$ 200.00	\$ 67	\$ 133	\$ 1,377.67	\$ 800	\$ 578
		60-6185 · Exhibit Rental Fees	\$ -	\$ 417	\$ (417)	\$ 5,407.94	\$ 5,000	\$ 408
		60-6191 · Art Damage	\$ -	\$ 25	\$ (25)	\$ 150.00	\$ 300	\$ (150)
		60.6271 Credit Card Fees	\$ -	\$ -	\$ -	\$ 6.00	\$ -	\$ 6
		60-6270 · Merchant Charges	\$ -	\$ -	\$ -	\$ 7.03	\$ -	\$ 7
		60-6300 · Contract Services	\$ -	\$ 83	\$ (83)	\$ 834.00	\$ 1,000	\$ (166)
		Advertising/Marketing	\$ -	\$ 83	\$ (83)	\$ -	\$ 1,000	\$ (1,000)
		Craft Show Awards	\$ -	\$ 83	\$ (83)	\$ 1,000.00	\$ 1,000	\$ -
		Total 60-0000 · Exhibition	\$ 9,238.25	\$ 7,671	\$ 1,568	\$ 92,348.12	\$ 92,049	\$ 299
		Depreciation	\$ 4,977.00			\$ 4,977.00		
		Total Expense	\$ 81,269.53	\$ 61,173	\$ 20,097	\$ 712,181.59	\$ 734,072	\$ (21,890)
		4001 · Interest Income	\$ 0.86	\$ 6.74	\$ -	\$ 181	\$ 179.96	
		4005 · Investment Income	\$ 43.75	\$ -	\$ -	\$ 357	\$ 313.06	
			\$ 44.61	\$ 6.74	\$ -	\$ 537.63	\$ 493.02	\$ -
		Net Gain (Loss)	\$ 40,232.78	\$ 6.74	\$ 40,522	\$ 172,109.13	\$ 493	\$ 171,572

RICHMOND ART CENTER
Income Statement for 12 Month Period Ended June 30, 2013

Annual Budget
\$ 24,000
\$ 180,100
\$ 1,200
\$ 3,500
\$ -
\$ 800
\$ 1,640
\$ 8,500
\$ 195,740.00
\$ -
\$ 1,000
\$ 3,500
\$ 4,232
\$ -
\$ 1,500
\$ 10,232
\$ 2,800
\$ 2,800
\$ -
\$ -

RICHMOND ART CENTER
Income Statement for 12 Month Period Ended June 30, 2013

Annual Budget
\$ 65,000
\$ 111,360.00
\$ 14,000
\$ 14,000.00
\$ 261,590
\$ 10,000
\$ 3,350
\$ 274,940
\$ 734,072

RICHMOND ART CENTER
Income Statement for 12 Month Period Ended June 30, 2013

Annual Budget
\$ 77,176
\$ 7,290
\$ 2,250
\$ 12,636
\$ 2,000
\$ 3,000
\$ 6,000
\$ 2,000
\$ -
\$ 900
\$ 6,000
\$ 4,600
\$ -
\$ 5,000
\$ -
\$ -
\$ 3,500
\$ 2,500
\$ -
\$ -
\$ 1,100
\$ 250
\$ 500
\$ 5,400
\$ -
\$ 142,102

RICHMOND ART CENTER
Income Statement for 12 Month Period Ended June 30, 2013

Annual Budget
\$ 7,725
\$ 9,809
\$ 1,656
\$ 12,000
\$ 4,000
\$ 1,000
\$ 36,190
\$ -
\$ 40,994
\$ 3,872
\$ -
\$ 1,000
\$ 1,000
\$ -
\$ 1,000
\$ -
\$ -
\$ -
\$ 3,788
\$ 4,000
\$ 1,000
\$ 466
\$ 500
\$ 57,620

RICHMOND ART CENTER
Income Statement for 12 Month Period Ended June 30, 2013

Annual Budget	
\$	10,627
\$	1,004
\$	1,300
\$	250
\$	250
\$	13,431
\$	-
\$	25,174
\$	2,378
\$	8,000
\$	1,000
\$	36,552
\$	3,350
\$	8,000
\$	11,350.00

RICHMOND ART CENTER
Income Statement for 12 Month Period Ended June 30, 2013

Annual Budget
\$ 111,760
\$ 37,618
\$ 15,390
\$ 6,000
\$ -
\$ -
\$ -
\$ 6,000
\$ -
\$ -
\$ 6,000
\$ 2,000
\$ 800
\$ 6,000
\$ -
\$ -
\$ 4,000
\$ 3,000
\$ 100,000
\$ -
\$ 5,000
\$ 3,200
\$ 13,584
\$ 5,504
\$ 3,000
\$ -
\$ 8,500
\$ 2,000
\$ -
\$ 2,422
\$ 3,000

RICHMOND ART CENTER
Income Statement for 12 Month Period Ended June 30, 2013

Annual Budget	
\$	-
\$	344,778

RICHMOND ART CENTER
Income Statement for 12 Month Period Ended June 30, 2013

Annual Budget
\$ 46,240
\$ 24,987
\$ 7,228
\$ -
\$ -
\$ 1,000
\$ 1,250
\$ 600
\$ 1,644
\$ 800
\$ 5,000
\$ 300
\$ -
\$ -
\$ 1,000
\$ 1,000
\$ 1,000
\$ 92,049
\$ 734,072
\$ 180
\$ 313
\$ 493
\$ 493

Notes to accompany Income Statement for 12-Month Period Ended June 30, 2013

- (1) Income from WCCUSD @\$7500 and BACR @ \$2500 recognized as Grant income
- (2) Rosie's Girls, pd by fiscal sponsor YMCA
- (3) Payment for serving as juror at Oakland Muscum by Emily
- (4) Oliver Ranch Tour
- (5) Levin Richmond Terminal donation @ \$1000
Mechanics Bank 2 donations @ \$2250
Richmond Chamber of Commerce @ \$1000
- (6) UpCycle! Richmond support: EBMUD @ \$500, Richmond Sanitary @ \$1000, Kaiser Permanente @ \$1000, Bay City Mechanical @ \$300, Recycle More @ \$250
- (7) Open Circle @ \$10,000 and Richmond Community Foundation @ \$1750 and \$4960
- (8) Eastman @ \$4000, Art 4 Moore @ \$2000, Levin Terminal @ \$2500, Soroptomist @ \$2500, San Pablo Foundation @ \$3400, East Bay Community Foundation @ \$17,500
- (9) Lesher @ \$30,000, Savin @ \$30,000, White/Scalapino @ \$5000
- (10) Cal Oils (net of scholarships @ \$3500) @ \$14,000
- (11) WCCUSD and BACR funding
- (12) City of Richmond NPA @ \$8000 and WCCUSD Student Art Show/Wittenberg @ \$3350

Executive Director Report for July

We have just completed a very successful year both operationally and programmatically. A few highlights:

- Signed five year MOU agreement with the City of Richmond to increase their funding to the Arts Center six fold.
- Our Membership increased 10% over last year
- Student enrollment in our classes/workshops increased by 12% and revenues by 15%.
- Excluding our support from the City of Richmond, unearned revenue increased 30% over the previous year.
- Net revenue is expected to be around \$170,000 the largest surplus to date.
- Re-launched our Artists in the Community program at five different sites.
- Mounted notable exhibitions: Hobos to Streets: Artists' Respond to the Homeless, Portrait of the Cuban Revolution, the Art on the Greenway and the Juried Contemporary Craft Exhibition.
- Largest number of artists participating in the 2013 Members Exhibition, a 50% increase over last year
- Created new partnerships with LBNL, Lawrence Hall of Science, Rosie's Girls, Y.E.S., Urban Tilth, University of California 4-H Youth Development Program, and ArtsBridge to mention a few.
- Received in service grant (valued at \$55,000) from Taproot Foundation to create RAC's key messaging and establish branding strategies.
- Hired or added new staff positions: part-time Marketing and Communications Manager, Education Assistant, Outreach Coordinator, and Exhibition Assistant; and a full-time Finance Director and Executive Director.
- Revised or updated numerous financial /operating policies and documents including the Employee Handbook, By-laws, staff job descriptions, and membership and donor benefits.
- Completed 2012 Audit, and 2010, 2011 & 2012 Cultural Data Project reports and updated Guidestar.
- Approved a 3-year Strategic Plan

We approved a budget of \$913,000 for this year (FY13/14), an increase of 20% over FY12/13 and have implemented the first-year goals of the 3-year strategic plan. The Board Retreat on August 10 will be a great opportunity for the board members to focus on and prioritize the goals and programs for this year.

Education:

The Summer Camp and STEAM program is off to a great start. Our enrollment and revenue increased for the summer camp program by 17%, exceeding our goal for this quarter. We successfully completed a silkscreen and jewelry workshop for 30 Rosie's Girls. They were very pleased and look forward to continue this program next summer.

We have just completed our first of two weeklong workshops for the STEAM pilot program, a partnership with the Richmond Public Library and Lawrence Hall of Science. We had over 48 applications from low-income families and could only accommodate 32 students. Among other notable quotes is one from a fourth grader who asked his parents to come back later to pick him up. They designed and created an Automaton (kinetic sculpture rotating a sculptural image called Alebrijes). This week, 16 5th – 8th graders will participate in the second week of STEAM. All 32 will then attend a field trip to the Exploratorium on Tuesday, July 30th.

Exhibition:

We will be submitting a proposal to the Andy Warhol Foundation to fund 4 thematic exhibitions (established Bay Area artist who has exhibited at the RAC curates a thematic exhibition of an emerging artist.)

Jan Wurm, who is curating our 2014 Spring Exhibition, *The Breakfast Group*, inquired about RAC's interest in mounting a Richard Diebenkorn exhibition featuring his works on paper, an exhibit that she was curating for the Berkeley Art Center but has subsequently been cancelled. Historically, the Richmond Art Center played an important role in showcasing Diebenkorn's work in the 1950s and 60s and we have an ongoing relationship with Phyllis Diebenkorn. Both the Director and President of the Diebenkorn Foundation fully endorse this project and are enthusiastic about having RAC hosting an exhibit of his work for the fall of 2014. The other collectors have also agreed to loan their work to the RAC. Estimated exhibit cost is \$12-\$15K. This program has great potential to solicit funding from individuals to a foundation or two to fund the project (See the exhibit proposal and related programs below after my report.)

Fundraising:

The Development Committee has developed Fundraising calendar and the plan for the entire fiscal year including the launch of the Partnership Campaign. The development team will be assembled and if you are interested in participating please contact Donna Brorby, chair of the committee.

We have submitted grants to Blackbaud (\$10,000 for Outreach), Ruddle Youth Memorial Fund (\$25,000 for STEAM program), the ED Fund (\$10,000 for STEAM), Zellerbach Foundation (\$6,500) for the Bella Feldman exhibition), Mechanics Bank (\$10,000 for Upcycle sponsorship and outreach programs), Creative Work Fund (\$40,000 for Art on the Move project), and Union Bank (\$2,500 for the corporate sponsorship of The Art of Living Black).

We Received \$2,000 from Art4 Moore for art supplies, and \$2,500 from Kaiser Permanente for the outreach program.

We will be participating in the Richmond Community Foundation's We *Give!* Campaign, a 36-hour online campaign for donors to contribute to Richmond area

non-profit organizations. This will expand our awareness and hopefully encourage new and current donors to give more than once. The foundation will be promoting this event throughout the East Bay.

Richard Diebenkorn Exhibit Proposal for Fall 2014 in the Main Gallery

Title: To be determined

Dates: September 12 –November 14, 2014

There is a culture in the East Bay, which embraces both the open and the closely examined. It is the focus of this proposed exhibition to look at the work of Richard Diebenkorn as it was drawn: an open investigation and a closely examined visual equation.

In his works on paper we can trace the artist's eye, attention, consideration, reflection, and pursuit. A direct conduit from thought through hand presents us with works, which breathe and expand as we enter the form, the space, the time. Etchings and drawings, the works call us into their worlds where we feel we can hold and encompass them, only to find ourselves lost in an ever-expanding realm.

This exhibition is an opportunity to regard how the graphic works of Diebenkorn live in Berkeley collections. How this work continues to resonate in the personal spheres of our artists, our friends and our neighbors would be reflected in the open, accessible gallery of the Richmond Art Center, an institution which supports art which is engaged in dialogue both locally and internationally.

It is especially fitting that this exhibition should be mounted in the Richmond Art Center, which has had a special history with Richard Diebenkorn: the Richmond Art Center programmed regular exhibitions in which Diebenkorn participated the 1950s and 60s and also mounted a significant solo exhibition in 1968. Archival documents would also add vibrancy to this historical connection.

Additionally, a small sampling of works by David Park, Elmer Bischoff, and Nathan Olivera, some of the artists with whom Diebenkorn was closest, will provide a visual landscape as background to this period.

With programming which reviews Diebenkorn in Berkeley, panel discussions with those who worked with the artist: printer and studio assistant, those who studied with him: students influenced and inspired, and those who lived with him: family and friends, all will contribute to illuminating the artist and the work.

Relationships have been established with the Diebenkorn Foundation, the Diebenkorn Family, Kathan Brown of Crown Point Press, and Renee Bott of Paulson

Bott Press in discussion of programming and loans to the exhibition. In addition, relationships have been established with five other potential lenders.

The loan of individual works from local private collections is being sought with the view to showing work which is integrated into the homes, the personal lives, even the art practices of Berkeley collectors.

An exhibition catalogue of works would present an essay by the curator as well as invite contributions of the lenders to the exhibition. Documentation of the panels would also provide a valuable future resource-giving context to the historical period.

Should the exhibition include the etchings for Yeats, a program of reading and discussion of the artists love of poetry, his broad reading, and perhaps a small assembly of books which would have been found in his library would add dimension to our understanding of Diebenkorn.

The deep and important relationship to music would be another programming venture with discussion and performance. It would be hoped that the resource of Richard Grant, conductor and son-in-law of Diebenkorn would open new vistas onto the hand and rhythms of the artist.

In considering the unique studio resources of the Richmond Art Center, this proposal would include this former student of Diebenkorn setting up a life drawing workshop for the public. With the masterful figure drawings of Diebenkorn at hand, the opportunity for workshop and walk-through for student groups presents a rich contribution to the community.

In proposing this exhibition and the educational programming, it is a consideration that the Richmond Art Center would draw attendance from the entire Bay Area as well as benefit from the offering it could present to the local community.

Jan Wurm

Board Member Volunteer Hours & In-Kind Donations

Name:

Month/Year:

Unpaid Hours:

Major Activities:

(e.g., Bd. Meeting,
Named Event,
Committee Mtg.
Document Prep)

Other In-Kind Donations:

(estimate value for this month)

Richmond Art Center Code of Ethical Conduct For Independent Contractors, Employees, and Volunteers

The successful operation and reputation of the Richmond Art Center is built upon the principled and ethical conduct of all those who work and volunteer for us. Gaining and maintaining a reputation for integrity and excellence requires a scrupulous regard for the highest standards of conduct and personal integrity. RAC strives to maintain a work environment and a learning environment in which honesty and respect for fellow workers, students and visitors to the RAC are constantly reflected in personal behavior and standards of conduct. While there is an additional Code of Conduct for RAC employees, the purpose of this code is to provide a clear framework within which those who work and volunteer for the Richmond Art Center, such as contractors, volunteers and Board members as well as staff, are expected to conduct themselves.

The principles of RAC's Code of Ethical Conduct are expressed in broad statements below to guide ethical decision-making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations. While at the RAC or while representing the RAC in the community, everyone working for the RAC whether paid or as a volunteer:

1. Shall behave in a trustworthy manner;
2. Shall respect the inherent dignity and worth of others;
3. Shall be alert to and avoid conflicts of interest with RAC;
4. Shall not take unfair advantage of any relationship or exploit others to further their personal, religious, political, or business interests;
5. Shall not disclose RAC-originated confidential information;
6. Shall not use derogatory or demeaning language in their written or oral communications;
7. Shall not practice, facilitate or condone any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or stereotypes, age, marital status, religion, or mental or physical disability;
8. Shall not participate in or condone dishonesty, fraud, or deception.

The RAC complies with all applicable laws and regulations and expects everyone while representing RAC in the community or while within its walls to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and regulations and to refrain from any illegal, dishonest, or unethical conduct. It is not possible to list all the forms of behavior that are considered unacceptable, but the following are *examples* of serious breaches of the RAC's Code of Ethical Conduct:

1. Theft or unauthorized removal, possession or use of RAC, member, donor, student, visitor, volunteer, faculty or coworker property, including artwork and contact information;

2. Falsifying documents or providing false or misleading information, for instance with regard to expense reimbursements or comped classes taken;
3. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the RAC or RAC worksites in the community;
4. Unprofessional behavior, mistreatment, discriminatory or harassing conduct, including sexual and racial harassment;
5. Fighting or any violence or threats of violence;
6. Possession, use of or being under the influence of alcohol or illegal drugs while on the job for RAC (minimal social drinking at RAC events is excepted).

I have read and I understand the Richmond Art Center's Code of Ethical Conduct. I agree to abide by this Code. If I violate this Code, I understand that my relationship to the RAC may be severed and other consequences may occur as allowable under law.

Signature _____

Date _____

CODE OF ETHICS THE RICHMOND ART CENTER

I. Integrity

All directors, officers, employees, contractors and vendors of The Richmond Art Center shall act with honesty, integrity, and openness in all of their dealings as representatives of The Richmond Art Center. The Richmond Art Center shall maintain a working environment that values integrity, fairness, and respect.

II. Mission and Vision

Our mission is to provide meaningful visual arts experiences to the diverse populations of the greater San Francisco Bay Area.

We pursue our mission by:

- delivering quality studio art classes, innovative exhibitions and transformative community projects that engage creative learning and exploration,
- continuously refining these services based on what our membership, donors, and community tell us is needed and our own informed experiences in the field,
- staying abreast of and helping to shape current best practices and paradigms in building resources and programs that promote access to and interest in the arts and the creative process that collectively nurture personal growth and community well being.

III. Governance

The Board of Directors is responsible for setting the mission and the strategic direction of The Richmond Art Center and for exercising oversight of its finances and policies. The Board of Directors shall:

- Ensure that Board members possess the requisite skills and experience to carry out their duties and that all directors understand and fulfill their governance duties, acting for the benefit of The Richmond Art Center and its public purpose;
- Adopt and implement a Conflict of Interest Policy so that conflicts of interest, as well as the appearance of conflicts of interest, are avoided or properly managed through disclosure, recusal, or other means;
- Be responsible for the hiring and regular performance review of the Executive Director, and ensure that the compensation of the Executive Director is reasonable and appropriate;
- Ensure that the Executive Director and appropriate staff provide the Board of Directors with timely and comprehensive information so that the Board of Directors can effectively carry out its duties;
- Ensure that The Richmond Art Center conducts all transactions and dealings with integrity and honesty;
- Ensure that The Richmond Art Center promotes working relationships with Board members, management team, staff, faculty and volunteers based on

- mutual respect, fairness, and openness;
- Ensure that The Richmond Art Center is fair and inclusive in its hiring and promotion policies and practices for all Board, management team, staff, faculty and volunteer positions;
- Ensure that key policies of The Richmond Art Center are in writing, clearly articulated, and adopted;
- Ensure that the resources of The Richmond Art Center are responsibly and prudently managed;
- Ensure that The Richmond Art Center has the capacity to carry out its programs effectively.

IV. Law and Ethics

The Richmond Art Center shall comply with all applicable federal, state, and local laws and regulations and shall seek the advice of counsel when necessary or appropriate.

Compliance with the law, however, is the minimum standard of expected behavior. The Richmond Art Center shall also adhere to the highest ethical standards. All resolutions and other legal actions by the Board of Directors shall satisfy two requirements: (1) they shall be legally permissible, and (2) they shall also reflect the highest ethical standards as determined by the Board of Directors in the exercise of its sole discretion.

V. Stewardship

In managing its funds responsibly and prudently, The Richmond Art Center shall:

- Devote a reasonable percentage of its annual budget to programs in pursuance of its mission;
- Incur administrative costs adequate to ensure effective accounting and legal compliance systems, internal controls, competent staff, and other expenditures critical to professional management;
- Pay compensation, in return for services, that is reasonable but not excessive;
- Avoid accumulating The Richmond Art Center funds excessively;
- Draw prudently from restricted funds in a manner consistent with the restrictions;
- Follow spending practices and policies that are fair, reasonable, and appropriate to fulfill the mission of The Richmond Art Center.

VI. Diversity

The Richmond Art Center shall promote diversity and inclusiveness in its Board of Directors, management team, staff, faculty and volunteers.

VII. Evaluation

The Richmond Art Center is committed to improve, continually, its public programs and its organizational quality. The Richmond Art Center shall periodically review its

program and incorporate lessons learned into future programs. The Richmond Art Center shall be responsive to new developments in its field of activity and shall be responsive to the interests of its audiences and other constituencies.

The Richmond Art Center shall develop and implement a three-tier evaluation procedure whereby the performance of the Board of Directors as a whole, each Board committee, and each director is evaluated periodically.

VIII. Fundraising

The Richmond Art Center shall comply with the fundraising requirements of California's Nonprofit Integrity Act of 2004. The Richmond Art Center shall respect the privacy concerns of individual donors and shall follow donor intent in making expenditures. The Richmond Art Center shall disclose important and relevant information to potential donors. In raising funds from the public, The Richmond Art Center shall:

- Inform donors of the mission of The Richmond Art Center, how resources will be used, and the integrity of The Richmond Art Center causing donations to be used effectively for their intended purposes;
- Inform donors of the identity of those serving on The Richmond Art Center's Board;
- Make available The Richmond Art Center's most recent financial reports;
- Represent that contributions will be used for the purposes for which they were given;
- Provide appropriate acknowledgement and recognition of contributions;
- Treat information about donations with respect and with confidentiality to the extent provided by the law;
- Provide an opportunity for donors to delete their names from mailing lists that may be used by others;
- Encourage donors to ask questions when making a donation, and provide prompt, truthful, and forthright answers.

IX. Transparency

The Richmond Art Center shall provide comprehensive and timely information to the public, the media, and all stakeholders and shall be responsive in a timely manner to reasonable requests for information. All information about The Richmond Art Center shall fully and honestly reflect the policies and practices of The Richmond Art Center. All solicitation materials shall accurately represent The Richmond Art Centers' policies and practices. All financial and program reports shall be complete and accurate in all material aspects.

X. Confidentiality

All directors, officers, and employees have a duty to safeguard information that is proprietary to The Richmond Art Center. Information about The Richmond Art Center that is confidential or proprietary and obtained by a director, officer, or employee as a consequence of such person's association with The Richmond Art

Center may not be disclosed to third parties unless expressly authorized by The Richmond Art Center.

XI. Complaints

Any person, whether or not connected with The Richmond Art Center, may lodge a complaint of unethical conduct against a director, officer, employee or contractor of The Richmond Art Center by filing such complaint, written or oral, with any director of the Board or officer of the organization.

XII. Remedies

Any director who fails to comply with this Code of Ethics may, in the discretion of the Board of Directors, be removed from the Board. If any employee fails to comply with this Code of Ethics, that person may be put on notice or terminated, in the discretion of the Executive Director or the Board of Directors.

XIII. Annual Affirmation Statement

The Richmond Art Center shall provide a copy of this Code of Ethics to every director, officer, employee, faculty member and volunteer. Each year the Annual Affirmation Statement, attached, shall be signed by each director, officer, and employee, affirming that such person has received a copy of this Code of Ethics, has read and understands it, and agrees to comply with it.

Volunteers are not required to sign and submit such a Statement.

All Annual Affirmation Statements shall be submitted to the Executive Director or the Secretary of the Foundation and then filed with the minutes of the first meeting of the Board of Directors held each year after July 1.

**ANNUAL AFFIRMATION STATEMENT
THE RICHMOND ART CENTER**

The Code of Ethics of The Richmond Art Center requires an annual affirmation that you have received, read, understand, and agree to comply with the Code of Ethics. Please sign this Annual Affirmation Statement indicating your affirmation as described above. Please return this Statement to the Executive Director of The Richmond Art Center each year by July 1.

Your name:

Date:

THE RICHMOND ART CENTER BOARD VALUE STATEMENT

I. Values

All directors and officers of the Board of The Richmond Art Center shall act with honesty, integrity, and openness in all of their dealings as representatives of The Richmond Art Center. The Richmond Art Center's Board shall strive to maintain a working environment that values hard work, integrity, honesty, fairness, diversity, creativity and respect.

II. Mission and Business Model

Our mission, as a dynamic arts organization, is to empower and transform individuals and the community through creative exploration, experience and education.

We pursue our mission by:

- delivering quality studio art and off-site classes for diverse people of all ages, mounting innovative exhibitions by professional and amateur artists and organizing transformative art-related events for the community that engage creative learning and exploration,
- continuously refining these services based on what our membership, donors, and community tell us is needed and our own informed experiences in the field,
- keeping abreast of and helping to shape current best practices in building resources and programs that promote access to and interest in the arts and the creative process.

III. Governance

The Board of Directors is responsible for setting the mission and the strategic direction of The Richmond Art Center and for exercising oversight of its finances and policies. The Board of Directors shall:

- Ensure that Board members possess the requisite skills and experience to carry out their duties and that all directors understand and fulfill their governance duties, acting for the benefit of The Richmond Art Center and its public purpose;
- Review and enforce its Conflict of Interest Policy so that conflicts of interest, as well as the appearance of conflicts of interest, are avoided or properly managed through disclosure, recusal, or other means;
- Be responsible for the hiring and regular performance review of the Executive Director, and ensure that the compensation of the Executive Director is reasonable and appropriate;
- Ensure that the Executive Director and appropriate staff provide the Board of Directors with timely and comprehensive information so that the Board of Directors can effectively carry out its duties;
- Ensure that The Richmond Art Center conducts all transactions and dealings with integrity and honesty;
- Ensure that The Richmond Art Center promotes working relationships between Board members, management team, staff, faculty and volunteers based on mutual respect, fairness, and openness;
- Ensure that The Richmond Art Center is fair and inclusive in its hiring and promotion policies and practices for all Board, management team, staff, faculty and volunteer positions;
- Ensure that key policies of The Richmond Art Center are in writing, clearly articulated, and adopted;

- Ensure that the resources of The Richmond Art Center are responsibly and prudently managed and regular financial audits occur;
- Ensure that The Richmond Art Center has the financial, physical and workforce capacity to carry out its programs effectively.

IV. Law and Ethics

The Richmond Art Center shall comply with all applicable federal, state, and local laws and regulations and shall seek the advice of counsel when necessary or appropriate.

Compliance with the law, however, is the minimum standard of expected behavior. The Richmond Art Center shall also adhere to the highest ethical standards. All resolutions and other legal actions by the Board of Directors shall satisfy two requirements: (1) they shall be legally permissible, and (2) they shall also reflect the highest ethical standards as determined by the Board of Directors in the exercise of its sole discretion.

V. Stewardship

In managing its funds responsibly and prudently, The Richmond Art Center shall:

- Devote a reasonable percentage of its annual budget to programs in pursuance of its mission;
- Incur administrative costs adequate to ensure effective accounting and legal compliance systems, internal controls, competent staff, and other expenditures critical to professional management;
- Pay compensation, in return for services, that is reasonable but not excessive;
- Avoid accumulating The Richmond Art Center funds excessively;
- Draw prudently from restricted funds in a manner consistent with the restrictions;
- Follow spending practices and policies that are fair, reasonable, and appropriate to fulfill the mission of The Richmond Art Center.

VI. Diversity

The Richmond Art Center shall promote diversity and inclusiveness in its Board of Directors, management team, staff, faculty and volunteers.

VII. Evaluation

The Richmond Art Center is committed to improve, continually, its public programs and its organizational quality. The Richmond Art Center shall periodically review its program and incorporate lessons learned into future programs. The Richmond Art Center shall be responsive to new developments in its field of activity and shall be responsive to the interests of its audiences and other constituencies.

The Richmond Art Center shall develop and implement a three-tier evaluation procedure whereby the performance of the Board of Directors as a whole, each Board committee, and each director is evaluated periodically.

VIII. Fundraising – I’m thinking that this needs to be applied to staff as well – a separate document??

The Richmond Art Center shall comply with the fundraising requirements of California’s

Nonprofit Integrity Act of 2004. The Richmond Art Center shall respect the privacy concerns of individual donors and shall follow donor intent in making expenditures. The Richmond Art Center shall disclose important and relevant information to potential donors. In raising funds from the public, The Richmond Art Center shall:

- Inform donors of the mission of The Richmond Art Center, how resources will be used, and ensure the integrity of The Richmond Art Center by overseeing that donations are used effectively for their intended purposes;
- Inform donors of the identity of those serving on The Richmond Art Center's Board;
- Make available The Richmond Art Center's most recent financial reports;
- Represent that contributions will be used for the purposes for which they were given and ensure that they are;
- Provide appropriate acknowledgement and recognition of contributions;
- Treat information about donations with respect and with confidentiality to the extent provided by the law;
- Provide an opportunity for donors to delete their names from mailing lists that may be used by others;
- Encourage donors to ask questions when making a donation, and provide prompt, truthful, and forthright answers.

IX. Transparency

The Richmond Art Center shall provide comprehensive and timely information to the public, the media, and all stakeholders and shall be responsive in a timely manner to reasonable requests for information. All information about The Richmond Art Center shall fully and honestly reflect the policies and practices of The Richmond Art Center. All solicitation materials shall accurately represent The Richmond Art Centers' policies and practices. All financial and program reports shall be complete and accurate in all material aspects.

X. Confidentiality

All directors, officers, and employees have a duty to safeguard information that is proprietary to The Richmond Art Center. Information about The Richmond Art Center that is confidential or proprietary and obtained by a director, officer, or employee as a consequence of such person's association with The Richmond Art Center may not be disclosed to third parties unless expressly authorized by The Richmond Art Center.

XI. Complaints

Any person, whether or not connected with The Richmond Art Center, may lodge a complaint of unethical conduct against a director, officer, employee or contractor of The Richmond Art Center by filing such complaint, written or oral, with any director of the Board or officer of the organization.

XII. Remedies

Any director who fails to comply with this Code of Ethics may, in the discretion of the Board of Directors, be removed from the Board. If any employee fails to comply with this Code of Ethics, that person may be put on notice or terminated, in the discretion of the Executive Director or the Board of Directors.

XIII. Annual Affirmation Statement

The Richmond Art Center shall provide a copy of this Code of Ethics to every director, officer, employee, faculty member and volunteer. Each year the Annual Affirmation Statement, attached, shall be signed by each director, officer, and employee, affirming that such person has received a copy of this Code of Ethics, has read and understands it, and agrees to comply with it.

Volunteers are not required to sign and submit such a Statement.

All Annual Affirmation Statements shall be submitted to the Executive Director or the Secretary of the Foundation and then filed with the minutes of the first meeting of the Board of Directors held each year after July 1.

ANNUAL AFFIRMATION STATEMENT THE RICHMOND ART CENTER

The Code of Ethics of The Richmond Art Center requires an annual affirmation that you have received, read, understand, and agree to comply with the Code of Ethics. Please sign this Annual Affirmation Statement indicating your affirmation as described above. Please return this Statement to the Executive Director of The Richmond Art Center each year by July 1.

Your name:

Date:

CONFLICT OF INTEREST POLICY THE RICHMOND ART CENTER

I. Purpose

The Richmond Art Center encourages the active involvement of its directors, officers, and employees in the community. In order to deal openly and fairly with actual and potential conflicts of interest that may arise as a consequence of this involvement, The Richmond Art Center adopts the following Conflict of Interest Policy that expands the Conflict of Interest Section of the Richmond Art Center Personnel Policy of 6/3/06.

II. Policy

Directors, officers, and employees are expected to use good judgment, to adhere to high ethical standards, and to conduct their affairs in such a manner as to avoid any actual or potential conflict between the personal interests of a director or employee and those of The Richmond Art Center. A conflict of interest exists when the loyalties or actions of a director, officer, or employee are divided between the interests of The Richmond Art Center and the interest of the director, officer, or employee. Both the fact and the appearance of a conflict of interest should be avoided.

III. Definitions

Affiliated, affiliation includes all direct and indirect financial interests between a director, officer, or employee and a person with whom The Richmond Art Center is considering entering into any transaction. It also includes any other interest that may influence the judgment of a director, officer or employee. An objective test is applied to determine whether an affiliation exists between the director or employee and the other person: whether the involvement or relationship of the director, officer, or employee with the other person is such that it reduces the likelihood that the director, officer, or employee can act in the best interests of The Richmond Art Center.

Person means any individual, trust, estate, partnership, association, company or corporation.

Substantial influence over The Richmond Art Center. The following persons are deemed to have substantial influence over The Richmond Art Center: each member of the Board of Directors; the officers of The Richmond Art Center, and such persons' spouse, ancestors, children, grandchildren, great grandchildren, brothers, sisters and the spouses of the children, grandchildren, great grandchildren, brothers and sisters; and an entity in which such persons hold more than 35 percent of the control. Furthermore, any person who met one of these definitions in the five years before the proposed transaction is deemed, for purposes of this Policy, to have substantial influence over The Richmond Art Center.

IV. Procedures

Duty to Disclose

Each employee shall disclose to the Executive Director all material facts regarding the affiliation of such employee with any person with whom The Richmond Art Center is considering entering a transaction. The employee shall make that disclosure promptly upon learning of the link between that person and transaction.

The Executive Director and any other person with substantial influence over The Richmond Art Center shall disclose to the Board all material facts regarding his or her affiliation with any person with whom The Richmond Art Center is considering entering a transaction. The Executive Director or person with substantial influence shall make that disclosure promptly upon learning of the link between that person and the transaction. If there is a question as to whether the employee has substantial influence over The Richmond Art Center, the Executive Director shall present this issue to the Board of Directors, and the Board shall resolve the matter.

At any meeting of the Board at which a transaction involving an affiliated person will be considered, a director shall disclose to the members of the Board all material facts regarding the director's affiliation with any person with whom the Board is considering entering into any transaction.

Determining Whether a Conflict of Interest Exists

With regard to an employee without substantial influence over The Richmond Art Center, the Executive Director shall determine whether a conflict of interest exists.

With regard to the Executive Director, or a person with substantial influence over The Richmond Art Center, the Board shall determine if a conflict of interest exists. After an affiliation disclosure by a director at a Board meeting, the director shall

leave the meeting while the implications of the affiliation are considered and voted upon. The remaining Board members shall determine if a conflict of interest exists.

Consequences of the Existence of a Conflict of Interest

With regard to an employee without substantial influence over The Richmond Art Center, the Executive Director shall decide the appropriate response by The Richmond Art Center once a conflict of interest has been determined to exist. An employee may appeal any adverse determination to the Board.

With regard to the Executive Director or a person with substantial influence over The Richmond Art Center, the Board shall follow the procedures set forth in Article V in order to decide whether to enter into the transaction and, if so, to ensure that the terms of the transaction are reasonable.

In the case of a director, if it is determined that a conflict of interest exists, the director shall leave the meeting while the transaction is discussed and shall not vote on it. The remaining directors shall follow the procedures set forth in Article V in order to decide whether to enter into the transaction and, if so, to ensure that the terms of the transaction are reasonable.

V: Findings of the Board

If the Board of Directors determines that a person with substantial influence over The Richmond Art Center (such person) has a conflict of interest with regard to a transaction of The Richmond Art Center, The Richmond Art Center may engage in the transaction only if the following conditions are met prior to the transaction:

A. Such person shall disclose to the Board all material facts concerning the person's affiliation with the transaction.

B. The Board shall review the material facts. The transaction may be approved only if a majority of the directors, not counting the vote of such person, concludes that:

(1) The proposed transaction is fair and reasonable to The Richmond Art Center, and

(2) The Richmond Art Center proposes to engage in this transaction for its own purposes and benefits and not for the benefit of such person, and

(3) The proposed transaction is the most beneficial arrangement which The Richmond Art Center could obtain in the circumstances with reasonable efforts.

The minutes of any meeting at which such a decision is taken shall record the nature of the affiliation and the material facts disclosed by such person and reviewed by the Chair of the Board.

VI: Annual Statements

Each person who is deemed to have substantial influence over The Richmond Art Center shall sign an Annual Disclosure Statement which affirms that the person has received a copy of this Conflict of Interest Policy, has read and understood the Policy, and has agreed to comply with the Policy, and discloses any direct or indirect affiliations.

All Annual Disclosure Statements shall be submitted to the Secretary of The Richmond Art Center and filed with the minutes of the first meeting of the Board of Directors held each year.

VII: Remedies

Any director who fails to comply with this Conflict of Interest Policy may, in the discretion of the Board of Directors, be censured or be removed from the Board. If an employee who is deemed to have substantial influence over The Richmond Art Center fails to comply with this Conflict of Interest Policy, he or she may be put on notice or terminated, in the discretion of the Board of Directors. Any other employee who fails to comply with this Conflict of Interest Policy may be put on notice or terminated, in the discretion of the Executive Director.

VIII: Periodic Reviews

To ensure that The Richmond Art Center operates in a manner consistent with its charitable purposes and its status as an organization exempt from federal income tax, the Board shall authorize and oversee a periodic review of the administration of this Conflict of Interest Policy. The review may be written or oral. The review shall consider the level of compliance with the Policy, the continuing suitability of the Policy, and whether the Policy should be modified and improved.

**ANNUAL AFFIRMATION AND DISCLOSURE STATEMENT
THE RICHMOND ART CENTER**

The Conflict of Interest Policy of The Richmond Art Center requires an annual affirmation that you have received, read, understand, and agree to comply with the Conflict of Interest Policy. In addition, the Policy requires that you annually disclose (1) your affiliations with any organization with which The Richmond Art Center may have a financial relationship, and (2) persons with whom you have a close relationship (such as a family member or close companion) who are affiliated with any organization with which The Richmond Art Center may have a financial relationship.

Please sign this Statement indicating your affirmation as described above. Please disclose, in addition, any applicable affiliations known to you.

Please return this Statement to the Executive Director of The Richmond Art Center by July 1.

Your name:

Date:

Business/Organization

Nature of Relationship

Dates of Relationship

Proposed Agenda for Board Retreat – August 10 8:30-12:30

1. Fun Introduction – each Board member tells us something about themselves that you wouldn't suspect
2. Reviewing the Board Assessment – Fundraising, Balance, Recruiting
3. Strategic Plan – First Year Priorities - Ric will lead this discussion
4. Board Values and Code of Ethical Conduct vs. Code of Ethics
5. Taproot Suggestions and Our Response

Coffee, Bagels, Cream Cheese and Fruit will be available all morning