

Richmond Art Center

Minutes of Board of Directors-October 23, 2014

Location: RAC Resource Rm. Time called to order: 5:36 p.m. Time adjourned: 6:50 p.m.

Members Present: Susan Brand, Donna Brorby, Peter Dodge (5:53 p.m.) Inez Brooks-Myers, Sue Hartman, Yolanda Holley, Matt Jacobson, Bernadette Jones, Ellengale Toki- Oakley, Connie Tritt (5:42 p.m.)

Members Absent: Andi Biren, Anna Blackman, Bob Connolly, Terry Kotsatos, Edric Kwan, Susan Wittenberg

Staff Present: Richard Ambrose, Executive Director

Others Present:

Handouts Distributed or emailed prior to or at the meeting:

1. Board Meeting Agenda for October 23, 2014
2. Minutes of Board of Director's Meeting September 25, 2014
3. Executive Director's Report October 2014 (attached)
4. Treasurer's Financial Report, Balance Sheet (September 30, 2014), P&L (July–Sept. 2014)

1. Introduction/Announcements/Agenda Reviews- The meeting was called to order by Board President Donna Brorby at 5:36 p.m. Members were encouraged to help with the Skeletonfest event on October 25th. Donna and Yolanda have signed up to assist with the event. Those interested should contact Nicole Kite, education coordinator to sign up.

Donna reminded members to turn in their hours and expenditures. A notification was emailed 10/23/14 prior to the meeting; requesting members to bring their written volunteer hours with them.

2. Executive Director's Report - Ric Ambrose presented his E.D. report for October 2014 (attached).

3. Approval of MOB September 25, 2014- Donna Brorby referred to the draft minutes of September 25th that was circulated by email prior to the meeting. She asked for corrections to the minutes. There were none. Inez made the following:

MOTION: *“It is moved that the board approve the September 25, 2014 minutes as circulated.”* It was seconded by Bernadette. It passed unanimously.

4. Treasurer’s Report- Treasurer, Connie Tritt distributed the financial reports, Profit & Loss dated July thru September 2014 and Balance Sheet as of September 30, 2014. The following matters were brought to the attention of board members:

- The P&L is ahead and shows revenues of \$307k. Total expenses \$233k net income \$75k.
- Carolyn Rodkin is being interviewed for Finance Director’s position. Terms are being negotiated.
- Nancy will continue as bookkeeper until the Finance Director’s position is filled.
- The treasurer is reviewing documentation on the embezzlement to determine how it was checked and how it was corrected.
- IRS 990 form for June 30 2012 FY is being addressed
- Finance committee met to discuss transferring funds from Chase Bank to G. E. Bank. Funds will be moved slowly from Regello and put into a very conservative fund.

5. Committee Reports-

- **Development/Sustainability Committee Report-** Ric announced that the Partnership Campaign material is available for use. The items consist of 3 flyers (business donor, individual donor and membership), thank you cards. Donna asked how many members have started on their assignments. She reminded everyone that the next three weeks are critical in meeting our goal. Ric will make announcements to the studio classes during the day. Personal commitments from board members are needed. Questions were raised about the phone-a-thon. Sue Hartman suggested having the phone-a-thon in early November on a weekday. It was agreed to hold the phone-a-thon at the #440 City building on Thursday November 13 from 5:30 until 7:00 p.m. Ric will create the script.
- **Exhibition Committee-** Inez Brooks-Myers, chair reported that the committee met and discussed about revising the exhibition charter. The charter is still being worked on. Another meeting is scheduled for November.

6. Old Business-

- **Gary Knox Bennett event-** This donor cultivation event is scheduled for October 26, 2014. Inez has confirmation of 32 attendees and noted the address is listed on the invitation. Art Center will receive 20% of the art sales from this event.

- **ED Review-** Donna announced that she emailed copies of the evaluation survey to all board members and that she had hard copy at the meeting for anyone who wanted hard copy. She asked members to complete the survey and return them to her by 10/31/14, before the next board meeting.

8. Closed Executive Session- The board president called the executive session to order at 6:48 p.m. and ended at 6:50 p.m. The closed executive session minutes of September 25th were handed out and read by members in attendance. Donna made the following:

Motion: *“I move that the board approve the closed executive session minutes of September 25, 2014 as circulated.”* Matt seconded. It passed unanimously.

9. Adjourn- Motion 6:52 p.m. Snacks next time Ellengale

10. Upcoming Dates:

December 18, 5:30-7:30 p.m.	Board Meeting
December 24 through 28 th	Art Center closed for holiday
December 31	Art Center closed for holiday