

RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ September 15, 2016 DRAFT

Location: City of Richmond Conference room, 450 Civic Center, Richmond, CA
Time called to order: 5:45 p.m.

Members Present: Anna Blackman, Susan Brand, Inez Brooks-Myers, Donna Brorby, Marguerite T. Browne, Matt Jacobson, Bernadette Jones, Juliann Martinez, Sabina Li Pan, Carlos Privat, James Wheeler, Susan Wittenberg

Members Absent: Danny Aarons, Alisha Fowler, Edric Kwan, Ellengale Oakley, Connie Tritt,

Staff Present: Ric Ambrose, Dominique Enriques

=====

Handouts distributed at or emailed prior to the meeting:

- 1) Board Meeting Agenda for September 15, 2016
- 2) Minutes of Board of Directors August 18, 2016
- 3) Executive Director's Report
- 4) Financial Reports
- 5)

=====

1. Announcements. President Brooks-Myers announced that time sheets are to be submitted directly to Nisha Chaudhan-McGrath at Nisha@richmondartcenter.org.

Executive Director Ric Ambrose introduced Dominique Enriques. Studio Director who talked about the Education Master Plan. "What does it mean to be a community arts based space in Richmond?" was the question posed by the staff. The staff examined opportunities for growth, identified the communities we are serving, and compared participant groups by socio economic status and location. The next step in developing the Education plan will be a professional development training that will be for both board and staff, Entitled "Access, and Equity and Social Practices", the workshop will be conducted on December 10 by Tammy Johnson..

2. Approval of minutes. Corrections were made to the minutes of August 18, 2016. The minutes were then approved.

3. Treasurer's Financial Report. Sabina Pan, Treasurer, reviewed the Balance Sheet Previous Year Comparison sheet, the Temporarily Restricted Funds Tracking, and the Profit and Loss Budget Performance. The report was approved.

4. Executive Director's Report – Ric Ambrose

- a. Professional Development: "Access and Equity" for staff and board on December

10. Time and place to be determined.

There will be a workshop on coaching skills for Education staff, Directors and teaching artists. Funded by a \$3,000 grant from California Arts Council. Will be offered in January and February.

Executive Director Ric Ambrose has applied for the LeaderSpring two year Fellowship Program, for on-the-job development program for executives of community-based organizations.

Dominique Enriques. Studio Director, was invited and selected to participate in the Community Leadership Institute's one-year program. She also has been offered several opportunities to represent the Richmond Art Center both in the community and the field at large. In addition, she will co-present at the National Guild for Community Arts Education annual conference with Marissa Reyes, Director of Education at the Museum of Contemporary Art in Chicago. Dominique will be serving as faculty for the Berkeley course offering this fall.

b. 80th Anniversary Gala. The Gala is sold out and a waiting list has been established. Unfortunately, Ryan Coogler will not be able to attend due to an ongoing film project in Europe. More information will be in Susan and Inez's report. A special thanks to Susan and Inez and all of the dedicated volunteers who have worked so hard on this project.

c. Community Engagement

IPAL Carniva – August 20. Richmond Art Center had a booth.

Solano Stroll – Jam packed all day. Gave away 700 class catalogues and membership information and flyers for Open Call for HAF Vendors

Richmond Chamber Mixer had approximately 30 attendees including Councilman Pimple.

Back to School Community Celebration will be from on September 23, 6-9 pm.

Fall Exhibitions' VIP and Opening Reception – Over 500 guests attended the reception for the Fall exhibitions. It was a good mix of supporters, artist and new guests. A special thanks to Donna Brorby and Bernadette Jones for coordinating the arrangements for food and wine and to Susan and Harvey Wittenberg for being exceptional bartenders.

d. Funding

\$6000 grant from the Zellerback Family foundation to support the fall exhibitions and supporting programs.

\$5,000 grant from an anonymous donor (East Bay Community Foundation) to support the Center's scholarships and AIC program

\$30,000 grant in partnership with the City of Richmond, Public Land Trust

from KaBOOM: Play Everywhere Challenge Grant
\$1000 grant from Pixar to support the Richmond Art Center's 80th
Anniversary. James Wheeler was successful in soliciting the grant.

\$1000 from Grocery Outlet to support the Gala. James Wheeler and
Juliann Martinez secured this grant.

Grants have been submitted to Fleishacker Foundation for video audio
equipment for the upcoming 2017 Sculpture exhibition and the Elizabeth
Firestone Graham Foundation to support the cost of the exhibition catalog.

e. Staffing

Art Schmitt is our new part-time facilities assistant.

Jessica Eastburn is our new part time AIC Coordination.

HR/OP director: We have reposted the position with slight changes to the job
description.

f. Partnerships: Met with Toody Maher, Executive Director of Pogo Park
regarding a possible exhibition of Pogo Park's 10th anniversary in our Community
Gallery :Urban Design Through Art". We are also working with ACGA
(Association of Ceramic and Glass Artists) in mounting a juried exhibition of
California Glass Art.

g. Other: Fall classes started this week. We will be delivering 15 afterschool
programs and will conduct a total of 4 PD workshops. Please plan to attend our
many Del Sol quartet performances, artists critiques and talks in the next week
weeks, as well as the performance by one of our featured artists, Soffia Cordova.

5. President's Report

a. There are two assessment forms that will come from Juliann Martinez and Inez
Brooks-Myers. Board members are to email a copy of the self-evaluation to
Juliann. The second form, the assessment of the executive director, should be
emailed to Inez or printed out and left in her box at the RAC. New members can
complete the form using whatever information is available to them. Staff
members will also participate in the evaluation of the executive director. The
forms are due by October 4. There will be an executive session at the October
board meeting

b. New committee chairs

Communications/Marketing

Brand, Chair

Development

James Wheeler, Chair

Education

Susan Wittenberg, Chair

Executive

Inez Brooks-Myers, Chair

Exhibition

Marguerite T. Browne, Chair

Facilities

Carlos Privat

Finance

Sabina Li Pan

Governance

Donna Brorby

Human Resources

Juliann Martinez

Nominating

Matt Jacobs

6. Committee Reports

a. Ad Hoc

Gala: Susan Wittenberg stated that Neisha is exceptional to work with!

A workday is scheduled for Friday, September 23 at 9:00 am. Bring gloves. We have a good list of auction and raffle items. Call Adela if you still need tickets

b. Standing

Development (Major Donor Campaign): James Wheeler stated that the focus now is on building sponsorships. He is still waiting to hear from the Valley Foundation. The Development Committee needs one more member.

Education: Susan Wittenberg announced that the next Education Committee meeting is scheduled for October 10, 4 – 5:30 pm. The focus will be on the Education Master Plan.

Financial: Sabina Pan announced that the auditor has been engaged. The audit report will be issued at the end of October. The audit company is R.J. Ricciardi, Inc.

Marketing: Susan Brand reported that the RAC is receiving great press over the current exhibit. In addition to Facebook and Twitter. The application Mail Chimp is very good. It allows one to target various groups. Julie and Kim put together a story on Rosie's Girls and received great press. great press re current exhibit. Julie developing Instagram in addition to FB and Twitter. Susan updated the board on preparations for the Gala. Jan Brown has left the

committee, so there needs to be a replacement.

7. **Old Business.** Matt Jacobsen asked about the status of the contract with ProClass. Ric announced that the contract would be year by year.

8. **New Business**

a. Ric Ambrose was invited to apply for the Leaderspring Fellowship Program, a two-year fellowship ongoing job development program for executives of community-based organizations. If he is accepted, the cost \$2600 has been budgeted.

b. President Brooks-Myers thanked Bernadette Jones for her dedicated service to the RAC as board member and chairperson of the Human Resources Committee. Bernadette is retiring from the board on October 2, 2016.

c. Marguerite Browne will provide the snacks for the October 20 meeting.

9. **Comments (none)**

10. **Adjournment:** A motion to adjourn was passed. The meeting adjourned at 7:45 pm.

Upcoming Dates:

Sept. 23, 2016 (Friday) 5:30 – 9:00pm, “Back to School”
Sept. 24, 2016 (Saturday) 2:00 pm, Del Sol String Quartet
October 1, 2016 (Saturday) 80th Anniversary Gala, reception 5:30 pm, dinner 6:30 pm
October 8, 2016 (Saturday) 2:00 pm, Del Sol String Quartet
October 9, 2016 (Sunday) 2:00 – 4:00 pm, Artists; Reunion
October 15, 2016 (Saturday) 2:00 – 4:00 pm, Artist Talk
October 20, 2016 (Thursday) 5:45 – 7:45 pm, Board of Directors’ meeting
October 23, 2016 (Sunday) 12:00 – 3:00 pm, Skeletonfest

Submitted by Anna Blackman, October 20, 2016