

# **RICHMOND ART CENTER MINUTES OF BOARD OF DIRECTORS MEETING**

**Jan 17, 2019**

Location: 450 Civic Center Plaza, Richmond Room. Time called to order: 5:45 p.m. Time adjourned: 7:22 p.m.

Members Present: Sarah Antonich, Inez Brooks-Myers, Marguerite T. Brown, Patricia Guthrie, Roshni Kavate, Phil Linhares, Owen Serra, Stephen Nomura, Sabina Li Pan, Carlos Privat, Owen Serra, Hertha Sweet Wong (presiding).

Members Absent: Danny Aarons, Juliann Martinez, Nare Aleksanyan. James Wheeler.

Staff Present: Richard Ambrose, Executive Director and Catherine Millar, Development Director

Others Present: Natalie Kent, Development Assistant

## **1. Announcements/Introductions:**

Submit time sheets monthly to Jeremy Millsap through:

<https://docs.google.com/forms/d/e/1FAIpQLSeldpmWkeIrnDA2UMy5Bj05jsTf4TYDSIYMS9yF0zgVt6KiLw/viewform>. This includes all RAC related events, openings, committee meetings and board meetings.

Natalie Kent, Development , introduced to the Board.

**2. Minutes from November meeting were approved.** Motion moved by Sarah Antonich; seconded by Carlos Privat. Passed unanimously.

**3. Treasurer's Report:** Sabina Li-Pan presented the report. Studio income increased to \$9238. We are behind \$24,000 in unrestricted donations as of Dec 2018. The hiring of a Development Assistant will change the deficit amount. Expected deficit for the year is \$80,000 after all adjustments. The balance sheet displays \$121,502.07 in assets at the end of the year.

**4. Executive Director** Ric Ambrose presented his report. Over 1,200 visitors participated in RAC events, a 15% increase over last year. Financially, we exceeded our net goal by \$1,500. The ceramics sale proceeds were 30% higher than last year. *Party Richmond* is scheduled for April 13<sup>th</sup>. The goal of fundraising will be \$50,000. Four grants have been submitted to California Arts Council. There is also an application to the Andy Warhol Foundation Grant. *Art of Living Black* planning is under way with over 100 artists registering for the exhibition. The current enrollment for studio programs is 579 students, an increase of 80 over last year. In regard to the Strategic Planning, the goal is to have a draft of the strategic plan by the end of February with a Board/Staff retreat to be scheduled in mid to late March. The Endowment trustees met in December and agreed on dissolving the current endowment as structured. RAC will use the funds to set up a new endowment with updated policies and structure. Catherine and Ric met with the new City Manager, Carlos Martinez, to update him on the role of RAC in the community.

**5. Hertha Sweet Wong presented the President's report.** Martha Lightcap has submitted her resignation. The bylaws are continuing to be reviewed. Andi Biren is providing input from a legal perspective. Due to scheduling challenges, the Strategic Planning Committee continues to work on RAC's Strategic Plan.

## 6. Committee Reports:

Sara Antonich of the **Development and Marketing Committee** reported that the Annual Fund is on track. Board members are urged to give as soon as possible to the fund. Phonathon is organized in mid-February to thank donors. Members are invited to sign up to call from the RAC or from home.

Marguerite Thompson Browne, **Chair of the Exhibition Committee**, reported there is discussion of possibly altering the *Art of Living Black* exhibition name. Art Center tours will be conducted for community members. There is a pilot program to start with the Senior Center members. Amy Spencer is planning a pop-up show for 3 weeks in May. Spring shows include exhibitions on the Sea, how we relate to the water in the Bay. *Faces with Noses* by M. Louise, and the Annual Student Art Show.

Updates from the **HR Committee** included compensation strategy and current pay for staff. RAC is 20-30% below the average levels. Teaching artist compensations will also be reviewed. There is discussion about adding Dental and Vision to current benefits. The new salary range will be designed to match experience. The current range for Teaching Artists is \$32-38/hour and has stayed the same since 2013. We will review the research in further detail in February. HR charter and Diversity policy will also be reviewed.

7. **Old Business:** none

## 8. New Business:

- a) **ACTION ITEM. Vote to approve Margaret & Dean Leshar Foundation's three-year grant agreement.** See attached terms and conditions. Carlos Privat moved. Inez Brooks-Meyers seconded the motion. It **passed unanimously**.
- b) **ACTION ITEM: Vote to approve the recommendation from RAC Endowment Fund Trustees to dissolve the current Endowment Fund Declaration of Trust and return the Endowment funds to the Richmond Art Center to use as seed money to establish a new Endowment Fund with updated policies, managerial procedures and governance.** See attached Trustees Meeting Minutes. Carlos Private moved. Stephen Nomura seconded. **Passed.** Inez Brooks-Meyers abstained.
- c) Owen Serra will provide snacks for the February Board meeting.

9. **Meeting adjourned** at 7:22pm.