

RICHMOND ART CENTER
BOARD OF DIRECTORS MEETING

April 18, 2019

Location: 450 Civic Center Plaza, Richmond Room. Time called to order: 5:56 p.m.
Members present: Sarah Antonich, Patricia Guthrie, Roshni Kavate, Phil Linhares,
Juliann Martinez, Stephen Nomura, Carlos Privat, Owen Serra,
James Wheeler, Hertha Sweet Wong (presiding).
Members absent: Danny Aarons, Inez Brooks-Myers
Staff present: Richard Ambrose, Catherine Millar

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.

2. Minutes from March 21 meeting approved.

3. **Treasurer's Report:** Ric Ambrose presented the financial report for March 2019. Increase in registration fees due to higher enrollment in the Studio Arts program. Studio income will be close to \$430,000 by the end of the year. Net deficit at the end of this fiscal year is expected to be about \$50,000-60,000. The balance sheet reflects \$2000 in income from the recently invested Treasury bills.

4. **Executive Director Report** (Ric Ambrose). 15 people have applied for the Communication Manager position. Youth volunteer, Nicky Ward, won the Soroptimists' Recognition award. Proposed budget will be presented to the board next month, which includes a business plan for staff and teaching artists. Over 180 parents and students attended the Student show and over 100 attended Joe Sances' artist's talk.

5. Hertha Sweet Wong presented the **President's Report**. Staff salary ranges will be reviewed during closed session meeting this evening.

6. **Committee Reports:**

Catherine Millar provided **Development Committee** update. Development Assistant resigning due to family commitments. *Party Richmond* was a huge success: net income of \$46,243 was higher than last year. \$15,200 raised under "Fund the Need" and \$15,450 from live auction.

James Wheeler of **Nominating Committee** met with a prospective nominee who will serve as our new Treasurer. She will be nominated in the upcoming months.

Juliann Martinez of the **HR Committee** will review staff compensation analysis.

7. **Old Business:** Bylaws reviewed. Annual members meeting time updated. Board to consist of 12-20 members. Article IV, Section 14 discussed. Chair of each committee would choose members of their committees. Carlos Privat to review the final draft before May meeting.

8. New Business: Current salary reviewed for all staff members; comparative compensation range reviewed for non-profits similar to RAC. Goal is to get to 25th percentile range of similar local non-profits. Ric to propose \$45,000 for salary increase for upcoming year. Teaching artists will qualify for sick leave. Consider providing prep time compensation for adult classes. Pay raise could come from studio program revenue. Some strategies discussed were implementing a higher range of pay, and designing a faster timeline for Teaching Artists to reach higher pay levels.

Hertha Sweet Wong to provide snacks in May.

9. Meeting adjourned at 8:08 pm