

**RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ September 23, 2021 (Draft)**

Location: Videoconference **Time called to order:** 5:51 p.m. **Time adjourned:** 7:15 p.m.
Members present: Donna Brorby, Marguerite Thompson Brown, Paul Collins, Michael Dear, Helen Duhe, Carlos Privat, Lina Velasco, Catherine Waller, Monique Ziesenhenn
Members Absent: Philip Linhares, Stephen Nomura, Jocelyn Robinson, Owen Serra
Staff present: José Rivera, Executive Director; Carolyn Rodkin, Chief Financial Officer
Others present: None

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Handouts distributed at or emailed prior to meeting:

- 1) Board Meeting Agenda for September 23, 2021
 - 2) Draft Minutes of Board of Directors Meeting August 26, 2021
 - 3) Treasurer’s Report -- Balance Sheet, Profit and Loss Statement, and Temporary Restricted Funds Tracking Cash Flow Schedule as of August 31, 2021
 - 4) Executive Director’s Report – September 2021
 - 5) Proposed Resolution Approving the Section 125 Premium Only Plan and 4 documents pertaining to or describing the Premium Only Plan
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1. Announcements. Carlos asked board members to inform Donna if they knew any possible candidates to succeed our board treasurer who has asked us to replace her. He also reminded that board members need to send an email to Addela Garboos, Operations Director, every month noting their board work and time spent on it.

2. Approval of minutes of the August 26, 2021 meeting. The board president referred the board to the draft minutes of the August 26, 2021 Board meeting that were circulated by email in advance of the meeting. He noted corrections had been made in response to board member suggestions, a new draft had been circulated and he asked if anyone had any further corrections. There were none. Lina made the following

MOTION: *That the Board approve the minutes of the August 26, 2021 board meeting, as circulated in draft.*

Catherine seconded the motion. It passed unanimously.

4. Treasurer’s Report. In Jocelyn’s absence, Carolyn Rodkin, Chief Financial Officer, reviewed the balance sheet and profit and loss statements and for July 2021. Her review was deliberate and detailed, something of a tutorial for the board on reading the Art Center’s monthly financial statements. This is early in the fiscal year, before this year’s donations begin to come in, the deficit the Art Center is running at is approximately what we expected.

5. New Business. Resolution approving and adopting the Section 125 Premium Only Plan. Carolyn Rodkin reviewed the documents that were circulated before the meeting concerning the Section 125 Premium Only Plan. Donna noted that the Executive Committee (including 2

lawyers) had reviewed the materials and the proposed Resolution and recommended approval. Lina made the following

MOTION: *That the proposed Resolution approving and adopting the Section 125 Premium Only Plan be approved.*

Michael seconded the motion. It was approved unanimously. Carolyn left the meeting.

5. Executive Director's Report. José added to the written report that was circulated before the board meeting. He affirmed what was said earlier during the financial report that Carolyn gave about where the Art Center is financially. The Art Center is offering over 50 classes in the Fall term and has 175 enrollments so far, with the most popular classes sold out. José described the work that went into the Art Center's re-opening and the "Time and Again" exhibition event September 12. He described the Art Center's COVID-19 safety measures; until it is more accepted in Richmond, the Art Center cannot require vaccination for entry, it makes some people too angry, we can't subject staff to that. José noted the need for volunteers to help cover the Art Center during its limited open hours until we can staff-up and invited board members who could to volunteer for shifts.

6. Committee Reports. Development Committee. Catherine and Donna solicited board members to make as generous as possible financial contributions this fiscal year. 100% board financial contribution is important to show board engagement and support. Board members can give any time during the fiscal year that suits them. The Development Committee encourages contributions now/soon for those who have no reason to wait. All board members are asked to think of at least 5 people they know that they can ask to make a financial contribution to the Art Center. Catherine shared her experience of reaching out to friends and family last year. The Development Committee will supply some sample/model letters/phrases. The Development Committee is working on organizing a reach out to Art Center students and to prior years Leadership Society (\$1K+) donors.

7. Executive Session. At 7:00 p.m., Carlos adjourned the regular meeting and brought the board into executive session. There are separate confidential minutes of the Executive Session.

8. Adjournment. The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Donna Brorby
Donna Brorby, Secretary

Upcoming Dates:

October 10, 12:00 – 4:00 p.m. Indigenous People's Day Event (volunteers needed)
October 16, 12:00 – 2:00 p.m., Exhibitions Reception (volunteers needed)
October 23, 12:00 – 3:00 p.m., Dia de los Muertos Family Day event (great event to see)