

**RICHMOND ART CENTER  
MINUTES OF BOARD OF DIRECTORS MEETING ~ October 28, 2021**

**Location:** Videoconference **Time called to order:** 5:48 p.m. **Time adjourned:** 6:32 p.m.

**Members present:** Donna Brorby, Marguerite Thompson Brown, Paul Collins, Helen Duhe, Carlos Privat, Lina Velasco, Monique Ziesenhenne

**Members Absent:** Michael Dear, Philip Linhares, Stephen Nomura, Jocelyn Robinson, Owen Serra, Catherine Waller

**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 October 28, 2021
- 2) Draft Minutes of Board of Directors Meeting September 23, 2021, regular session and executive session
- 3) Treasurer's Report -- Balance Sheet, Profit and Loss Statement, and Temporary Restricted Funds Tracking Cash Flow Schedule as of September 30, 2021
- 4) Executive Director's Report – October 2021
- 5) October 2021 RAC Report to the City of Richmond

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**1. Announcements.** Carlos announced that our November meeting would be held on Thursday November 18, because the fourth Thursday in November is Thanksgiving, at 5:45 p.m. He informed the board that our ED would be on vacation 11/22 – 29 and from 12/15 – 12/30. Donna said she was participating from her car and could not take contemporaneous notes and that Lina was going to take notes and then forward them to her for her to provide the finalized minutes.

**2. Approval of minutes of the September 23, 2021 meeting.** The board president referred the board to the draft minutes of the regular (as opposed to the executive) session September 23, 2021 Board meeting that were circulated by email in advance of the meeting. He asked if anyone had corrections. There were none. Marguerite made the following

**MOTION:** *That the Board approve the minutes of the general session of the September 23, 2021 board meeting, as circulated in draft.*

Monique seconded the motion. It passed unanimously.

**3. 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. The Art Center is within its budget. The Art Center's second PPP loan was forgiven, which removed a significant liability from the balance sheet.

**4. 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. He reviewed grants received and pending and planned applications. Of 52 classes the Art Center offered, 32 attracted enough students for the Art Center to go forward with them. Since the last board meeting, the Art Center had 3 public events, an Indigenous People's Day celebration focused on the Main Gallery Peltier exhibition, an opening for three other exhibitions, and the Dia de los Muertos event for families. Numbers of people (approx. 100 at two events and 240 at the family event) are much lower than pre-COVID but perfect for this time when COVID precautions are still necessary. Visitors are very happy to be back at Art Center events, exhibitions and classes. Sarah Guerra organized the Dia de los Muertos event and is about to complete her one-year fellowship. José is researching retirement benefits plans and will be making a recommendation soon; California law requires the Art Center to have a plan, and we need better benefits to retain employees. The traditional Holiday Arts Festival cannot be held this year – it relies of crowds of shoppers for it's success, which are a COVID danger at this time – but the Art Center will have a virtual HAF, including vendor sales and a ceramics studio sale.

## **6. Committee Reports.**

**a. Development Committee.** Donna reminded board members of the Development Committee request that they solicit at least 5 family members and/or friends for financial contributions to the Art Center. She reminded them that she had emailed sample/model communications for the purpose. She urged them to follow through.

**b. Nominating/Governance Committee.** Donna reported on the committee's projects in process, working on finding a treasurer candidate for the board, updates to board director's handbook descriptions of officers and reviewing board policies for updates.

**7. Executive Session.** Carlos adjourned the regular meeting and brought the board into executive session. He reviewed the minutes of the executive session of the September 2021 board meeting, during which the board determined the executive director's compensation for 2021-2022. The board approved the executive session minutes. There are no separate minutes of this October 2021 session.

**8. Adjournment.** The meeting was adjourned at 6:32 p.m.

Respectfully submitted,

Donna Brorby  
Donna Brorby, Secretary

## **Upcoming Dates:**

October 28 through November 18, 2021 -- 3 EXHIBITIONS opened 9/9 and will close 11/18/2021, in the Main (Time and Again), West (Summer Rites) and South Galleries (Opossum Magic). A fourth exhibition (of RAC student "Works From Home") opened 9/16 in the Community Gallery and will close 11/18.

November 4, 6, 11, 13, 18 and 20 -- The Art Center is open to the public Thursdays and Saturdays 10 – 2. There will be a Ceramics Sale at the Art Center during open hours from Thursday November 4 – Saturday November 20. This is the in-person part of the COVID-safe 59<sup>th</sup> Annual Holiday Arts Festival. The sale will benefit the Art Center and feature beautiful and usable ceramics such as plates, cups, bowls, made by our students, teachers and friends.

November 4 – December 31 -- Online Arts and Crafts Hub. The Hub will connect local artists and artisans selling handmade wares to discerning shoppers, as a part of the Art Center's COVID-safe 59<sup>th</sup> Annual Holiday Arts Festival.