

**RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ November 18, 2021**

Location: Videoconference **Time called to order:** 5:50 p.m. **Time adjourned:** 6:55 p.m.
Members present: Donna Brorby, Marguerite Thompson Brown, Paul Collins, Michael Dear, Helen Duhe, Stephen Nomura, Carlos Privat, Lina Velasco, Monique Ziesenhenn
Members Absent: Philip Linhares, Jocelyn Robinson, 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 November 18, 2021
 - 2) Draft Minutes of Board of Directors Meeting October 28, 2021
 - 3) Treasurer’s Report -- Balance Sheet, Profit and Loss Statement, and Temporary Restricted Funds Tracking Cash Flow Schedule as of October 31, 2021
 - 4) RAC 2020 Tax Return, Form 990, Rev. 5
 - 5) Executive Director’s Report – November 2021
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1. Announcements. Carlos announced that Owen Serra resigned from the board for personal reasons.

2. Approval of minutes of the October 28, 2021 meeting. The board president referred the board to the draft minutes of the October 28, 2021 Board meeting that were circulated by email in advance of the meeting. He asked if anyone had corrections. There were none. Helen made the following:

MOTION: *That the Board approve the minutes of the October 28, 2021 board meeting, as circulated in draft.*

Paul seconded the motion. All present voted to approve the minutes except for Michael Dear who abstained because he had not been present at the October meeting.

3. Treasurer’s Report. In Jocelyn’s absence, Carolyn Rodkin, Chief Financial Officer, reviewed the balance sheet and profit and loss statements and for October 2021. The Art Center continues to be operating within its budget.

Carolyn drew the board’s attention to the Form 990 Art Center 2020 tax return (Rev. 5) that she circulated to the board on November 3. She answered the few questions that had been raised by board members prior to the meeting. She reviewed the process for the preparation and review of the 990. She works with the CPA who prepares the tax return in draft. The draft is reviewed by the Finance Committee and is revised in light of the comments of Finance Committee members. Thus, the final draft being reviewed by the board is Rev. 5, the fifth revision. The Finance Committee reviewed and approved the Rev. 5 version that was circulated to the board. Donna made the following:

MOTION: That the Board approve the 2020 Art Center Nonprofit Tax Return, Form 990 (Rev. 5) as circulated in draft on November 3.

Catherine seconded the motion. The motion passed unanimously.

4. Executive Director's Report. José referred to the written report that was circulated before the board meeting and supplemented it. He reviewed new grant proposals and receipts and denials. He described contacts with key donors. He noted that Catherine Waller's personal appeal had resulted in donations to the Art Center. The Art Center continues to be open on a limited basis. The substitute Holiday Arts Festival activities – ceramics sales from the ceramics studio on open gallery days and on-line sales by vendors through the Art Center website. The Art Center is scheduled to host a free community concert December 12 featuring a group from La Peña's Bomba y Plena Youth Workshop. José hopes that there will be more students interested in attending in-person classes during the upcoming winter quarter.

5. Committee Reports.

Development Committee. Donna informed the board that the Development Committee did not follow through with its plan to supplement staff annual appeal fundraising efforts with a board generated major gifts effort, so that the only organized board fundraising is the appeal that all board members give generously and that they solicit at least 5 friends/family to make generous donations. Paul and José worked together for Paul's matching funds personal fundraising effort. José has been planning to hire a Development Director in early 2022, and the Development Committee looks forward to staff direction after that.

6. Adjournment. The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Donna Brorby
Donna Brorby, Secretary

Upcoming Dates:

Sunday March 13 Closing Reception for *Dreamforms* and *Feels Like Home* exhibitions.