

**RICHMOND ART CENTER  
MINUTES OF BOARD OF DIRECTORS MEETING ~ March 24, 2022**

**Location:** Videoconference **Time called to order:** 5:47 p.m. **Time adjourned:** 6:58 p.m.  
**Members present:** Donna Brorby, Marguerite Thompson Brown, Paul Collins, Michael Dear, Helen Duhe, Stephen Nomura, Carlos Privat, Lina Velasco, Catherine Waller, Monique Ziesenhenn  
**Members Absent:** Philip Linhares  
**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 March 24, 2022  
2) Draft Minutes of Board of Directors Meeting January 28, 2022  
3) Treasurer’s Report -- Balance Sheet, Profit and Loss Statement, and Temporary Restricted Funds Tracking Cash Flow Schedule as of February 28, 2022  
4) Executive Director’s Report – March 2022  
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**1. Announcements.** Carlos reminded all board members to convey their volunteer hours to Addela.

**2. Approval of minutes of the January 28, 2022 meeting.** The board president referred the board to the draft minutes of the January 28, 2022 Board meeting that were circulated by email in advance of the meeting. He asked if anyone had corrections. There were none. Monique made the following

**MOTION:** *That the Board approve the minutes of the January 28, 2021 board meeting, as circulated in draft and corrected during the meeting.*

Lina seconded it. It passed unanimously.

**3. Treasurer’s Report.** Carolyn Rodkin, Chief Financial Officer, reviewed the balance sheet and profit and loss statements and for February 2022. She reminded the board that they had received copies of the same documents for January 2022, in February, though there was not a board meeting in February. Carolyn noted earned income from studio classes was under-budget and that payments were refunded in February as a result of the cancellation of some in-person classes due to the COVID surge. She noted that unrestricted donations were substantially exceeding the budget. Donna pointed out that unrestricted donations appeared to be consistent with prior years and that they exceeded what was budgeted as the result of a policy to consider them uncertain and therefore not to be included in the budget.

**4. Executive Director’s Report.** José reviewed the written report that was circulated before the board meeting. Donations are low this time of year every year. The Art Center has a number of pending grant applications. Though the COVID surge in January moved some studio art

classes to on-line (resulting in some students dropping out), the Art Center hosted three in-person events in March, taking precautions to ensure social distancing, such as having visitors sign up for time slots for a reception, to spread people out over time. Approximately 220 visitors attended the opening reception for the *Art of the African Diaspora* exhibition, 67 attended the opening reception for the *Dreamforms* and *Feels Like Home* exhibitions and 130 attended the closing reception for all the exhibitions. Galleries are open Wednesday through Saturday and the Art Center is getting 50+ visitors in recent weeks.

## 5. Committee Reports.

**Nominating Committee.** Donna reported on the work of the Nominating/Governance Committee. Seven current board members are continuing next fiscal year. The board needs to nominate at least 5 people to run for the board to have the minimum required 12 board members. The nominating committee thinks its better to have an odd number of board members and so hopes to nominate at least 6 director candidates. The committee still has not located a candidate for treasurer. All board members are asked to reach out to potential candidates and let Donna know if they find anyone who is willing to be considered by the committee.

## 6. Old Business.

**a.** Carlos reminded us that all board members pledged to attend DEI trainings at 5:30 – 6:30 on Wednesdays 3/30, 4/27 and 5/4.

**b. Appointment of new board member.** Carlos reminded the board of the email vote to appoint Lani Rygg to the board. He explained that Lani was not able immediately to serve as Treasurer, for personal reasons that came up after she had agreed to serve as treasurer, but that she was able to serve on the board. The board unanimously confirmed the email vote to appoint her to the board.

## 7. New Business.

**a.** Donna initiated a discussion of board member attendance at Art Center events. She reflected on the importance of board attendance at events to board member's engagement with the Art Center, knowledge of how things are going at the Art Center and as an opportunity to meet the Art Center's public (including potential donors). She had not noticed or calendared the March events and wondered if other board members had the same problem. As Secretary, she will ensure that events are noted on board agendas and minutes.

**b.** Agenda for April, May and June meetings. Carlos previewed the important business the board will handle in its last three meetings of the fiscal year: the ED evaluation, the board self-evaluation and approval of the budget.

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

Respectfully submitted,

Donna Brorby  
Donna Brorby, Secretary

**Upcoming Dates:**

**Saturday April 30 1 p.m.:** Artist Talk, *Dewey Crumpler: Crossings*

**Thursday May 12, 7-9:30 p.m.:** On-Line Artists Talk, *Right Here, Right Now: A Biennial of Richmond Art* – to get the link, go to Art Center’s website, click on Events, then click on this event, then click on RSVP and a link will be sent to you)

**Saturday May 14 noon-3 p.m.:** Spring Family Day (attend if you can, free family days are among Art Center’s most popular events)

Gallery hours are Wednesday – Saturday from 10 a.m. to 2:00 p.m. Please consider volunteering to act as a greeter.