

**RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ April 28, 2022**

Location: Videoconference **Time called to order:** 5:52 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, Catherine Waller, Monique Ziesenhenn

Members Absent:

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 April 28, 2022
2) Draft Minutes of Board of Directors Meeting March 24, 2022
3) Treasurer’s Report -- Balance Sheet, Profit and Loss Statement, and Temporary Restricted Funds Tracking Cash Flow Schedule as of March 31, 2022
4) Executive Director’s Report – April 2022
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1. Announcements. Carlos reminded all board members to convey their volunteer hours to Addela. He informed us that Phil Linhares has resigned from the board because he no longer has the time necessary to devote to it. He encouraged board members to attend Art Center events, which are listed at the bottom of meeting agendas and minutes

2. Approval of minutes of the March 24, 2022 meeting. The board president referred the board to the draft minutes of the March 24, 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 March 24, 2022 board meeting, as circulated in draft.*

Michael and Catherine seconded it. It passed unanimously.

3. Treasurer’s Report. Carolyn Rodkin, Chief Financial Officer, reviewed the balance sheet and profit and loss statements for March 31, 2022. The end of March was three-quarters through the current fiscal year. The Art Center has brought in \$289,000 more income than budgeted and it has expended \$128,000 less than budgeted. Studio income is less than was projected due to the continuing impact of COVID-19. We received income that was not budgeted for exhibitions and for an unexpected contract to provide art classes at a local school. Most of the savings of expenses is due to deferred or delayed hiring. For example, we were budgeted to hire a Development Director in January but we did not. Carolyn reviewed a number of details concerning income, expenses and investments (mainly t-bills but Regello Fund and Endowment Fund have some securities).

4. Executive Director's Report. José reviewed the written report that was circulated before the board meeting. With COVID-restrictions lessened, there has been a resurgence of activity at the Art Center. The WCCSD (school district) art show of student work was well-attended. The school district didn't pay for the show this year, but the Art Center got alternative funding for it. José has met with board members, local business people, donors and the networking has been effective. There will be more studio classes on site this summer, and the youth summer camps are filled up with waiting lists. We are beginning to increase community outreach. Though we will no longer be getting significant funds from the City of Richmond next year (due to reaching the end of the MOU), we will be providing some programming to the Richmond Library as is being requested of us.

5. Committee Reports.

Nominating Committee. Donna gave an update on the progress of the Nominating Committee towards having a slate of candidates to approve to the board for approval. Six current board members are continuing next fiscal year. The board needs to nominate at least 6 people to run for the board to have the minimum required 12 board members. It has 3 so far. The committee still has not located a bookkeeper or accountant to be Treasurer for the upcoming year. 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.

Donna explained the by-laws requirements for a members' meeting and election of new board members. Catherine made the following

Motion: *That the annual members meeting be held on June 18, prior to the opening reception for the summer exhibitions.*

Marguerite seconded the motion. It passed unanimously.

6. Old Business.

a. Carlos reminded us that the third and final session of the current board DEI training is scheduled for Wednesday May 4.

b. José and Carlos showed us the newly designed card depicting the mural that Rebeca Garcia Gonzalez created for the Art Center this year (funded by the Blue Shield grant). José arranged for the production of this card to be used, perhaps among other things, to send thank-you messages to donors (as discussed at the January board meeting).

7. New Business.

a. Reschedule June Board Meeting. Carlos will be in the Bay Area the last week of June. In order to have an in-person board meeting at the Art Center, Donna made the following

Motion: *That the board meet in-person at the Art Center June 29 in place of the regularly scheduled meeting on June 23.*

Catherine seconded the motion. It passed unanimously. The meeting will start at 5:45 as usual.

b. ED Evaluation. The board will perform its annual ED evaluation. Carlos will send out the same form we used last year. Board members are requested to return the completed forms within two weeks, by May 16.

c. Exhibitions Committee. Marguerite has been recommending throughout this year that the board reconstitute its Exhibitions Committee. The purpose of the committee is to be a resource to staff responsible for planning exhibitions. Board and non-board committee members typically are artists and/or are involved/connected in the arts world. Carlos and José informed the board that they had decided the committee should be reconstituted for the coming fiscal year.

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

Respectfully submitted,

Donna Brorby
Donna Brorby, Secretary

Upcoming Events (put them on your calendar):

Saturday, June 18, 12:30 – 1:30 p.m.: Members Reception and Meeting (election of new board members). **Voting opens at 12:30 p.m. and closes at 1:30 p.m.**

Saturday, June 18, 2 – 4: Opening Reception, Summer Exhibitions

Gallery Hours: 10 a.m. – 4 p.m., Wednesday – Saturday.