

**RICHMOND ART CENTER  
MINUTES OF BOARD OF DIRECTORS MEETING ~ May 26, 2022**

**Location:** Videoconference **Time called to order:** 5:50 p.m. **Time adjourned:** 7:47 p.m.  
**Members present:** Donna Brorby, Michael Dear, Helen Duhe, Stephen Nomura, Carlos Privat, Lina Velasco, Catherine Waller, Monique Ziesenhenne  
**Members Absent:** Marguerite Thompson Brown, Paul Collins  
**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 May 26, 2022
  - 2) Draft Minutes of Board of Directors Meeting April 28, 2022
  - 3) Treasurer’s Report -- Balance Sheet, Profit and Loss Statement, and Temporary Restricted Funds Tracking Cash Flow Schedule as of April 30, 2022
  - 4) Executive Director’s Report – May 2022
  - 5) Summary of board and staff evaluations of ED (distributed for executive session only)
  - 6) Memorandum ED Compensation (Draft) (distributed for executive session only)
  - 7) Biographical Statements Board Candidates
  - 8) Form for annual board self-evaluation
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**1. Announcements.** Carlos reminded all board members to convey their volunteer hours to Addela. The members’ meeting and election is June 18; directors are encouraged to attend (it’s Father’s Day weekend, some board members have conflicts). The board meeting next month is Wednesday, June 29.

**2. Approval of minutes of the April 28, 2022 meeting.** The board president referred the board to the draft minutes of the April 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 April 28, 2022 board meeting, as circulated in draft.*

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 April 30, 2022. There was no significant change in the Art Center’s financial position since last month. Expenses in April were approximately \$95K and income was approximately \$41K; nothing out of the ordinary.

**4. New Business.**

**a. Confirmation of written consent to increase employee benefits.** Carlos reported that the board voted unanimously in an email vote to accept José’s recommendation of an

improved employee benefits package, a summary of which was circulated after the April board meeting. He called for a vote to confirm that vote. The vote was unanimous confirming the adoption of the improved employee benefits plan that José recommended.

**b. Introduction of Board self-evaluation.** Carlos referred to the board self-evaluation form he had circulated before the meeting. Michael shared that he had begun his evaluation and he found that the particulars on the form were useful for guidance but not as individual items to rate. The items are too much jargon. It was agreed that we all should use the form as we find it useful, that the point was to share thoughts about board service this year for the benefit of the coming year's board. The form may be most useful in suggesting things to think about and share about. Board members are requested to send their evaluations to Donna (Carlos will be on vacation much of June) by June 9. She will circulate a compilation before the June 29 board meeting.

**5. Executive Director's Report.** José reviewed the written report that was circulated before the board meeting. He reviewed pending grant applications and recent grants received and explained that the Art Center would have to begin to focus on increasing earned income (studio income) in the coming year. The Art Center can't go back to grantors before completing and reporting on the work under current grants. Many grants were one-time, related to COVID. There has been much more in-person activity at the Art Center and José has been meeting people and networking. He will be giving a presentation to Richmond Rotary in June. José detailed efforts towards community outreach. He is making connections with other organizations for purposes of increasing programming that is available through the Art Center, for example the Art Center has arranged for some local youth to partake of the 9-week Pixar storytelling experience *Xperiential*. He meets regularly with the ED of NIAD. He's made a connection with the East Bay Center for the Performing Arts. He's connected with RYSE and PAL and Bridge Art. He thanked Marguerite for all the work she did in connection with the Dewey Crumpler exhibition, including MCing the conversation with Dewey Crumpler on April 30. José has made a good connection with Andrée Singer Thompson, creator of Guillermo. He and she are planning a fundraising anniversary celebration of Guillermo in conjunction with the Holiday Arts Festival in December. José is asking that the Board Development Committee take a major role in planning the event and making it happen, as he does not have the staff to do it. Youth summer camp will be in person at the Art Center and all 6 one-week sessions are sold out (10 youth per session).

## **6. Committee Reports.**

**Nominating Committee.** Members of the nominating committee introduced four individuals that the committee proposes for the board slate for the June 18 board of directors elections: John Boychuk, Jane Diokas, Nettie Hoge and Rachel Sommovilla. Brief biographical statements from the four were circulated before the meeting. Donna explained that it was necessary to add these four plus two more to the slate, to reach the by-laws required minimum board strength of twelve members. Michael said that he and José were recruiting a candidate they thought would be terrific and Donna said that the nominating committee was in process with what looked like another very good candidate.

Donna made the following

**MOTION:** *That the Board set the number of board members for FY 22-23 at 12.*

Michael seconded it. It passed unanimously.

Donna made the following

**MOTION:** *That the board approve John Boychuk, Jane Diokas, Nettie Hoge, and Rachel Sommovilla as members of the slate to seek election to the board for three year terms beginning July 1, 2022.*

**7. Executive Session.** Carlos convened the board into Executive Session. Carolyn had left previously after giving the Financial Report and José was excused when the Executive Session was convened. There are separate confidential minutes for the Executive Session.

**6. Adjournment.** The meeting was adjourned at 7:47 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 p.m.:** Opening Reception, Summer Exhibitions

**Saturday, July 16, 12 p.m. – 2 p.m.:** How Emmy Lou Packard Made Her Prints, Master printer Art Hazelwood will demonstrate Emmy Lou Packard’s press in action

**Friday, July 29, 6 p.m. -- 7:30 p.m.:** Rebel Art: Emmy Lou Packard’s Legacy, Artist panel moderated by art historian, curator and writer Terezita Romo

**Thursday, August 11, 6:30 p.m. -- 8:30 p.m.:** Rivera In America: Short Film Screening, Film by Rick Tejada-Flores featuring interviews with Emmy Lou Packard

**Saturday, August 20, 12 p.m. – 2 p.m.:** Closing Reception Featuring The Great Tortilla Conspiracy, A closing reception for the exhibition *Artist of Conscience* featuring edible art inspired by Emmy Lou Packard!

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