

**RICHMOND ART CENTER  
MINUTES OF BOARD OF DIRECTORS MEETING ~ June 29, 2022**

**Location:** Videoconference **Time called to order:** 6:07 p.m. **Time adjourned:** 7:32 p.m.  
**Members present:** Donna Brorby, Marguerite Thompson Brown, Michael Dear, Helen Duhe, Stephen Nomura, Carlos Privat, Lina Velasco, Catherine Waller, Monique Ziesenhenne  
**Members Absent:** 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 June 29, 2022
- 2) Draft Minutes of Board of Directors Meeting May 26, 2022, regular and executive sessions
- 3) Treasurer’s Report -- Balance Sheet, Profit and Loss Statement, and Temporary Restricted Funds Tracking Cash Flow Schedule as of May 31, 2022; FY 2022-23 Draft Budget and Budget Narrative
- 4) Memorandum concerning FY 2022-23 Draft Budget
- 5) Executive Director’s Report – June 2022
- 6) Executive Director 4<sup>th</sup> Quarter Report to City of Richmond (last under the MOU)
- 7) Compilation of Board Member Board Self-Assessment Responses
- 8) Executive Director Goals FY 2022-23

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**1. Announcements.** Carlos reminded all board members to convey their volunteer hours to Addela by tomorrow, the end of the current fiscal year. He noted that events listed at the bottom of the agenda and encouraged board members to attend some of them.

**2. Approval of minutes of the May 26, 2022 meeting.** Carlos referred the board to the draft minutes of the May 26, 2022 board meeting that were circulated by email in advance of the meeting. He noted that there were two minutes documents, the regular minutes and the executive session minutes. He asked if anyone had corrections. There were none. Stephen made the following

**MOTION:** *That the Board approve the minutes of the May 26, 2022 board meeting, for the regular and executive session, as circulated in draft.*

Michael seconded it. It passed unanimously.

**3. Treasurer’s Report.**

**a. Financials Through May 2022 (11 months of FY 2021-22).** Carolyn Rodkin, Chief Financial Officer, reviewed the balance sheet and profit and loss statements for May 31, 2022. There was no significant change in the Art Center’s financial position since last month. Expenses in April were approximately \$94K and income was approximately \$47K; nothing out of the ordinary for this time of year. Income included a \$20K grant for the California Arts Council for

the Fencelines art-making events at the Art Center this summer (see events at the bottom of these minutes). \$32K in unearned revenue is registration fees for summer studio arts classes; that will become earned income in the coming fiscal year, when the classes will be held.

**b. FY 2022-23 Budget.** Carolyn reviewed the Version 4 draft budget and budget narrative for the Art Center for FY 2022-23. There were questions, comments and discussion. Carolyn explained that the past year's budget was more conservative than the coming year's budget in that it had quite low projections for income; in the wake of COVID, income projections seemed very uncertain a year ago. In the end, income for FY 2021-22 exceeded budget projections by \$300K (\$200K of which was COVID-related federal government PPP grant money). The proposed budget for the coming year is less conservative because, unless something unexpected happens, COVID is less a threat to Art Center programs this coming year than it was a year ago. There is a projected deficit of \$148K. Staff hope that the Art Center will make up that \$148K with grants that they cannot anticipate receiving at this time. In any case, it is reasonable for the Art Center to have a \$148K deficit budget for the coming year. The extraordinary coincidence of COVID and the end of the Art Center's approximately \$250K MOU with the City of Richmond makes 2022-23 a uniquely challenging year financially; the Art Center has to make up for at least \$200K in income it had last year and won't have this coming year. This kind of extraordinary financial situation is why the Art Center prudently has maintained financial reserves. The Art Center's current reserve is sufficient to cover a one-year deficit of \$148K and still have 4-6 months reserve at the end of fiscal year. The Finance Committee considered this draft at its meeting last week and it unanimously recommends that the board approve it. Michael made the following motion:

**MOTION: *That the Board approve the FY 2022-23 budget, as circulated in draft.***

Lina seconded it. It passed unanimously. Carolyn left the meeting.

#### **4. New Business.**

**a. Confirmation of written consent.** Carlos brought the board into executive session at 6:36 for two minutes to confirm an email vote concerning a personnel matter. José left the meeting for the executive session and rejoined the meeting immediately afterwards. There are separate confidential minutes of this session.

**b. Approval ED Goals.** Carlos referred the board to the draft goals for the ED for 2022-23 that were circulated prior to the meeting. Carlos, incoming board president Michael and José agreed upon these goals, after a review of board member input in connection with the ED evaluation. One edit was suggested by Donna as reported by Carlos, the addition of "into and" in goal # 2: Continue the outreach of the RAC *into and* beyond the local community, partnering with organizations to leverage resources and making the RAC known by visiting and presenting to various entities who may be interested in joining forces or participating in programming. Monique made the following

**MOTION: *That the Board approve the FY 2022-23 ED goals, as circulated in draft, with the suggested two-word edit to Goal 2.***

Catherine seconded the motion. It passed unanimously.

**c. Appoint 2 members to the Endowment Fund Committee.** Donna reminded the board that the committee that manages the Endowment Fund is comprised of the Art Center's board president and treasurer plus 3 members appointed by the Art Center's board. She reported that Robert Connelly has resigned from the Committee, so his term ending June 30, 2025 is open, and that Byron Brown's term ends June 30, 2022. Carlos has volunteered to be appointed to a 5 year term Byron has volunteered to be appointed to finish the shorter term. Donna made the following

**MOTION:** *That the Board appoint Byron Brown to fill the Endowment Fund Committee position that expires June 30, 2025 and Carlos Privat to fill the 5-year term that runs from July 1, 2022 through June 30, 2027.*

Lina seconded the motion. It passed unanimously.

## **5. Old Business**

**a. Board Self-Evaluation.** The 8 board member responses on the board self-evaluation form were collated into one document and circulated to board members before the meeting. Carlos and Donna expressed appreciation for the effort board members put into responding and the hope that the exercise is useful to continuing board members as they embark on a new fiscal year with new board colleagues. Michael suggested to the continuing members that they improve the form before it is time to do a board self-evaluation next year. There was broad agreement that board service and board function this past year was negatively affected by COVID; board members had little to no in-person contact and few opportunities to participate in activities at the Art Center. Michael praised the board for its work during these difficult circumstances.

**6. Executive Director's Report.** José reviewed the written report that was circulated before the board meeting. As of now, it looks like the Art Center will be charging "full steam ahead" into the fall, fully open and providing its services/programs. This summer's events have been well-attended, including enthusiastic attendance from our local community. A fourth school has engaged the Art Center to provide arts instruction either during the school day or after school. José's presentation to Richmond Rotary was successful; he made a good connection with the Rotary CEO. He continues to reach out to other Bay Area organizations to make connections via which the Art Center might provide services/program. The Art Center has gotten attention for its Dewey Crumpler exhibition, including a-soon-to-be-published positive review in Art Forum, an international arts publication. The Emmy Lou Packard exhibition was reviewed on KPFA and will be a "critics' pick" in the SF Chronicle Datebook. José entered into a 2-year contract with the City of Richmond, on terms he proposed, for the \$55K/year that the City informed him it was willing to grant to the Art Center. He didn't realize that there was going to be a written contract, but the contract is the terms that he proposed for the services the Art Center will provide. The contract is a requirement of the City to provide the grant. Supplementary to the \$55K the Art Center will get from the City, it received the \$40K Richmond Youth Fund grant it had sought from the City to fund a mural project for youth. It did NOT get the \$50K City of Richmond grant for a \$50K BIPOC project. José is continuing to work with his grant-writing staff on

brainstorming for an idea to pitch to the Ford Foundation for a \$250K grant that would transform the Art Center (it would have to be transformative for the Ford Foundation to be interested). He and those staff recently completed 3 grant requests to the California Arts Council, totaling \$160K; he expects decisions on those requests in August. The Art Center is a finalist with “the Berkeley Group” which provides free expertise/consultation to the organizations it selects. Staff DEI training has been postponed because the trainer got COVID. All staff annual performance reviews have been completed.

## 6. Committee Reports

**Nominating Committee.** Donna reported that 23 members voted at the members meeting on June 18, electing all 5 of the people nominated by the board for 3-year terms beginning July 1, 2022. She has filed a report on the election at the board portal on the Art Center website. She noted that the meeting this year conflicted with Carnival and a celebration of Juneteenth in Richmond and that the board might want to avoid that next year.

**6. Adjournment.** The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Donna Brorby (DRAFT)  
Donna Brorby, Secretary

## Upcoming Events (put them on your calendar):

**Saturday, July 9, 12 p.m. – 1 p.m.:** Artist Talk: J.B. Broussard, in connection with his solo exhibition *The Eastern Shore*.

**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

**Saturday, July 30, 1:30 – 3:30 p.m.:** *Women Weaving Stories: Collaborative Learning Circle*, A Workshop by Mujeres Unidas y Activas

**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!

**Sunday, August 21, 12 p.m. – 3 p.m.:** Liberación Grafica at Richmond Flea Market, 716 W. Gertrude Ave, Richmond

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