

Richmond Art Center Board of Directors Meeting September 29, 2022 Meeting Minutes

The meeting was called to order by President Michael Dear at 5:47 pm.

Members present were Michael Dear, John Boychuk, Jane Diokas, Helen Duhe, Monique Ziesenhenné, Lina Velasco, and Nettie Hoge.

Members absent were Paul Collins, Rachel Sommovilla, and Susan Moffat

Staff present were Jose Rivera, Executive Director, Carolyn Rodkin, Chief Financial Officer, and Elaine Moreno, Richmond Art Center Visitor Service Coordinator.

Documents distributed prior to the meeting included: 1.) Minutes from the meeting of July 28, 2022, 2.) Meeting Agenda for September 29, 3.) Executive Director's Report, 4.) July-August Financial Summary from Carolyn Rodkin, 5.) Profit and Loss Budget Performance Chart, and, 6.) Balance Sheet Previous Month Comparison as of August 31, 2022.

At the opening of the meeting members introduced themselves once more and Elaine Morena was introduced to the Board by Michael Dear. Elaine described her support for visitors to the Center.

Director's Report

Jose summarized his written report. He remarked on the great energy and attendance at Art Center Events. He celebrated record grant income for a 24 hour period of \$172,000 received at the end of the quarter.

The income for August of \$35,000 reflected the fact that August is traditionally slow. This lull contributed to a \$65,000 loss for the month, which was expected. The organization is optimistic about registration for in-person events and classes that will begin this fall. Jose is waiting to submit a grant to the Cal Endowment which was delayed by issues with the Endowments automatic submission processes. A \$20,000 Covid Relief grant was received from the Leshner Foundation.

The California Arts Council granted the Richmond Art Center \$152,000 for three programs including arts in schools and arts in the community.

Grants still in process include \$20,000 out of \$40,000 from the Cal Endowment, \$10,000 from Umpqua Foundation, \$55,000 from the City of Richmond. An application

to the Rotary Club for \$3,000.00 was denied but the Center was invited to reapply in March of 2023

Jose summarized total donations received by month from July 2021 through August 2022. The total for that period was \$388,461.

Jose described progress on the scaffolding fix for Guillermo, the Golden Trout. A much more economical solution is in the works. The project is to be completed for the Art Center's 25th Anniversary in May 2023.

The Berkeley Group is going to work with the Art Center to help with the suite of tools donated when the Center was accepted by Google Nonprofits. These tools should help with communications and fundraising efforts.

The Center won "Best Gallery" in the "Best of El Cerrito" 2022 promotion, and was included on KQED's website mentioning galleries of the East Bay

Shimada, Richmond's sister city in Japan will host ceramic art from the Center.

In the area of Programming and Marketing, the Center is currently running about 40 classes and plans to up the offerings to 60 in the Fall schedule.

The Fall Opening Reception was a great success, attended by close to 208 people.

The Galleries have been popular, and some week days have seen between 20-40 visitors.

The Staff is excited and planning for Dia de los Muertos Family Day on Saturday October 15, Jose passed out fliers for the event.

Financial Report

Carolyn Rodkin summarized the organization's financial position.

On the income side high-lights include:

*Overall income shortfall better than budgeted. Although the Center's budget anticipated an overall shortfall of \$93,062 by end of September, the actual loss was \$64,510.

*Studio Arts Registration income was down by \$24,051.

*Exhibitions brought in \$5,000 more than anticipated.

*Unrestricted donations were \$1,554 better than forecasted

Expense high-lights:

*Admin and general was over budget by \$5,277

*Facilities expenses exceeded budgeted by \$2,192

*Studio Art expenses were under budget by \$9,815, primarily because of lower expenditures for payroll and other expenses for fewer teaching artists.

*Exhibitions expenses were under budget by \$10,704.

Balance Sheet notes:

*Checking and savings account balances were down \$60,020 because more cash was spent than received, as predicted.

*During August \$19,829 of restricted funds were satisfied. Balance of unrestricted funds as of 8/31/2022 was \$186,514.

The Minutes from July 2022 were approved. Monique moved, and John seconded the motion.

Nettie Hoge reminded board members that they had voted to approve two resolutions by email during the interim between board meetings. These were: 1.) a resolution approving terms and conditions for receiving the Leshar Grant for Covid Relief, and 2.) a resolution adopting the Center's Section 125 Cafeteria Plan directing administrators to implement the plan, and to inform employees of the adoption of the plan by delivering copies of the summary description to them.

The board turned to new business and Michael enthusiastically described RAC plans to host a 2023 John Wehrle Retrospective.

The discussion turned to committee structures and opportunities. While the Exhibitions Committee is very important, Michael asked that board members pay special attention to the Special Events Committee, and in particular that members volunteer for the December Holiday Arts Festival, and for the Center's 25th anniversary in May. Michael stated that he and Jose would be reaching out to people for commitments in the near future.

A motion to adjourn was made by Helen and seconded by John. The meeting adjourned at 6:53.

Signed:

Nettie Hoge

Dated

