

**RICHMOND ART CENTER
MINUTES OF BOARD OF DIRECTORS MEETING ~ April 24, 2014**

Location: RAC, Resource Room Time called to order: 5:35 p.m. Time adjourned:
7:30 p.m.

Members present: Andrea Biren, Anna Blackman, Susan Brand, Inez Brooks-Myers, Donna
 Brorby, Bob Connolly, Peter Dodge, Yolanda Holley, Matt Jacobson,
 Bernadette Jones, Terry Kotsatos, Edric Kwan (entered at the beginning of
 item 6, Strategic Plan), Ellengale Toki-Oakley, Connie Tritt

Members Absent: Sue Hartman, Susan Wittenberg

Staff present: Richard Ambrose, Executive Director

Others Present: Megan Bradfield and Juhi Tamboli, Haas Board Fellows

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Handouts Distributed or emailed prior to meeting:

- 1) Board Meeting Agenda for April 24, 2014
- 3) Minutes of Board of Director’s Meeting, March 27, 2014
- 4) Treasurer’s Report -- Balance Sheet, Profit and Loss Statement, and Cash Flow Schedule
 as of March 31, 2014
- 5) Executive Director’s Report – April 2014 (attached)
- 6) Introduction to Strategic Plan
- 7) Media Contact Policy (proposed)
- 8) Exhibition Schedule FY 2014-2016

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1. Announcements/Introductions. This is the last meeting for our Haas Board Fellows, Megan Bradfield and Juhi Tamboli. Juhi reported on the survey that she and Megan designed to assess local opinions relevant to the decision whether the Art Center might be able to make a café profitable. They worked with Sue Hartman and Michelle Seville to have the survey posted on the City of Richmond website and to publicize it. They have not, however, been successful in getting enough responses to draw any conclusions. There have been only 24 responses. Megan and Juhi both enjoyed their experience with the Art Center board.

2. Approval of minutes of the March 27 Board meeting. The board president referred the board to the draft minutes of the March 27, 2014 Board meeting that she circulated by email in advance of the meeting. She asked if anyone had any corrections. There were none. Donna Brorby made the following

MOTION: *“I move that the Board approve the minutes of the March 27, 2014 board meeting, as circulated in draft.”*

The motion was seconded by Bernadette Jones. It passed unanimously.

3. Treasurer's Report. Connie Tritt, Treasurer, reviewed the balance sheet, profit and loss statement and cash flow report for March 31, 2014. There have been no significant changes in the Art Center's financial condition since last month.

Connie reported that the finance committee is updating accounting policies and procedures and working with Ric on the budget for next year, which will be presented at the next Board meeting.

The Art Center's Finance Director, Dianne Wightman, has given notice that she has accepted another job and will be leaving the Art Center. Connie anticipates that it will be difficult to fill the Finance Director position, and that it will be vacant for at least 4-5 months. RAC uses Opportunity Knocks and Craigslist to advertise positions. It was suggested that RAC should use linkedin.com as well. It was suggested that the RAC should widen its search beyond nonprofit sector accounts (for profit sector accountants could learn how to do accounting for a nonprofit). Ric will be meeting an accountant who might be available to fill-in for the Art Center on a temporary basis.

The Finance Committee decided that the Art Center should have a financial audit this year, but this will be postponed until after we have a new finance director on-board.

4. Executive Director's Report. Ric Ambrose, Executive Director, reviewed his April report, which is attached.

5. Committee Reports.

a. Marketing Committee. Susan Brand, chair of the committee, shared images of the new logo. Now the committee is working on new signage. She is pleased with the development of the new website so far. Any board member comments on the website design should be sent to Susan quickly.

b. Nominations Committee. Committee Chair Andi Biren encouraged board members to inform her of any people they recommend as potential new board members. Andi will be talking to all board members about their service for the next fiscal year.

c. Oliver Ranch Event Committee. Ellengale Toki-Oakley reminded the board of the upcoming special performance benefitting the Art Center at Oliver Ranch on July 12, 2014. All board members are expected to invite people they know who might be interested, to help the Art Center sell at least 100 tickets (and a maximum of 125) to the event. Early-bird prices until June 6 are \$150 for non-members and \$125 for RAC members. Prices go up \$25 on June 7. Susan Brand is developing the invitation.

d. Exhibition Committee. Inez Brooks-Myers shared the updated exhibitions schedule for fiscal years 2014-2015 and 2015-2016.

6. Old Business

Strategic Plan. After the board/staff strategic planning meeting, Ric approved a few minor changes in the plan. The final plan was circulated in advance of the meeting. Inez Brooks-Myers made the following motion:

MOTION: *“I move that the Board adopt the 2014-2017 Strategic Plan, as circulated by the Executive Director for this meeting.”*

Ellengale seconded the motion and it passed unanimously.

7. New Business

a. STQRY. Andi Biren reported that the Richmond Public Art Commission is considering a contract with STQRY. If the contract is consummated, it will result in people being able to get content about public art sites on their smart devices, at the sites. If the contract is consummated, the Art Center will try to get in on it in some way.

b. We Give. There will be another We Give Campaign that the RAC is participating in. The call in day is May 6. The RAC is linked to the Richmond Community Foundation and the East Bay Community Foundation. The RAC newsletter will advise the RAC community of this.

8. Executive Session

At the request of the board president, it was moved and seconded that the board go into executive session for the purposes of having a confidential discussion concerning personnel matters. Proceedings during executive session are confidential. For this reason, the minutes of the executive session are not included in the public board minutes.

9. Adjournment. The meeting was adjourned at 8:30 p.m.

Refreshments: Matt Jacobson volunteered to bring refreshments for the May 22 meeting.

Upcoming Dates:

April 26	Breakfast Group Coffee & Discussion, 11 a.m. – 1 p.m.
May 3	Breakfast Group Coffee & Discussion, 11 a.m. – 1 p.m.
May 10	Breakfast Group Coffee & Discussion, 11 a.m. – 1 p.m.
May 17	Breakfast Group Coffee & Discussion, 11 a.m. – 1 p.m.
May 22	Board Meeting, 5:30 – 7:30
May 24	Breakfast Group Coffee & Discussion, 11 a.m. – 1 p.m.
May 31	Breakfast Group Coffee & Discussion, 11 a.m. – 1 p.m.
June 14	Annual Membership meeting 4 pm
June 14	Members’ Show reception, 5:00 – 7 p.m.
July 12	Field Trip Fundraiser to Oliver Ranch – all day

Board meetings are 5:30 to 7:30 the fourth Thursday of the month, except in November and December when the meetings will be on the third Thursday due to holidays.

Executive Director Report for April 2014

Fund Development

The Richmond Community Foundation awarded the Art Center \$5,000 to assist with the purchase of 9 Apple computers for the staff, replacing our aging mini Mac computers. This is the fourth capacity building grant from RCF over the past two years. Ulla Davis, Director of the Crescent Porter Hale Foundation, conducted an onsite visit to follow up on our \$50,000 proposal requesting support for the operation of the AIC Program. In preparation for the Irene Scully Foundation's review of our \$10,000 funding request for the AIC program, Foundation Director Kathleen Maloney observed one of our afterschool programs at Lake Elementary School. She left very impressed with the textile workshop conducted by Callen Zimmerman. We expect to hear from both foundations within the next month. I have a scheduled lunch with Gene Savin of the Reuben and Muriel Savin Foundation to discuss the possible extension of the Foundation's support for another three years. They are currently interested in partially supporting the Director of Exhibition position (\$20,000) and offering a \$10,000 matching grant to donors who contribute less than \$1,000. We were not successful with Gerbode Foundation LOI application for a three-year grant to support of the AIC program.

Special Events

Over 1,000 guests participated in the Center's public programs and 600 students participated in our guided tours of the exhibitions over the past four weeks.

The **Upcycle** event on April 12th attracted over 450 children and adults during the fun packed afternoon. Using recyclable materials, participants left with creative colorful hats, rubber tube bracelets, printed t-shirts, pieces of woven textiles and "scribble-bot" drawings created using motorized drawing robots. The family event was well-orchestrated and managed by Kato Jaworski and her staff with the support of 30 volunteers. We raised \$3,300 from six sponsors to support this annual family event day.

The Breakfast Group's Saturday gatherings have exceeded our expectations. For the past month, we have attracted over 200 artists, friends and enthusiasts during these two-hour events which culminate in a gallery talk by one or more of the spotlight artists. This past Saturday (April 19th) over 90 art students, artists, and art enthusiasts from throughout the Bay Area, participated in the gallery talks presented by mixed media artist, Robert Simons, professor, Holy Names College, and sculptor Joe Slusky, retired professor from UC Berkeley. These engaging Saturday gatherings will continue through May 23rd.

WCCUSD Art Show Over 250 students, parents, art teachers and members of the WCCUSD Board attended the special reception for the 49th WCCUSD Art Student exhibition last Thursday which included a warm welcome from Richmond Mayor Gayle McLaughlin. Susan Wittenberg

and art teacher Daphne Schramp collaborated in making this a very successful exhibition and program.

Zaccho Dance Troupe performance at the Oliver Ranch. The Special Events Committee, headed by Ellengale Toki, is organizing our next special one-day fundraiser scheduled for July 12th in the Ann Hamilton Tower at the Oliver Ranch. Please mark your calendar for this memorable event and recruit your friends to attend this incredible performance in this one-of-a-kind theater space. Our goal is to fill 100 “seats.” Bus transportation, lite breakfast snacks, lunch and a wine tasting will be provided. Early Bird registration starts May 1st.

Art in the Community

Rebeca Garcia Gonzalez organized a one day STEAM Infusion Curriculum Writing Retreat for our afterschool teachers. Facilitated by Erica Barrueto, Education, Director of Lawrence Hall of Science and educator Julia Eden Ris, prepared the AIC teachers to write quality STEAM curriculum, adding STEM into their art curriculum. Upcoming summer AIC programs include a three-day photography/video project for high school students at Richmond High School, a second two-week STEAM workshop for 32 students and a professional development workshop for 20 Elementary Teachers to integrate art into their core curriculum, already at full capacity. We had an exploratory lunch with the Chair and professors from the UC Berkeley Department of Art Practice about a potential partnership to involve their undergraduate students as teacher/assistants in our AIC program with a possible pilot program for next spring.

Media/Publicity

The Art Center’s programs were the subject of several articles in numerous Bay Area newspapers this past month. Among them were a full article on the Upcycle event and a review of the Victor Cartagena exhibition by art critic Ken Baker in the ***San Francisco Chronicle***; and an article about the Center’s Art in the Community program and the support provided by the Chamberlin Family Foundation in the bi-lingual newspaper ***Richmond Pulse***. Our programs have been mentioned as the “best event” to attend in three successive weeks. And the Art Center is nominated for the “best art classes and after school programs” category in the ***Parents Press*** magazine.

Also, East Bay Express – Victor Cartegna

Exhibitions

The exhibition schedule for the next 18 months is nearly complete. We are in the midst of raising over \$17,000 for the Diebenkorn exhibition. If you are interested in supporting this exhibition please contact me. Contributors over \$500 will be acknowledged in the special exhibition catalog. We have a grant pending consideration by the Zellerbach Foundation, as well as a request to Mechanics Bank. Art enthusiasts Bill and Kathryn Keller have also expressed interest in supporting the exhibition. *Need \$4M rider. Jan Wurm is curator, for \$2500 which is a nickel.*

Mural project – working with Richmond, get buses to get kids to site --