



ACTION MINUTES

THOUSAND OAKS ALLIANCE FOR THE ARTS REGULAR MEETING

Thursday, August 10, 2017
Thousand Oaks Civic Arts Plaza – Acorn Room
2100 Thousand Oaks Blvd., Thousand Oaks, California

- 1. CALL TO ORDER:** Meeting called to order at 8:03 a.m. in the Acorn Room.
- 2. ROLL CALL:** Present - Robert Biery, John Bradley, David Mead, Leanne Neilson; Absent – Eloise Cohen, Judith Linton

Staff Present: John Adams, Patrick Hehir, Barry McComb, Tracy Noonan, Niki Richardson, Jonathan Serret
- 3. PUBLIC COMMENTS:** Former Alliance Board Chair Richard Williams spoke on recent press coverage of TOARTS, Kids & the Arts programs and resident companies.
- 4. MINUTES**
 - A. Approval of Minutes from the July 13, 2017 Board meeting.

MOTION: Biery made a motion to approve the minutes of the July 13, 2017 TOARTS Board meeting, seconded by Bradley; approved 4-0.
- 5. BOARD BUSINESS**
 - A. BOARD ADMINISTRATION**
 - i. Three-month look ahead at potential actions and projects.

Board discussed the different types of agenda items and projects that they would like included on 12-month Board action calendar. Staff will include copy of calendar as part of Board agendas beginning with September meeting.
 - B. COMMITTEES**
 - i. Ad Hoc Nominating Committee – Nominating Committee will present three nominees for Board review at the August 18, 2017 Special Board Meeting.

- ii. Dr. Raymond Olson Performance Grants Committee – Deadline for applications is August 12, 2017 and the Committee is scheduled to meet on August 28, 2017.
- iii. Ad Hoc Endowment Committee – Committee has reviewed potential money management entities and is currently reviewing agreements. Committee anticipates presenting a recommendation at October 2017 Board meeting.

C. DEVELOPMENT

- i. Founders Reception review and approval of final budget.

MOTION: Biery made motion to approve the Founders Reception budget; seconded by Bradley; approved 4-0.

- ii. Development Plan Discussion – Board will focus its attention on event budgets, target audience of each event, and ensuring that the event matches the strategy of TOARTS.
- iii. Donor Activity Reporting Software – TOARTS will utilize the Ticketmaster Archtics software for donor tracking and management.
- iv. Angels of the Alliance – Angels held a planning retreat to discuss future mission, vision and fundraising. Future focus will be broader than just Title 1 schools. Budget for Angels Fall Reception will be included on August 18, 2017 Board agenda for formal approval.

D. FINANCE

- i. Operating Budgets

- a. Review Draft Budget for FY 2017-18 – Budget will be included on August 18, 2017 Board agenda for formal approval.
- b. Discussion on FY 2016-17 P&L Report Format – No additional Board feedback regarding format of P&L Report.

E. PROGRAMMING

- i. CAP Presents programming
 - a. FY 2016-17 ticket sales – Executive Director reported final ticket sales for the completed season.
 - b. FY 2017-18 – Executive Director provided an update on ticket sales.
 - c. Review of future CAP Presents programming – Executive Director discussed additions to the schedule and artists that TOARTS is currently in negotiation with.

F. FUTURE PROJECTS

- i. Approve formation of Ad Hoc Committee for History Wall Project.

MOTION: Biery made motion to appoint Cohen and Biery to serve on Ad Hoc History Wall Committee; seconded by Mead; approved 4-0.

6. BAPAC RESIDENT COMPANIES

- A. Advertising Support – Board discussed number of ways to provide promotional support to resident companies and other community groups that utilize BAPAC. Board directed staff to present a formal budget at a future Board meeting to produce a BAPAC Season Brochure that lists all of the performances at BAPAC.
- B. Resident Company Presentations to TOARTS Board – Resident Companies will be invited to make an annual presentation to TOARTS Board. One presentation will be scheduled each quarter.

7. OTHER BUSINESS - None

8. EXECUTIVE DIRECTOR COMMENTS

- A. Strategic Planning Retreat – Board will hold a strategic planning retreat on September 30, 2017. Retreat will focus on reviewing recommendations of Merger Planning Committees and to develop a two-year action plan.
- B. New Board Member City Council Ratification – TOARTS election of seventh Board member will be presented to City Council for ratification on August 29, 2017.
- C. Conflict of Interest Policy – Executive Director reminded Board members to return signed copies of the Conflict of Interest Policy and the Board Member Agreement.
- D. Primary Staff Liaison – Executive Director will serve as the primary Cultural Affairs Department staff liaison to the TOARTS Board.

9. BOARD MEMBER COMMENTS - None

10. AGENDA FOR NEXT MEETING

- A. August 18, 2017 (Special Meeting)
- B. September 14, 2017 (Regular Meeting) – Several Board and staff members have a conflict with the dates of the September and October Board meetings. Board directed staff to include the reschedule of the September and October Board meetings on the August 18, 2017 Board agenda.

11. ADJOURNMENT – Adjourned at 9:37 a.m. until 8:00 a.m. on August 18, 2017.