



## **ACTION MINUTES**

### **THOUSAND OAKS ALLIANCE FOR THE ARTS ANNUAL BOARD MEETING**

Thursday, December 14, 2017; 8:00 AM  
Thousand Oaks Civic Arts Plaza – Acorn Room  
2100 Thousand Oaks Blvd., Thousand Oaks, California

1. **CALL TO ORDER:** Meeting called to order at 8:01am in the Acorn Room.
2. **ROLL CALL:** Present – Chair Leanne Neilson, Treasurer John Bradley, Secretary David Mead, and Directors Eloise Cohen and Janet Scherr; Absent – Vice-Chair Robert Biery and Director Judith Linton.

Staff Present: John Adams, Jane Adelman, Patrick Hehir, Barry McComb, Niki Richardson and Jonathan Serret.

3. **PUBLIC COMMENTS:** None

4. **MINUTES:**

- A. Approval of minutes from November 9, 2017 regular Board meeting.

**MOTION:** Mead made a motion to approve the minutes of the November 9, 2017 TOARTS regular board meeting; seconded by Scherr; approved 5-0.

5. **BOARD BUSINESS**

- A. **COMMITTEES**

- i. Ad Hoc Nominating Committee

**MOTION:** Ad Hoc Nominating Committee made a motion to elect Linton and Nielson to the Board for a term of three years ending December 31, 2020; seconded by Mead; approved 5-0.

- ii. Ad Hoc Endowment Investment Committee

**MOTION:** Ad Hoc Endowment Investment Committee made a motion to accept the \$4.0 million contribution from City of Thousand Oaks and authorize execution of Contribution Agreement between City and Thousand Oaks Alliance for the Arts; seconded by Cohen; approved 5-0.

**MOTION:** Ad Hoc Endowment Investment Committee made a motion to authorize opening an agency fund with California Community Foundation (CCF) and execution of CCF Instrument of Gift agreement; seconded by Mead; approved 5-0.

**MOTION:** Ad Hoc Endowment Investment Committee made a motion to authorize Treasurer to complete CCF Agency Fund Application and negotiate any final terms, if required; seconded by Mead; approved 5-0.

iii. Ad Hoc Development Committee

a. Duties and responsibilities of Ad Hoc Development Committee.

**MOTION:** Mead made a motion to approve the duties and responsibilities of the Ad Hoc Development Committee; seconded by Bradley; approved 5-0.

b. Appointments and creation of Ad Hoc Development Committee.

**MOTION:** Mead made a motion to form an Ad Hoc Development Committee and to appoint Bradley, Cohen and Scherr to serve on the Committee; seconded by Nielson; approved 5-0.

Staff will convene the Ad Hoc Development Committee in January 2018 in order to identify members of the Advisory Council and community to as serve in an advisory capacity on the Committee.

iv. Ad Hoc History Wall Committee – Committee received preliminary proposal and sample design and will provide a more thorough update at the January 2018 Board meeting.

**B. FINANCE**

i. Monthly Financial Update – Bradley provided an overview of the financial statements and it was determined that in order to provide the Board with the most up-to-date financial information, future statements will be distributed at Board meetings rather than with the meeting packet.

**C. DEVELOPMENT**

i. Development Activities – Development Director provided an update on the Kids & The Arts Pacific Festival Ballet school performances, the year-end appeal, membership brochure and development of the TOARTS website.

ii. Angels of the Arts – Development Director provided an update on the Holiday Social and the Board directed the Executive Director to use his financial authority to authorize payment of the vendor invoice resulting from the event.

iii. Naming Rights

**MOTION:** Mead made a motion to approve the relocation of Westlake Village Inn naming rights from Founders Room patio to the central pillar in the Fred Kavli Theatre lobby and to approve budget for donor wall plaque not to exceed \$900.00; seconded by Bradley; approved 5-0.

Staff will forward a copy of the current list of naming opportunities to Board Directors.

**D. PROGRAMMING**

- i. CAP Presents Programming
  - a. FY 2017-18 ticket sales – Executive Director reviewed the ticket sales report with the Board.
  - b. Educational Programming – The Associate Executive Director reported that TOARTS will provide approximately 120 complimentary tickets to the Safe Passage program for children to attend the CAP Presents “My Father’s Dragon” performance in January 2018.
  - c. Future CAP Presents Programming – Executive Director reviewed outstanding artist offers and ongoing discussions regarding additional artists and attractions.

**6. BOARD CALENDAR**

A. Additions to Calendar – Bradley asked to have a discussion added to the January 2018 agenda regarding the purpose and agenda of the February 2018 Advisory Council meeting.

**7. OTHER BUSINESS – None**

**8. EXECUTIVE DIRECTOR COMMENTS** – Executive Director reported that annual year-end report to City Council on TOARTS activities will be presented at the January 23, 2018 City Council meeting. A discussion also took place regarding moving future Board meetings to the City’s Board Room.

**9. BOARD MEMBER COMMENTS**

**10. AGENDA FOR NEXT MEETING** – There were no additions.

**11. ADJOURNMENT:** Adjourned at 9:25 a.m. until 8:00 a.m. on January 11, 2018.