



ACTION MINUTES

THOUSAND OAKS ALLIANCE FOR THE ARTS REGULAR BOARD MEETING

Thursday, January 11, 2018; 8:00 AM
Thousand Oaks Civic Arts Plaza – Board Room
2100 Thousand Oaks Blvd., Thousand Oaks, California

1. **CALL TO ORDER:** Meeting called to order at 8:02 a.m. in the Board Room.
2. **ROLL CALL:** Present – Chair Leanne Neilson, Vice-Chair Robert Biery, Treasurer John Bradley, Directors Eloise Cohen and Janet Scherr; Absent –Director Judith Linton and Secretary David Mead.

Staff Present: John Adams, Barry McComb, Tracy Noonan, Niki Richardson and James Russell-Field.

3. **PUBLIC COMMENTS:** None

4. **MINUTES:**

- A. Approval of minutes from December 14, 2017 Annual Board meeting.

Bradley noted that the December meeting was the Board’s annual meeting and the minutes should be amended accordingly.

MOTION: Biery made a motion to approve the minutes of the December 14, 2017 TOARTS annual board meeting as amended; seconded Bradley; approved 5-0.

5. **BOARD BUSINESS**

- A. **FIRST SEVEN MONTHS** – Executive Director provided the Board with a brief overview of the organization’s accomplishments over the first seven months of operations.
 - Successful completion of the merger between the Alliance for the Arts and the Thousand Oaks Civic Arts Plaza Foundation.
 - Appointment of Janet Scherr as seventh Board Director.
 - Adoption of formal operating budget and investment plan for \$4 million City of Thousand Oaks contribution.
 - Completion of two-year strategic plan with work plan for FY 2017-18.
 - Adoption of development plan and launch of new membership program.

- Incorporation of Founders concierge ticketing services into the box office.
- Established formal structure of committees and the Advisory Council.
- Worked with Angels of the Arts to launch a drive to recruit new members.
- Awarded \$150,000 in performance credit grants to local arts organizations.
- Sold-out all of the Kids & The Arts programs in advance for FY 2017-18.
- Increased number of CAP Presents performances to 51 for FY 2017-18.

B. BOARD ADMINISTRATION

- i. Election of Board Vice Chair and Secretary for two-year terms ending December 31, 2019.

MOTION: Ad Hoc Nominating Committee made a motion to elect Biery to the position of Vice President and Mead to the position of Secretary for a term of two years ending December 31, 2019; approved 5-0.

- ii. Review and revise Record Retention Policy as required – Staff will add requirement that donation agreements of \$50,000 or more and all naming right agreements shall be maintained permanently. Staff will present revised policy for Board approval at the February meeting.
- iii. Development Director Position – Executive Director announced that the Development Director had accepted the City’s employment offer to transition to a full-time position with benefits within the financial parameters previously approved by the Board.

C. COMMITTEES

- i. Ad Hoc Advisory Committee
 - a. Post event review of December 4, 2017 Advisory Council breakfast meeting.
 - Attendance was lower than expected.
 - Need to address the real purpose of the Advisory Council and how the Board can best capitalize on the talents of the Advisory Council members.
 - Associate Director was effective in moderating the discussion.
 - First meeting was a get acquainted meeting; future meetings must have a stated purpose.
 - b. Discussion regarding agenda for February meeting – Executive Director reviewed the proposed agenda for the Advisory Council’s next meeting on February 15, 2018.
- ii. Young Adult Advisory Committee – Board discussed how to incorporate young adults into the governance and operations of the organization. Young adult should be defined as 40 years old and under and rather than forming a separate committee, they should participate on Advisory Council and existing Board committees. Board members should serve as mentors to younger participants. Staff will work with City’s Youth Commission liaison to identify potential candidates.
- iii. Ad Hoc Advisory Wall Committee – Committee members provided an update to the Board and presented a preliminary design for the history wall. The committee will now focus on developing proposed historical content.

D. FINANCE

- i. Monthly Financial Update – Bradley provided an overview of the financial statements and investments. Board requested to include a “net operating” line on future financial statements.

E. CONCESSIONS

- i. Purchase of Portable refrigerated merchandiser units.

MOTION: Biery made a motion to approve purchase of three portable refrigerated merchandiser units not to exceed \$5,500; seconded by Cohen; approved 5-0.

F. DEVELOPMENT

- i. Development Activities – Development Director provided an update on the year-end appeal, naming rights and membership program.
- ii. Angels of the Arts – Angels of the Arts President and Development Director discussed April 2018 annual luncheon fundraiser.

MOTION: Cohen made a motion to approve expense budget for April 18, 2018 Angels of the Arts luncheon, not to exceed \$20,000; seconded by Scherr; approved 5-0.

- iii. Donor Wall in the Anthony J. Tesoro Courtyard – Development Director provided an update on timeline for replacing donor bricks with a new donor wall.
- iv. TOARTS Website – Development Director presented design and navigation structure of the new TOARTS website. Next step is to finalize the content of each page.
- v. ASK Funding Event – Development Director provided an overview of the ASK fundraising luncheon scheduled for May 8, 2018 at the Hyatt Regency Westlake. Members of the Board and the Advisory Council will be asked to serve as table captains with a goal of having 200 attendees.

G. PROGRAMMING

- i. CAP Presents Programming
 - a. FY 2017-18 ticket sales – Executive Director reviewed the ticket sales report with the Board.
 - b. 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 – Staff will send copy of Board calendar to Board members.

7. OTHER BUSINESS – None

- 8. EXECUTIVE DIRECTOR COMMENTS** – Executive Director discussed organizational chart, upcoming My Father’s Dragon performance on January 20, 2018 which will host approximately 130 children from the Safe Passages program, Board participation in the CLU Center for Nonprofit Leadership, scheduling of meetings for Board committees and formal Board reports to Thousand Oaks City Council.

- 9. BOARD MEMBER COMMENTS** – Biery will be absent from February 2018 meeting.

- 10. AGENDA FOR NEXT MEETING** – Staff will add an agenda item to the February meeting to discuss the format of the Board reports.

- 11. ADJOURNMENT:** Adjourned at 9:33 a.m. until 8:00 a.m. on February 8, 2018.