



ACTION MINUTES

THOUSAND OAKS ALLIANCE FOR THE ARTS REGULAR BOARD MEETING

Thursday, November 9, 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, Vice-Chair Robert Biery, Treasurer John Bradley, Secretary David Mead, and Board Members Eloise Cohen, Judith Linton and Janet Scherr.

Staff: John Adams, Patrick Hehir, Barry McComb and Jonathan Serret.
- 3. PUBLIC COMMENTS:** None
- 4. MINUTES:**
 - A. Approval of minutes from October 9, 2017 regular Board meeting.

MOTION: Bradley made a motion to approve the minutes of the October 9, 2017 TOARTS regular board meeting; seconded by Biery; approved 6-0, Scherr abstained.
- 5. BOARD BUSINESS**
 - A. BOARD ADMINISTRATION**
 - i. Approval of Bailment Agreement with Conejo Recreation and Park District.

MOTION: Bradley made a motion to approve the Bailment Agreement with Conejo Recreation and Park District for use of Steinway Model B Grand Piano; seconded by Mead; approved 7-0.
 - B. FINANCE**
 - i. Receive and file financial report through September 30, 2017.

The Treasurer reviewed the financial statements as of September 30, 2017. The 990 Form for FY 2016-17 has been filed and the annual audit should be completed within the next 90 days.

C. COMMITTEES

i. Advisory Council

a. Advisory Council Membership – The Executive Director reported that 20 members of the community have agreed to serve on the Advisory Council. The inaugural meeting is scheduled for Monday, December 4, 2017.

b. Approval of budget for Advisory Council breakfast.

MOTION: Bradley made a motion to approve a budget not to exceed \$2,000 for the December 4, 2017 Advisory Council breakfast meeting; seconded by Linton; approved 7-0.

ii. Ad Hoc Endowment Committee – The Treasurer reported that the Committee has determined that the City's \$4 million donation should be invested with the California Community Foundation and that a formal agreement will be presented for approval at the December 2017 Board meeting.

iii. Ad Hoc History Wall Committee – The Committee reported that the hallway on the orchestra level of the Kavli Theatre has been selected as the prospective location for the history wall. The Committee met with a representative from a consulting firm to discuss the scope of the project and has established a goal of having the wall installed in Fall 2019 to coincide with the Civic Arts Plaza's 25th anniversary.

iv. Scope of Duties for the Ad Hoc Development Committee – The Board discussed the purpose of the Ad Hoc Development Committee. Staff will prepare a formal scope of duties and responsibilities, which will be presented to the Board for approval at the December 2017 Board meeting.

v. Ad Hoc Nomination Committee

MOTION: Biery made a motion to form an Ad Hoc Nominating Committee to identify nominees to fill the two Board seats that will become vacant on January 1, 2018, to identify Board member nominees to fill the positions of Vice Chair and Secretary effective January 1, 2018, and to appoint, Bradley, Cohen and Scherr to serve on the Committee, seconded by Bradley; approved 7-0.

D. DEVELOPMENT

i. Angels of the Arts

a. Memo of Understanding – The Board directed staff to create a formal memo of understanding to memorialize the relationship between TOARTS and the Angels of the Arts. Bradley and Scherr will work with staff and representatives from the Angels of the Arts to develop a draft MOU for review by the Board at a future meeting.

b. New Member Social – The Board conducted a post event review of the Angels of the Arts New Member Social that was held on October 5, 2017 and a written copy of the review notes will be distributed to the Board by staff.

- ii. Ticket Donation Request Guidelines – Board reviewed the draft guidelines and made several revisions.

MOTION: Biery made a motion to approve the Ticket Donation Request Guidelines as amended, seconded by Mead; approved 7-0.

- iii. Founders Reception – The Board conducted a post event review of the Founders Reception held on September 24, 2017 and a written copy of the review notes will be distributed to the Board by staff.
- iv. May 2018 ASK Event – The discussion was tabled until the December 2017 Board meeting.

E. PROGRAMMING

- i. Kids & The Arts 2017-18 Performances – The Executive Director reported that the December 2017 and May 2018 Pacific Festival Ballet educational school performances are full with a waiting list.
- ii. CAP Presents Programming
 - a. FY 2017-18 ticket sales – The Executive Director reviewed the sales report with the Board.
 - b. Review of future CAP Presents programming – The Executive Director reviewed additions the CAP Presents schedule of programming.
 - c. Approval of Artist Offer estimated to exceed \$100,000

MOTION: Mead made a motion to approve the artist offer estimated to exceed \$100,000, seconded by Bradley; approved 7-0.

6. BOARD CALENDAR

- A. Additions to Calendar – None

7. OTHER BUSINESS – None

8. EXECUTIVE DIRECTOR COMMENTS

- A. TOARTS Strategic Plan – Executive Director distributed a revised version of the plan.

9. BOARD MEMBER COMMENTS

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

11. ADJOURNMENT: Adjourned at 9:36 a.m. until 8:00 a.m. on December 14, 2017