



2100 E Thousand Oaks Blvd
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ACTION MINUTES

THOUSAND OAKS ALLIANCE FOR THE ARTS REGULAR BOARD MEETING

Thursday, May 10, 2018; 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 8:00am 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, Niki Richardson, James Russell-Field, and Jonathan Serret.

3. **PUBLIC COMMENTS:** None

4. **MINUTES:**

A. MOTION: Bradley made motion to approve the minutes of the April 12, 2018 TOARTS regular board meeting, seconded by Linton and approved 6-0 (Mead was absent during the vote).

5. **BOARD BUSINESS**

- A. FINANCE**

- i. Monthly Financial Update
Treasurer provided the monthly financial update.
- ii. Approve annual audit for FY2016-17
presentation by: Kim Manning of Lance, Soll & Lunghard, AAP (LSL)
MOTION: Bradley made motion for the TOARTS Board, sitting as the audit committee, to approve the FY2016-17 audit, as presented; seconded by Biery and approved 7-0.

- B. COMMITTEES**

- i. Ad Hoc Endowment Investment Committee – next meeting will be rescheduled.
- ii. Ad Hoc Development Committee – Next meeting on May 14, 2018.



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- iii. Ad Hoc Door Services Committee – Recommendations are currently being vetted by Cultural Affairs Department staff and will come to the TOARTS Board next month.
- iv. Ad Hoc History Wall Committee – Meeting today; recommendations will come to TOARTS Board in June.
- v. Ad Hoc Theatre Performance Grant Committee – Applications for the Dr. Raymond Olson Performance Grants are due today at 4:00pm. TOARTS Board provided consensus that late submissions will not be accepted.

C. DEVELOPMENT

- i. Development Activities: Update –
- ii. Producers Club Luncheon – Post event review
Development Director provided an update on the luncheon from May 8 and reported that the event had generated upwards of \$69,000 in donations and future pledges. TOARTS Board applauded the Development Director on the success of the event.
- iii. Angels of the Arts Luncheon – Post event review
Development Director provided an overview of the Angels of the Arts luncheon on April 18 followed by discussion with the TOARTS Board.

D. MARKETING

- i. TOARTS Branding – Update
Associate Director shared that the Branding/Marketing RFP for TOARTS and TOCAP is in the process of being drafted and should be ready for publishing by the end of the month.

E. PROGRAMMING

- i. CAP Presents Programming
 - i. FY 2017-18 ticket sales: Associate Director reviewed ticket sales
 - ii. FY 2018-19 ticket sales: Associate Director reviewed ticket sales
 - iii. Review of future CAP Presents programming – Associate Director provided an update of programming under consideration for the next year.
 - iv. 25th Anniversary Concert – TOARTS Board provided consensus to support staff's recommendation to identify a headline artist of mass appeal and notoriety to celebrate the occasion with the understanding of a potential financial loss.

6. BOARD CALENDAR

A. ADDITIONS TO CALENDAR – None



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7. OTHER BUSINESS – No Action Taken

8. EXECUTIVE DIRECTOR COMMENTS: None

9. BOARD MEMBER COMMENTS: None

10. AGENDA FOR NEXT MEETING: No Action Taken

11. ADJOURNMENT: Adjourned at 9:28 a.m. until 8:00 a.m. on June 14, 2018.