



ACTION MINUTES

THOUSAND OAKS ALLIANCE FOR THE ARTS REGULAR BOARD MEETING

Thursday, September 13, 2018; 8:00 AM
Thousand Oaks Civic Arts Plaza – Acorn Room
2100 Thousand Oaks Blvd., Thousand Oaks, California

AGENDA

- 1. CALL TO ORDER:** Meeting called to order at 8:00 am in the Acorn Room.
- 2. ROLL CALL:** Present – Chair Leanne Neilson, Treasurer John Bradley, Secretary David Mead, and Directors Eloise Cohen, Judith Linton and Janet Scherr; Absent – Vice-Chair Robert Biery.

Staff Present: Jaime Boscarino, Barry McComb, Nancy Meza, Niki Richardson, James Russell-Field and Jonathan Serret.

Executive Director introduced Jaime Boscarino as the City's new interim Finance Director and the Associate Director introduced Nancy Meza as the Cultural Affairs Department's fall intern from California Lutheran University.

- 3. PUBLIC COMMENTS** - None

- 4. MINUTES**

A. Approve minutes from the July 12, 2018 regular Board meeting.

MOTION: Bradley made a motion to approve the minutes of the July 12, 2018 TOARTS regular board meeting; seconded by Linton; approved 6-0.

- 5. BOARD BUSINESS**

- A. BOARD ADMINISTRATION**

- i. Annual Strategic Planning Retreat** – Executive Director reviewed the agenda for the TOARTS Board planning retreat scheduled for September 17, 2018.

MOTION: Mead made a motion to authorize the Board Chair to execute an agreement with Brokaw Jackson Consulting for the facilitation of annual strategic planning retreats for a term running from July 1, 2018 through June 30, 2020 and not to exceed the sum of \$8,000 during the term of the agreement; seconded by Cohen; approved 6-0.

- ii. **Brand Identity and Communications Plan** – Executive Director provided an update on the selection of a marketing firm for the brand identity project. The agreement with the consultant will be placed on the October agenda for Board approval.

B. COMMITTEES

- i. **Ad Hoc History Wall Committee** – Cohen told the Board that the Committee is now working with a consultant to finalize the content that will be incorporated into the history wall.
- ii. **Ad Hoc History Wall Committee** – The Committee’s update was addressed under agenda item 5.A.ii.
- iii. **Arts & Business Council** – Executive Director told the Board that a proposal had been received from a consultant to conduct a feasibility study of establishing an arts and business council. Under the current vision, the council would be established as an independent entity and TOARTS would serve as the fiscal receiving agent.

C. DEVELOPMENT – Development Director provided an overview of development activities, including the September 21 donor reception, upcoming community engagement events, and the new Arts Influencers membership program. Board was also shown an info graphic detailing the FY 2017-18 programming results, which will serve as a one page annual report for TOARTS.

D. FINANCE

- i. **Monthly Financial Update** – Treasurer reported that an up-to-date financial update will be presented at the October meeting.
- ii. **Concessions Year-End Financials** – Treasurer presented year-end financials for the concessions operations and noted that TOARTS had realized a profit for the last two fiscal years.
- iii. **FY 2018-19 Operating Budget** – Treasurer reviewed the proposed FY 2018-19 operating budget and discussed available funding from Board restricted and endowment funds. A discussion took place regarding the proper format for the budget to be presented to the Board for approval.

MOTION: Treasurer recommended Board approval of \$877,000 in expenditures and anticipated revenues of \$526,000 with the balance to be drawn from reserve accounts; seconded by Mead; defeated 1-5.

Board directed staff to prepare a budget document in a format that meets non-profit best practices to be presented at the October meeting for the Board’s review and approval.

E. PROGRAMMING

i. CAP Presents programming

- a. **CAP Presents programming policies and procedures** – Executive Director reminded the Board that their responsibility is to manage the financial risk of programming.
- b. **FY 2018-19 ticket sales** – Board was provided with an update on ticket sales.
- c. **Review future CAP Presents programming** – Board was provided with an update on outstanding artist offers and ongoing discussions regarding additional artists and attractions.
- d. **TOCAP 25th Anniversary Programming** – Executive Director reviewed the schedule of proposed programming and events for the TOCAP's 25th Anniversary in October 2019 and discussed artists under consideration to appear as part of the celebration.

6. BOARD CALENDAR

- A. **Additions to the Calendar** – No additions or corrections to the calendar.

7. OTHER BUSINESS – None

8. EXECUTIVE DIRECTOR COMMENTS

- A. **Review of status of strategic plan tasks** – Board will conduct a review of the current plan tasks as part of the September planning retreat.
- B. **Board planning retreat** – Board was reminded that the planning retreat is scheduled for Monday, September 17, 2018.

9. BOARD MEMBER COMMENTS – None

10. AGENDA FOR NEXT MEETING – Board requested to add a discussion item to the planning retreat regarding the topic for the October Advisory Council meeting.

11. ADJOURNMENT – Adjourned at 9:32 a.m. until 8:00 a.m. on Thursday, October 11, 2018.