



## **ACTION MINUTES**

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

Thursday, October 11, 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 8:02 am in the Acorn Room.
- 2. ROLL CALL:** Present – Chair Leanne Neilson, Vice-Chair Robert Biery, Treasurer John Bradley, Secretary David Mead and Director Judith Linton; Absent – Directors Eloise Cohen and Janet Scherr.

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

- 3. PUBLIC COMMENTS** - None

### **4. MINUTES**

Board reviewed the minutes from the September 13, 2018 regular Board meeting and the September 17, 2018 special Board meeting.

**MOTION:** Bradley made a motion to approve the minutes of the September 13, 2018 TOARTS regular board meeting and the September 17, 2018 special Board meeting; seconded by Biery; approved 5-0.

### **5. BOARD BUSINESS**

Board Chair announced that the Programming agenda item would be moved up on the agenda.

### **E. PROGRAMMING**

#### **I. CAP Presents programming**

- a. FY 2018-19 ticket sales** – Board was provided with an update on ticket sales.
- b. Review future CAP Presents programming** – Board was provided with an update on outstanding artist offers and ongoing discussions regarding additional artists and attractions.

- c. **TOCAP 25<sup>th</sup> Anniversary Programming** – Executive Director reviewed the proposed artist offer for the October 11, 2019 gala headline concert.

**MOTION:** Linton made a motion to authorize the Executive Director to submit an artist offer for the 25<sup>th</sup> anniversary gala performance on October 11, 2019; seconded by Biery; approved 5-0.

#### A. BOARD ADMINISTRATION

- I. **Annual Strategic Planning Retreat** – Board reviewed the notes from the annual planning retreat held on September 17, 2018.

**MOTION:** Mead made a motion to approve the operational goals and objectives for FY 2018-19 and FY 2019-20 and the work plan for FY 2018-19; seconded by Linton; approved 5-0.

- II. **Cultural Affairs Commission** – Board discussed the appointment of a Board member to fill the liaison seat on the Cultural Affairs Commission (CAC) that will become vacant in November 2018. The Board also discussed the planning process that the CAC is currently undertaking.

**MOTION:** Biery made a motion to table the appointment of a Board member to fill the liaison seat on the Cultural Affairs Commission for a new term beginning in November 2018 until such time as the CAC has a new purpose and work plan; seconded by Mead; approved 5-0.

Executive Director stated that Bradley will continue to serve as one of two TOARTS liaisons to the CAC until such time as it is appropriate for the Board to designate a new liaison to fill the three-year term. Board request a liaison report on the CAC every other month.

#### B. COMMITTEES

- I. **Ad Hoc History Wall Committee** – Development Director provided an update on behalf of the Committee and reported that they are currently working with a content consultant to help the Committee sort through available materials and develop a storyline for the content on the history wall.
- II. **Ad Hoc History Marketing Committee** – Executive Director provided an overview of the Committee's review of the proposals received for the branding identity and communications plan project and the Committee's recommendation to select IE Design + Communications for the project.

**MOTION:** Mead made a motion to authorize the Board Chair to execute an agreement with IE Design + Communications to develop a TOARTS brand identity and communications plan for a term running from October 11, 2018 through June 30, 2019 and not to exceed an expenditure of \$75,000 during the term of the agreement; seconded by Linton; approved 5-0.

- III. **Ad Hoc Nominating Committee** – Executive Director recommended the creation of an Ad Hoc Nominating Committee to review candidates to fill vacate Director seats effective January 1, 2019 and to nominate Board members to serve as Chair and Treasurer effective January 1, 2019.

**MOTION:** Mead made a motion to create an Ad Hoc Nominating Committee to review candidates to fill vacant Director seats effective January 1, 2019 for three-year terms and to nominate Directors to serve as Chair and Treasurer effective January 1, 2019 for two-year terms, and to appoint Biery, Cohen and Linton to serve on the Committee; seconded by Biery; approved 5-0.

- IV. **Ad Hoc Theatres Credits Committee** – The Board discussed the consensus reached at the September 2018 planning retreat to impose a temporary moratorium on funding for resident companies and other arts organizations until the Ad Hoc Theatres Credits Committee develops funding guidelines and parameters.

**MOTION:** Mead made a motion to approve a temporary moratorium on funding resident companies and other arts organizations until the Board approves formal funding guidelines and parameters and that the Committee should bring recommendations to the Board for approval no later than the Board's February 2019 meeting; seconded by Bradley; approved 5-0.

Board tasked the Committee to finalized recommendations by the end of January 2019 and to bring their report to the Board for review and approval in February 2019.

## C. DEVELOPMENT

- I. **Development Activities** – Development Director provided an update of development activities and discussed recent events including the Alice In Wonderland schools performances, Gratitude Reception and the Arts & Heart drum circle event. She also discussed the new Arts Influencers membership program and upcoming National Geographic Live presentations in the schools.
- II. **Donor Services Proposal** – Development Director reported that she recently met with a representative from the Santa Barbara Film Festival and would like to take a different approach to TOARTS donor services and benefits. She will present a revised proposal for Board review and approval at a future meeting.

**D. FINANCE**

- I. **Monthly Financial Update** – Treasurer reviewed the monthly financial report, which was presented in a new format.
- II. **FY 2018-19 Operating Budget** – Treasurer reviewed the proposed FY 2018-19 operating budget, which was presented in a new format that matches the monthly financial update report.

**MOTION:** Biery made a motion to approve the FY 2018-19 operations budget; seconded by Bradley; approved 5-0.

**6. BOARD CALENDAR**

- A. **Additions to the Calendar** – The Board asked to have the 25<sup>th</sup> Anniversary events added to the calendar.

**7. OTHER BUSINESS** – None

**8. EXECUTIVE DIRECTOR COMMENTS** – Associate Executive Director reminded Board members that the annual Excellence in the Arts Awards would take place on October 18 and that Director Linton and her husband would be honored.

**9. BOARD MEMBER COMMENTS** – None

**10. AGENDA FOR NEXT MEETING** – No items were requested by Directors.

**11. ADJOURNMENT** – Adjourned at 9:18 a.m. until 8:00 a.m. on Thursday, November 8, 2018.