



## **ACTION MINUTES**

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

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

## **AGENDA**

1. **CALL TO ORDER:** Meeting was called to order at 8:01 am in the Founders Room.
2. **ROLL CALL:** Present – Chair Leanne Neilson, Vice-Chair Robert Biery, Treasurer John Bradley, Secretary David Mead and Directors Eloise Cohen, Judith Linton 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 November 8, 2018 regular Board meeting.  
  
**MOTION:** Mead made a motion to approve the minutes of the November 8, 2018 TOARTS regular board meeting; seconded by Biery; approved 7-0.
5. **BOARD BUSINESS**
  - A. **BOARD ADMINISTRATION**
    - I. **Cultural Affairs Commission**
      - a. **TOARTS liaison positions** – The Board discussed the Cultural Affairs Commission’s ongoing discussion regarding the future focus of the Commission. The Board directed staff to place an item on the January 10, 2019 Board agenda to discuss whether it is appropriate to maintain the TOARTS liaison positions on the Cultural Affairs Commission.
      - b. **TOARTS Office Space** – The Board discussed digitizing the records and legal documents currently stored in the former Alliance for the Arts office. Bradley, Cohen and Scherr volunteered to work with the Development Director to sort through the documents and memorabilia.

## **B. COMMITTEES**

### **I. Ad Hoc Nominating Committee**

#### **a. Election of Board Directors to fill two vacant seats**

**MOTION:** The Ad Hoc Nominating Committee introduced a motion to elect John Bradley and David Mead to serve as Board Directors for a term of three years running from January 1, 2019 to December 31, 2021, subject to ratification by the Thousand Oaks City Council; seconded by Biery; approved 7-0.

#### **b. Election of Board Chair and Board Treasurer.**

**MOTION:** The Ad Hoc Nominating Committee introduced a motion to elect Leanne Neilson to serve as Board Chair for a term of two years running from January 1, 2019 to December 31, 2020; seconded by Biery; approved 7-0.

**MOTION:** The Ad Hoc Nominating Committee introduced a motion to elect John Bradley to serve as Board Treasurer for a term of two years running from January 1, 2019 to December 31, 2020; seconded by Biery; approved 7-0.

### **II. Advisory Council October 12, 2018 Meeting** – The Executive Director provided an overview of the Advisory Council’s October meeting and reported that the Council discussed the upcoming Civic Arts Plaza’s 25<sup>th</sup> Anniversary activities and reviewed the currenting programming policy for the CAP Presents concert series.

### **III. Ad Hoc Arts Education Committee**

#### **a. Arts Education Focus Group** – Executive Director discussed the five arts education initiatives that were adopted by the Arts Focus Group at its meeting in October 2018. Each of the initiatives were assigned to organizations represented at the focus group for implementation over the next two years. TOARTS does not have direct responsibility for any of the approved initiatives.

### **IV. Ad Hoc History Wall Committee** – The Committee recently held an all-day workshop with an interactive design consultant to work on developing the narrative for the story that will be presented on the BAPAC history wall.

### **V. Ad Hoc Marketing Committee** – The Executive Director reported that IE Design + Communications has started to interview key stakeholders to gather information in preparation for developing the brand identity strategy for TOARTS.

### **VI. Ad Hoc Theatres Credits Committee** – The Committee discuss the upcoming grant application timeline for FY 2019-20 and decided to reschedule meetings with the resident companies until January 2019.

### C. DEVELOPMENT

- I. **BAPAC 25<sup>th</sup> Anniversary Events** – The Executive Director discussed the impact of the Borderline shooting and Woolsey and Hill fires on TOARTS’ plans to hold a fundraising concert in support of arts education as part of the anniversary activities. TOARTS will still hold a gala dinner and gala concert on October 4 or 11, 2019.
- II. **Development Activities** – The Development Director discussed the year-end appeal and announced that the annual Producers Club Luncheon will take place on March 12, 2019.

### D. FINANCE

- I. **Monthly Financial Update** – The Treasurer reviewed the monthly financial report and discussed the impact of current market conditions on the TOARTS invested funds. A discussion also took place regarding the potential transfer of the TOARTS portfolio of funds to a new money manager.

### E. PROGRAMMING

- I. **Event Cancellations** – The Executive Director discussed the cancellations of CAP Presents presentations as a result of the Borderline shooting and the Woolsey and Hill fires. America and National Geographic Live have been rescheduled, but David Crosby was not due to routing issues. The financial impact of the cancellations was minimal.
- II. **Benefit Concerts** – The Executive Director discussed the upcoming benefit concerts in support of the victims impacted by the Borderline shooting and Woolsey and Hill fires. TOARTS will serve as the promoter of the concerts and together with the City will waive venue fees and donate facility fees. Approximately \$2,500 was incurred in advertising expenses for the January 12, 2019 REO Speedwagon concert before it was changed to a benefit concert.

**MOTION:** Mead made a motion to underwrite the advertising expenses for the January 12, 2019 REO Speedwagon concert, not to exceed \$2,500; seconded by Biery; approved 6-0.

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

### 6. BOARD CALENDAR

- A. **Additions to the Calendar** – The Development Director requested to have the March Producer’s Club Luncheon added to the calendar.

### 7. OTHER BUSINESS – None

**8. EXECUTIVE DIRECTOR COMMENTS**

- a. The Executive Director announced that the bi-annual report on TOARTS operations and programming will be presented to City Council on February 12, 2019. A draft of the report will be provided to the Board for review prior to submission to the City Council.
- b. The Executive Director noted that work plan is a fluid document and that the timeline for completion of projects and tasks will be adjusted as appropriate throughout the year.

**9. BOARD MEMBER COMMENTS** – Linton discussed the new California Museum of Art Thousand Oaks' new gallery facilities at the Oaks Mall and encourage Board Directors to visit the museum.

**10. AGENDA FOR NEXT MEETING** – A truncated agenda will be prepared for the January 2019 meeting and the meeting will start at 8:30 a.m. instead of 8:00 a.m.

**11. ADJOURNMENT** – The meeting was adjourned at 9:35 a.m. until 8:30 a.m. on Thursday, January 10, 2019 in the Acorn Room.