



ACTION MINUTES

THOUSAND OAKS ALLIANCE FOR THE ARTS REGULAR BOARD MEETING

Thursday, February 14, 2019; 8:00 AM

Thousand Oaks Civic Arts Plaza – City Manager’s Office Conference Room
2100 Thousand Oaks Blvd., Thousand Oaks, California

AGENDA

1. **CALL TO ORDER:** Meeting was called to order at 8:00 am in the City Manager’s Office Conference Room.

2. **ROLL CALL:** Present – Chair Leanne Neilson, Vice-Chair Robert Biery, Treasurer John Bradley, Secretary David Mead and Directors Eloise Cohen and Judith Linton; Absent – Director 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 December 13, 2018 annual Board meeting.

MOTION: Bradley made a motion to approve the minutes of the December 13, 2018 TOARTS annual board meeting; seconded by Cohen; approved 6-0.

5. **BOARD BUSINESS**

E. FINANCE

II. **Approve the annual audit for FY 2017-18** – Kim Manning of Lance, Soll & Lunghard, AAP (LSL) called into the meeting by phone and reviewed the FY 2017-18 annual financial audit report with the Board.

MOTION: Mead made a motion to postpone approval of the FY 2017-18 annual financial audit until the March Board meeting to allow Board members time to properly review the report; seconded by Linton; approved 6-0.

A. BOARD ADMINISTRATION

I. **Cultural Affairs Commission** – The Board discussed the Cultural Affairs Commission’s ongoing discussions regarding the future of the Commission and the appropriate role that TOARTS should play on the Commission.

MOTION: Bradley made a motion to authorize the Chair to submit a letter from the Board to the Thousand Oaks City Manager regarding the TOARTS liaison seats on the Cultural Affairs Commission; seconded by Mead; approved 6-0.

- II. **Spring Planning Retreat** – The Board discussed the value of scheduling a planning retreat to establish future priorities for arts education and grant funding for resident companies and local arts organization. In addition, the Board also needs to discuss the potential challenges and impact of what appears to be a softening economy on the organization’s fundraising efforts and CAP Presents programming. The Board scheduled a planning retreat for Saturday, March 30, 2019 from 8:00 a.m. to 12:00 p.m.

B. COMMITTEES

- I. **Advisory Council March 28, 2019 Meeting** – The Board discussed potential discussion topics for the Advisory Council’s March meeting. It was determined that in addition to providing updates on the TOCAP 25th Anniversary Celebration and the branding and communications plan, the primary discussion would center on the impact of the softening economy on TOARTS programs and activities.
- II. **Ad Hoc History Wall Committee** – The Committee is continuing to work with the interactive design consultant to develop the narrative for the story that will be presented on the history wall and to establish a timeline for the fabrication of the wall display.
- III. **Ad Hoc Marketing Committee** – The marketing consultant has completed the interviews with key stakeholders and met with staff to review a draft branding brief. The consultant will now meet with the Committee to review the brief and then will begin on the creative elements of the project.
- IV. **Ad Hoc Theatre Performance Grants Committee** – The Committee met with each of the resident companies in January to discuss their future funding needs. While each resident company has different funding priorities, all of the companies expressed a desire for TOARTS to providing marketing assistance. The meeting results will be discussed in more detail at the March 30 Board planning retreat.

C. CONCESSIONS

- I. **Purchase replacement Apple iPads for Concession Stands** – The Executive Director discussed the need to replace the current POS system iPads that are three years old. The new iPads will have cell service and Wi-Fi, which will eliminate issues when the Wi-Fi connection is disrupted during performances.

MOTION: Biery made a motion to authorize an expenditure not to exceed \$2,600 for the purchase of nine Apple iPads for use as part of the concessions POS system; seconded by Mead; approved 6-0.

D. DEVELOPMENT

- I. **Development Activities** – The Development Director provided an update on the end-of-year appeal and the National Geographic Live in the Schools program.
- II. **Producers Club Luncheon** – The Development Director reminded the Board that the Producers Club Luncheon is scheduled for March 12, 2019. There is still an opportunity to sign up additional table captains.
- III. **BAPAC 25th Anniversary Events** – Plans are moving forward for the TOARTS gala dinner and concert for the 25th anniversary celebration. The Development Director announced that Al and Petra Lowe have agreed to serve as the honorary chairs of the gala.

MOTION: Bradley made a motion to create an Ad Hoc 25th Anniversary Gala Committee and to appoint Cohen, Linton and Scherr to serve on the Committee; seconded by Biery; approved 6-0.

E. 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.

F. PROGRAMMING

- I. **Benefit Concerts** – The Executive Director announced that the Howie Mandel/Jeff Dunham and REO Speedwagon benefit concerts raised over \$500,000 for the Borderline and Hill and Woolsey fire victim funds.
- II. **CAP Presents Programming**
 - a. **FY 2018-19 ticket sales** – The Board was provided with an update on ticket sales.
 - b. **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 – No additions to the calendar

7. OTHER BUSINESS – None

8. EXECUTIVE DIRECTOR COMMENTS

- a. **Review FY 2018-19 Work Plan** – The Executive Director told the Board that he had updated the timeline of the work plan tasks.

9. BOARD MEMBER COMMENTS – The consensus of the Board was to cancel the March 14, 2019 Board meeting and to address any business items as part of the March 30, 2019 Board planning retreat.

10. AGENDA FOR NEXT MEETING – Add approval of the FY 2017-18 annual financial audit.

11. ADJOURNMENT – The meeting was adjourned at 9:28 a.m. until 8:00 a.m. on Saturday, March 30, 2019 in the Founders Room.