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

Thursday July 11, 2019 – 8:00 A.M.  
Thousand Oaks Civic Arts Plaza – Acorn Room  
2100 Thousand Oaks Blvd., Thousand Oaks, California

### **MISSION STATEMENT**

To advance, support, and present visual and performing arts, cultural events, and arts education at the Bank of America Performing Arts Center.

### **VISION**

A place where the arts thrive for all.

## **AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL:** Chair Leanne Neilson, Vice-Chair Robert Biery, Treasurer John Bradley, Secretary David Mead, Board directors Eloise Cohen, Judy Linton and Janet Scherr.
- 3. PUBLIC COMMENTS**
- 4. MINUTES**
  - A. Approve minutes from the June 13, 2019 regular Board meeting.
- 5. BOARD BUSINESS**
  - A. SIX MONTH REVIEW** – January to June 2019
  - B. COMMITTEES**
    - I. Ad Hoc History Wall Committee – Update
    - II. Ad Hoc Marketing Committee
      - a. Authorize Ad Hoc Marketing Committee to approve final color palette for the new TOARTS logos.
  - C. DEVELOPMENT**
    - I. Development Activities – Update
  - D. FINANCE**
    - I. Monthly financial update.
    - II. Approve FY 2019-20 operating budget.

**E. PROGRAMMING**

- I. CAP Presents programming
  - a. FY 2018-19 ticket sales – Final
  - b. FY 2019-20 tickets sales – Update
  - c. Review future CAP Presents programming

**F. BANK OF AMERICA PERFORMING ARTS CENTER**

- I. Discussion regarding recommendations for BAPAC long-term improvements.

**6. BOARD CALENDAR**

- A. Additions or revisions to the calendar.

**7. OTHER BUSINESS**

**8. EXECUTIVE DIRECTOR COMMENTS**

- A. BAPAC security enhancements.
- B. Select date for fall Board planning retreat.
- C. Review FY 2019-20 work plan.

**9. BOARD MEMBER COMMENTS**

**10. REVIEW AGENDA FOR NEXT MEETING – August 8, 2019 at 8:00 a.m.**

**11. ADJOURNMENT**

Any public documents provided to a majority of TOARTS Board Directors regarding any item on this agenda will be made available for public inspection at the Cultural Affairs Department Administration Office located at 2100 Thousand Oaks Blvd., Thousand Oaks, California 91362 during normal business hours. In addition, such writing and documents will be posted on the TOARTS website at [www.toarts.org](http://www.toarts.org). Americans with Disabilities Act (ADA): In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the Cultural Affairs Department at 805-449-2700. Upon request, the agenda and documents in this agenda packet, can be made available in appropriate alternative formats to persons with a disability. Notification at least 48 hours prior to the meeting or time when services are needed will assist City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.



**ACTION MINUTES**

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

Thursday, June 13, 2019; 8:00 AM  
Thousand Oaks Civic Arts Plaza – Acorn Room  
2100 Thousand Oaks Blvd., Thousand Oaks, California

**AGENDA**

1. **CALL TO ORDER:** Meeting was called to order at 8:00 am in the Acorn Room.
2. **ROLL CALL:** Present – Chair Leanne Neilson, Vice-Chair Robert Biery, Secretary David Mead and Directors Eloise Cohen, Judith Linton and Janet Scherr; Absent – Treasurer John Bradley. Staff Present: Jaime Boscarino, Patrick Hehir, Carrie Matson, Barry McComb, Niki Richardson, James Russell-Field and Jonathan Serret.

3. **PUBLIC COMMENTS** - None

City's Finance Director introduced Carrie Matson as the new Deputy Finance Director.

4. **MINUTES** – Board reviewed the minutes from the May 9, 2019 regular Board meeting.

**MOTION:** Biery made a motion to approve the minutes of the May 9, 2019 TOARTS regular Board meeting; seconded by Linton; approved 5-0.

5. **BOARD BUSINESS**

Neilson announced that item 5.E.I.e. would be moved to the first item to be addressed on the agenda.

**E. PROGRAMMING**

- I. CAP Presents Programming
  - e. Jackie Evancho Concert – Executive Director provided the Board with an update regarding the terms of the collaboration between TOARTS and the Conejo Schools Foundation for Jackie Evancho's October 6, 2019 concert with the student Conejo Arts Pops Orchestra. The Board was presented with five scenarios to move forward with the presentation of concert.

**MOTION:** Biery made a motion to dissolve the collaboration between TOARTS and the Conejo Schools Foundation for the Jackie Evancho concert; seconded by Linton; approved 5-0, 1 abstention.

**MOTION:** Mead made a motion to direct the Executive Director to explore hiring a different orchestra for the performance or to renegotiate the artist agreement for Jackie Evancho to perform with her band configuration and to authorize the Executive Director to select and execute an agreement for the option that presents the least financial risk for TOARTS; seconded by Biery; approved 6-0.

## A. COMMITTEES

I. **Ad Hoc Arts Education Committee** – Linton reported that the Committee has reviewed the Board’s adopted funding priorities for arts education programming and is now working on developing a mission/purpose statement to guide future arts education initiatives.

II. **Ad Hoc History Wall Committee** – Cohen reported that the Committee is working with the design consultant on the layout of content for the history wall.

III. **Ad Hoc Marketing Committee** – Marketing Director reported the Committee reviewed a number of new logo designs and narrowed the options down to two logos for the Board to review and approve.

**MOTION:** Scherr made a motion to adopt the TOARTS logo design #2; seconded by Biery; approved 6-0.

IV. **Ad Hoc Theatre Performance Grants Committee** – Mead provided an overview of the Committee’s review of grant applications for FY 2019-20.

**MOTION:** Mead made a motion to approve the Theatre Performance Grants funding recommendations for FY 2019-20; seconded by Biery; approved 6-0.

## B. CONCESSIONS

I. **Concessions Agreement with City of Thousand Oaks** –Executive Director reported that all of the Board’s recommended revisions had been incorporated into the revised agreement. He also stated that TOARTS is currently in compliance with the concession operational responsibilities required by the agreement.

**MOTION:** Biery made a motion to approve the Concessions Services Agreement between TOARTS and the City of Thousands for a two-year term running through June 30, 2021; seconded by Mead; approved 6-0.

### C. DEVELOPMENT

- I. **Development Activities** – Development Director provided an update on planning for the 25<sup>th</sup> anniversary celebration including the sale of sponsorships and branding for the dinner event and concert with Vanessa Williams. She also discussed the donation of artwork currently owned by TOARTS to other appropriate nonprofit organizations.
- II. **Autograph Wall Naming Rights** – Development Director announced that a donor has committed to purchasing naming rights of the Artist Autograph Wall for a period of 10 years.
- III. **Donor Management Software** – Development Director is exploring options for a new more robust donor relationship management software. Money is included in the FY 2019-20 operating budget for the software license fee.

### D. FINANCE

- I. **Monthly Financial Update** – Board was provided with a copy of the monthly financial report ending May 31. Mead provided an update on the balance of the investment accounts.
- II. **Review of Draft FY 2019-20 Operations Budget** – Board was provided with a copy of the proposed FY 2019-20 operations budget for their review. The budget will be presented to the Board for approval at the July meeting.

### E. PROGRAMMING

- II. **CAP Presents Programming**
  - a. **FY 2018-19 ticket sales** – Board was provided with an update on ticket sales.
  - b. **FY 2019-20 Ticket Sales** – Board was provided with an update on ticket sales.
  - c. **CAP Presents programming brochure** – Board was provided with a copy of the new season program brochure.
  - d. **Review future CAP Presents programming** – 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. **National Endowment for the Arts Grant** – Submission of the grant application has been delayed until the 2020 grant cycle with a submission deadline of August 2020.

- b. **Select date for September Board Planning Retreat** – Board discussed a number of dates for the annual planning retreat and decided to hold the special meeting in November after the 25<sup>th</sup> anniversary celebration. An item will be placed on the July meeting agenda to finalize a date for the retreat.
- c. **Review FY 2018-19 Work Plan** – The Executive Director reviewed the status of the work plan tasks.

**9. BOARD MEMBER COMMENTS** – None

**10. AGENDA FOR NEXT MEETING** – No additions.

**11. ADJOURNMENT** – The meeting was adjourned at 9:28 a.m. until 8:00 a.m. on Thursday, July 11, 2019 in the Acorn Room.

**Thousand Oaks Alliance for the Arts**  
**Proposed Budget**  
**FY 2019-20**  
**Summary**

**Agenda Item: 5.D.II.**

<b>Revenues</b>	<b>Budget 2019-20</b>
Operating Revenue <i>(see pg. 2)</i>	\$ 77,500
Program Revenue <i>(see pg. 3)</i>	604,000
Investment Income - Morgan Stanley	270,000
Investment Income - CCF	-
Investment Income - Other	-
Autograph Wall	20,000
History Wall	-
Other	-
<b>Total Revenues</b>	<b>\$ 971,500</b>

<b>Expenses &amp; Support</b>	<b>Budget 2019-20</b>
Operating Expense <i>(see pg. 2)</i>	\$ 189,671
Program Expense <i>(see pg. 3)</i>	225,750
Branding	25,000
Autograph Wall	50,000
History Wall	40,000
Other	-
<b>Subtotal Expenses</b>	<b>530,421</b>
Community Grants	150,000
Theater Support	290,000
<b>Subtotal Support</b>	<b>440,000</b>
<b>Total Expenses &amp; Support</b>	<b>\$ 970,421</b>

<b>Net Operating Profit/(Loss)</b>	<b>\$ 1,079</b>
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**Thousand Oaks Alliance for the Arts  
Proposed Budget  
FY 2019-20  
Operating Detail**

<u>Operating Revenue</u>	<u>Budget 2019-20</u>
Contributions - Unrestricted	\$ -
Contributions - Donor Restricted	-
Grants	-
Pledges (Cash)	40,000
Membership	37,500
Other	-
<b>Total Operating Revenue</b>	<b>\$ 77,500</b>

<u>Operating Expense</u>	<u>Budget 2019-20</u>
Salary & Benefits	\$ 110,000
Contract Services	-
Audit	10,000
Computer/It	-
Donor Management	-
Facilitators	2,500
Legal	2,000
Other	-
<b>Subtotal Contract Services</b>	<b>14,500</b>
Insurance	-
Liability	-
Directors/Officers	10,000
<b>Subtotal Insurance</b>	<b>10,000</b>
Operations	-
Bank Fees	1,800
Gifts/Promotion	-
Graphic Design	1,000
Internet	-
Marketing	13,500
Meeting Supplies (Advisory Council)	2,050
Membership/Dues/Subscriptions	2,600
Mileage	1,200
PC Software Licenses	1,080
Postage	2,500
Printing	2,000
Supplies	2,500
Website Maintenance	1,800
Other	-
<b>Subtotal Operations</b>	<b>32,031</b>
Education & Training	-
Registration Fees / Travel	3,020
Meetings	1,120
Booking Conferences	7,500
<b>Subtotal Education &amp; Training</b>	<b>11,640</b>
Donor Cultivation	3,000
Donor Software	3,500
Donor Acknowledgement / Benefits	5,000
<b>Total Operating Expense</b>	<b>\$ 189,671</b>

**Net Operating Profit/(Loss) \$(112,171)**

Thousand Oaks Office for the Arts  
 Proposed Budget  
 FY 2019-20  
 Program Detail

Program Budget

	CAP Presents	Concessions	Angels of the Arts	Arts Education	25th Anniversary	ASK Event	Gratitude	Total Budget
Performance Revenues	100,000	-	-	-	-	-	-	\$ 100,000
Concession Sales	-	60,000	-	-	-	-	-	60,000
Contributions - Unrestricted	-	-	10,000	24,000	50,000	25,000	-	109,000
Contributions - Restricted	-	-	-	-	-	-	-	-
Grants - Restricted	-	-	-	20,000	-	-	-	20,000
Memberships	-	-	2,500	-	-	-	-	2,500
SE Ask Contributions	-	-	-	-	-	-	-	-
SE Auction	-	-	3,500	-	15,000	-	-	18,500
SE Ticket Sales	-	-	-	-	75,000	-	-	75,000
SE Raffle	-	-	3,000	-	10,000	-	-	13,000
SE Sponsorships	-	-	7,500	-	150,000	10,000	-	167,500
SE Vendor Booth Fee & Sales(20%)	-	-	6,000	-	-	-	-	6,000
SE Other Revenue	-	-	10,000	-	20,000	2,500	-	32,500
<b>Total Program Revenue</b>	<b>100,000</b>	<b>60,000</b>	<b>42,500</b>	<b>44,000</b>	<b>320,000</b>	<b>37,500</b>	<b>-</b>	<b>604,000</b>
Performance Expenses	-	-	-	-	-	-	-	66,750
Contract Services	-	-	1,350	66,750	53,000	8,000	2,500	64,850
SE Décor	-	-	-	-	-	-	-	-
SE Food and Beverage	-	-	10,500	-	26,000	5,000	5,000	46,500
SE Rentals	-	-	4,300	-	22,750	2,000	4,000	33,050
SE Marketing	-	-	2,600	-	500	-	-	3,100
SE Supplies	-	-	500	-	-	-	-	500
SE Other	-	-	500	-	8,000	1,000	1,500	11,000
<b>Total Program Expense</b>	<b>-</b>	<b>-</b>	<b>19,750</b>	<b>66,750</b>	<b>110,250</b>	<b>16,000</b>	<b>13,000</b>	<b>225,750</b>
<b>Proposed Budget - Net</b>	<b>\$ 100,000</b>	<b>\$ 60,000</b>	<b>\$ 22,750</b>	<b>\$ (22,750)</b>	<b>\$ 209,750</b>	<b>\$ 21,500</b>	<b>\$ (13,000)</b>	<b>\$ 378,250</b>



**BOARD MEETINGS, EVENTS AND PROJECTS CALENDAR**

Updated 6/26/19

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**JULY 2019**

**Projects**

- Finalize design and fabrication agreement for History Wall.
- Finalize design and fabrication agreement for Autograph Wall.

**AUGUST 2019**

**Board Meeting**

Thursday, August 8, 2019 – 8:00 am; Acorn Room

**Projects**

- Installation of History Wall – August/September 2019
- Installation of Autograph Wall – August/September 2019

**SEPTEMBER 2019**

**Board Meeting**

Thursday, September 12, 2019 – 8:00 am; Acorn Room

- Develop 3-year draft development plan.
- Approve branding/communications plan and budget for FY 2019-20.

**Arts In The Schools – Peter Pan**

Wednesday, September 25, 2019 – 10:00 am, 11:30 am; Scherr Forum

**Advisory Council Meeting**

Thursday, September 26, 2019 – 8:00 am; Founders Room

**Annual Board Planning Retreat**

TBD

**Projects**

- Hold annual TOARTS Board planning retreat.
- Distribution of CAP Presents fall program brochure.

## **OCTOBER 2019**

### **Board Meeting**

Thursday, October 10, 2019 – 8:00 am; Acorn Room

- Approve arts education plan for FY 2020-21.
- Establish Ad Hoc Nominating Committee to review candidate to fill vacant Director seats effective January 1, 2020 and to make recommendations for Directors to be elected to Board Vice Chair and Secretary positions.

### **BAPAC 25<sup>TH</sup> Anniversary Events**

Friday, October 4, 2019 – TOARTS “Curtain Up”; Herb Alpert & Lani Hall

Sunday, October 6, 2019 – TOARTS Concert – Jackie Evancho

Friday, October 11, 2019 – TOARTS Concert – Vanessa Williams

Saturday, October 12, 2019 – Resident Company joint performance

Sunday, October 13, 2019 – Civic Arts Plaza open house and lawn party

## **NOVEMBER 2019**

### **Board Meeting**

Thursday, November 14, 2019 – 8:00 am; Acorn Room

## **DECEMBER 2019**

### **Board Meeting**

Thursday, December 12, 2019 – 8:00 am; Acorn Room

- Election of Board Directors to fill vacant seats effective January 1, 2020.
- Election of Board Vice Chair and Secretary for two-years terms ending December 31, 2021.

### **Projects**

- Staff prepares draft of TOARTS Operations staff report for January 2020 City Council meeting.

## **JANUARY 2020**

### **Board Meeting**

Thursday, January 9, 2020 – 8:00 am; Acorn Room

- Review of TOARTS activities over previous six months.

### **Arts In The School – National Geographic Live / Kobie Boykins**

Friday, January 31, 2020 – Time and location TBD

**Projects**

- Distribution of CAP Presents spring program brochure.

**FEBRUARY 2020**

**Board Meeting**

Thursday, February 13, 2020 – 8:00 am; Acorn Room

**Arts In The School – National Geographic Live / Andy Mann**

Friday, February 28, 2020 – Time and location TBD

**Advisory Council Meeting**

TBD

**MARCH 2020**

**Board Meeting**

Thursday, March 12, 2020 – 8:00 am; Acorn Room

**APRIL 2020**

**Board Meeting**

Thursday, April 9, 2020 – 8:00 am; Acorn Room

**Arts In The School – National Geographic Live / Damien Mander**

Friday, February 28, 2020 – Time and location TBD

**MAY 2020**

**Board Meeting**

Thursday, May 14, 2020 – 8:00 am; Acorn Room

**Arts In The School – National Geographic Live / Annie Griffiths**

Friday, May 15, 2020 – Time and location TBD

**Projects**

- Prepare draft operating budget for FY 2020-21.

**JUNE 2020**

**Board Meeting**

Thursday, June 11, 2020 – 8:00 am; Acorn Room

- Review draft of FY 2020-21 operating budget.

**Projects**

- Distribution of CAP Presents program brochure.
- Staff prepares draft of TOARTS Operations staff report for July 2020 City Council meeting.

**JULY 2020**

**Board Meeting**

Thursday, June 9, 2020 – 8:00 am; Acorn Room

- Review of TOARTS activities over previous six months.
- Approve FY 2020-21 operating budget.

**FUTURE PROJECTS**

- Board meets with City consultant regarding TOCAP campus recommendations.

**FY 2018-19 ACTION TIMELINE**

<b>TASK</b>	<b>RESPONSIBILITY</b>	<b>DEADLINE</b>	<b>✓</b>
Approve arts education plan for FY 2018-19	Board	Jul 2018	✓
Expand Kids & The Arts program into schools	Staff (NR, BM)	Fall 2018	✓
Establish 25 <sup>th</sup> Anniversary Gala Committee	Board, Staff	Feb 2019	✓
Combine Donors Services into Development Committee	Board	Mar 2019	
Prepare draft funding priorities for RC and arts organizations	Board, Committee	Apr 2018	✓
Approve funding priorities for RC and arts organizations	Board	Apr 2019	✓
Increase applicant pool and funding for Theatre Grants	Board, Staff (NR)	Apr 2019	✓
Develop draft 3-year development plan	Committee, Staff	Apr 2019	
Prepare draft FY 2019-20 operating Budget	Committee, Staff	Apr 2019	✓
Board approves FY 2019-20 development plan	Board	May 2019	
Develop branding/communications plan	Staff (CD, NR, BM)	Spring 2019	C
Approve FY 2019-20 operating Budget	Board	Jul 2019	✓
Approve interpretive content and design for History Wall	Board	Jul 2019	✓
Approve design and fabrication agreement for Autograph Wall	Board	Jul 2019	C
Develop arts education plan for FY 2019-20	Committee, Staff	Aug 2019	C
Approve arts education plan for FY 2019-20	Board	Fall 2020	
Develop BAPAC long-term improvement recommendations	Board, Staff	TBD	✓
Board meets with City regarding TOCAP campus project	Board	TBD	