



ACTION MINUTES

THOUSAND OAKS ALLIANCE FOR THE ARTS REGULAR BOARD MEETING

Thursday, May 9, 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, 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** – The Board reviewed the minutes from the March 30, 2019 special Board meeting.
MOTION: Bradley made a motion to approve the minutes of the March 30, 2019 TOARTS special Board meeting; seconded by Beiry; approved 6-0.
5. **BOARD BUSINESS**
 - A. **BOARD ADMINISTRATION**
 1. **Downtown Core Master Plan** – The Board discussed serving as a nonprofit partner with the City of Thousand Oaks to apply for a National Endowment for the Arts “Our Town” grant to develop cultural polices for the Downtown Core Master Plan.

MOTION: Bradley made a motion to approve TOARTS to serve as the nonprofit partner with the City of Thousand Oaks to apply for a National Endowment for the Arts “Our Town” Grant to fund the creation of a public art policy, programming policy and a feasibility study of forming an Arts and Business Council for the Thousand Oaks downtown district; seconded by Mead; approved 6-0.
 - B. **COMMITTEES**
 1. **Ad Hoc Arts Education Committee** – The Committee will meet on May 13 to establish arts education programming plans for FY 2020-21 and FY 2021-22.

- II. **Ad Hoc History Wall Committee** – The Committee is working with the interactive design consultant to select photos to be displayed on the history wall.
- III. **Ad Hoc Marketing Committee** – The marketing consultant has presented a number of draft logo designs to staff, which have been narrowed down to three. The Committee will meet on June 4 to select a final design, which will be presented to the Board for approval at a future meeting.
- IV. **Ad Hoc Theatre Performance Grants Committee** – The Committee will meet on May 13 to review grant applications for FY 2019-20 funding.

C. CONCESSIONS

- I. **Concessions Agreement with City of Thousand Oaks** – The Board reviewed the concessions agreement and requested that several revisions be made. The Board also discussed purchasing general liability and liquor liability coverage at levels called for in the agreement. A revised agreement will be presented at the next meeting for Board approval.

MOTION: Mead made a motion to authorize the City Risk Manager to obtain commercial general liability and liquor liability insurance coverage for TOARTS; seconded by Bradley; approved 6-0.

D. DEVELOPMENT

- I. **Development Activities** – The Development Director provided an update on planning for the 25th anniversary celebration event and announced the entertainment for the evening.
- II. **Producers Club Luncheon** – The Development Director provided an update on the April Producers Club Luncheon. This year's event yielded a significant increase in individual donations over the previous year.
- III. **BAPAC 25th Anniversary Events** – The Executive Director provided an overview of Civic Arts Plaza 25th Anniversary events.

E. FINANCE

- I. **Monthly Financial Update** – The Treasurer reviewed the monthly financial report and discussed the current balances of the TOARTS invested funds.
- II. **Approve Funding Priorities for FY 2019-20 and FY 2020-21** – The Board reviewed the funding priorities that were agreed upon at the March Board planning retreat.

MOTION: Bradley made a motion to approve the TOARTS funding priorities for FY 2019-20 and FY 2020-21; seconded by Linton; approved 6-0.

- III. **FY 2019-20 Operations Budget Preparation** – The Treasurer reported that staff had prepared a draft FY 2019-20 operating budget that will be presented to the Board for review at the June meeting.

F. PROGRAMMING

I. **CAP Presents Programming**

- a. **FY 2018-19 ticket sales** – The Board was provided with an update on ticket sales.
- b. **FY 2019-20 Ticket Sales** – The Board was provided with an update on ticket sales.
- c. **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. **Arts & Culture Roundtable** – The Executive Director discussed the proposed transition of the Cultural Affairs Commission into the Arts & Culture Roundtable.
- b. **Review FY 2018-19 Work Plan** – The Executive Director reviewed the status of the work plan tasks.

9. **BOARD MEMBER COMMENTS** – Cohen identified the need to schedule a reception to unveil the Autograph Wall and History Wall to TOARTS donors and special guests.

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

11. **ADJOURNMENT** – The meeting was adjourned at 9:30 a.m. until 8:00 a.m. on Thursday, June 13, 2019 in the Acorn Room.