



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

Thursday October 17, 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 July 11, 2019 regular Board meeting.
- 5. PRESENTATION**
 - A. Civic Arts Plaza Master Plan.
- 6. BOARD BUSINESS**
 - A. COMMITTEES**
 - I. Ad Hoc Arts Education Committee – Update
 - II. Ad Hoc Marketing Committee
 - a. Final color palette for the new TOARTS logos.
 - III. Ad Hoc Nominating Committee
 - a. Approve the creation of Ad Hoc Nominating Committee to review candidates to fill vacant Director seats effective January 1, 2020 for three-year terms and to nominate Directors to serve as Vice-Chair and Secretary effective January 1, 2020 for two-year terms.

- b. Appoint up to three Board members to serve on the Ad Hoc Nominating Committee.
- IV. Advisory Council – Update

B. DEVELOPMENT

- I. Development Activities – Update
- II. 25th Anniversary Celebration – Post event review
 - a. Curtains Up Gala Party
 - b. Anniversary Concerts

C. FINANCE

- I. Concessions year-end financials.
- II. Monthly financial update.
- III. Annual external audit.
 - a. Approve additional expenditure not to exceed \$3,000 for the projected increase in expenses for the FY 2018-19 annual audit.

D. PROGRAMMING

- I. CAP Presents programming
 - a. FY 2019-20 tickets sales – Update
 - b. Review future CAP Presents programming

7. BOARD CALENDAR

- A. Additions or revisions to the calendar.

8. OTHER BUSINESS

9. EXECUTIVE DIRECTOR COMMENTS

- A. Review FY 2019-20 work plan.

10. BOARD MEMBER COMMENTS

11. REVIEW AGENDA FOR NEXT MEETING – Board Meeting/Fall Planning Retreat; November 14, 2019 at 5:30 p.m.

12. 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. 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, July 11, 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 and Directors Eloise Cohen and Janet Scherr; Absent – Secretary David Mead and Director Judith Linton. Staff Present: Jaime Boscarino, Blanca Gomez, Patrick Hehir, Barry McComb, Niki Richardson and Jonathan Serret.
3. **PUBLIC COMMENTS** - None
4. **MINUTES** – Board reviewed the minutes from the June 13, 2019 regular Board meeting.
MOTION: Cohen made a motion to approve the minutes of the June 13, 2019 TOARTS regular Board meeting; seconded by Biery; approved 4-0. Director Scherr was not present for the vote.

City’s Finance Director introduced Blanca Gomez as the new Senior Accountant assigned to working with TOARTS.
5. **BOARD BUSINESS**
 - A. **SIX MONTH REVIEW** – Executive Director provided an overview of TOARTS accomplishments over the last six months.
 - B. **COMMITTEES**
 - I. **Ad Hoc History Wall Committee** – Cohen reported that the installation of the history wall will begin on August 26. The Committee is currently finalizing the photos that will be placed on the wall and developing content for history wall website pages.
 - II. **Ad Hoc Marketing Committee** – Executive Director reported that the marketing consultant has submitted a large number of color samples for the new logo. Staff has reduced the number of options down to five, which will be reviewed by the Ad Hoc Marketing Committee on July 15.

MOTION: Beiry made a motion to authorize the Ad Hoc Marketing Committee to approve the final color palette for the new TOARTS logo; seconded by Scherr; approved 5-0.

C. DEVELOPMENT

- I. **Development Activities** – Development Director provided an update on planning for the 25th anniversary “Curtain Up” event and announced that Police Chief Tim Hagel will be the keynote speaker at the event. She also discussed the sale of naming rights of the history wall and autograph wall.

D. FINANCE

- I. **Monthly Financial Update** – Bradley provided an overview of the monthly financial report ending June 30. He noted that beginning in FY 2019-20, a separate fund account will be established to track income and expenses for arts education programming.
- II. **Approve FY 2019-20 Operations Budget** – There were no questions from Board members regarding the FY 2019-20 operations budget.

MOTION: Bradley made a motion to approve the FY 2019-20 operations budget; seconded by Beiry; approved 5-0.

E. PROGRAMMING

I. CAP Presents Programming

- a. **FY 2018-19 ticket sales** – McComb reviewed the final ticket sales report for FY 2018-19.
- b. **FY 2019-20 Ticket Sales** – Board was provided with an update on ticket sales.
- c. **Review future CAP Presents programming** – Board was provided with an update on outstanding artist offers and ongoing discussions regarding additional artists and attractions.

F. BANK OF AMERICA PERFORMING ARTS CENTER – The Board discussed potential capital improvements to the BAPAC as the City prepares to prepare a new masterplan for the Civic Arts Plaza campus. Board requested that the discussion be continued at future Board meetings on an every other month basis.

6. BOARD CALENDAR – Richardson asked to have the March 18, 2020 Producers Club Luncheon added to the calendar.

7. OTHER BUSINESS – None

8. EXECUTIVE DIRECTOR COMMENTS

- a. **BAPAC Security Enhancements** – Executive Director discussed new security procedures that will be implemented for the BAPAC theatre venues beginning on October 1, 2019.
- b. **Select date for September Board Planning Retreat** – Board decided to hold the annual fall planning retreat on Thursday, November 14 beginning at 5:30 pm. The regular November Board meeting scheduled for that day will be canceled.
- c. **Review FY 2018-19 Work Plan** – Executive Director reviewed the status of the work plan tasks.

9. BOARD MEMBER COMMENTS – None

10. AGENDA FOR NEXT MEETING – The Board decided that there was no need to hold a meeting in August, so the regular Board meeting scheduled for August 8, 2019 will be canceled.

11. ADJOURNMENT – The meeting was adjourned at 8:56 a.m. until 8:00 a.m. on Thursday, September 12, 2019 in the Acorn Room.

7/17/2019
12:26:40 PM

FINAL

**Thousand Oaks Civic Arts
Trend Report
For Periods Ending June 30, 2019**

	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Current Year		% of Budget
	July	August	September	October	November	December	January	February	March	April	May	June	Trend	Budget	
<i>Gross Revenues</i>															
Food & Beverage	26,858.36	5,940.29	21,956.17	25,039.65	26,072.99	41,044.70	38,352.24	44,912.03	34,448.65	29,113.87	26,667.80	22,690.88	343,097.63	299,100.00	115%
Total Gross Revenues	26,858.36	5,940.29	21,956.17	25,039.65	26,072.99	41,044.70	38,352.24	44,912.03	34,448.65	29,113.87	26,667.80	22,690.88	343,097.63	299,100.00	115%
<i>Cost of Goods Sold</i>															
COGS- Food & Beverage	5,736.91	982.97	3,232.46	9,761.43	5,431.46	10,251.50	9,566.57	11,023.49	5,268.07	9,280.40	5,525.78	6,595.22	82,656.26	73,268.00	113%
Total Cost of Goods Sold	5,736.91	982.97	3,232.46	9,761.43	5,431.46	10,251.50	9,566.57	11,023.49	5,268.07	9,280.40	5,525.78	6,595.22	82,656.26	73,268.00	113%
Gross Profit	21,121.45	4,957.32	18,723.71	15,278.22	20,641.53	30,793.20	28,785.67	33,888.54	29,180.58	19,833.47	21,142.02	16,095.66	260,441.37	225,832.00	2%
<i>Operating Expenses</i>															
Food & Beverage	7,195.16	8,560.47	5,715.08	13,148.37	8,578.26	(11,268.84)	8,574.38	14,405.91	9,482.43	14,832.77	10,761.15	10,207.61	100,192.75	119,945.52	84%
Sales & Marketing	36.84	36.84	36.84	112.17	(331.56)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(108.87)	0.00	0%
General & Administrative	2,884.21	2,762.81	2,822.37	3,541.58	2,282.04	2,482.57	3,110.96	3,136.48	3,412.08	5,401.24	3,004.40	2,769.96	37,610.70	33,088.65	114%
Clubhouse	322.28	(1,890.13)	0.00	0.00	0.00	0.00	0.00	381.12	340.11	864.35	(831.76)	609.44	(204.59)	0.00	0%
Management Fees (2%)	2,148.67	2,083.33	2,083.33	2,083.33	2,085.84	4,085.18	3,068.18	3,592.96	3,068.17	2,329.11	2,133.42	2,083.33	30,844.85	24,419.98	126%
Other Expenses	0.00	0.00	0.00	0.00	0.00	400.51	0.00	0.00	0.00	0.00	0.00	0.00	400.51	0.00	0%
Total Operating Expenses	12,587.16	11,553.32	10,657.62	18,885.45	12,614.58	(4,300.58)	14,753.52	21,516.47	16,302.79	23,427.47	15,067.21	15,670.34	168,735.35	177,454.15	324%
Net Operating Income	8,534.29	(6,596.00)	8,066.09	(3,607.23)	8,026.95	35,093.78	14,032.15	12,372.07	12,877.79	(3,594.00)	6,074.81	425.32	91,706.02	48,377.85	(322%)
<i>NOI %</i>	32%	(111%)	37%	(14%)	31%	86%	37%	28%	37%	(12%)	23%	2%	27%	16%	(280%)
<i>Non Operational Expense</i>															
Net City Cash Flow	8,534.29	(6,596.00)	8,066.09	(3,607.23)	8,026.95	35,093.78	14,032.15	12,372.07	12,877.79	(3,594.00)	6,074.81	425.32	91,706.02	48,377.85	(322%)
Net Income	8,534.29	(6,596.00)	8,066.09	(3,607.23)	8,026.95	35,093.78	14,032.15	12,372.07	12,877.79	(3,594.00)	6,074.81	425.32	91,706.02	48,377.85	(322%)



BOARD MEETINGS, EVENTS AND PROJECTS CALENDAR

Updated 10/8/19

NOVEMBER 2019

Board Meeting/Fall Planning Retreat

Thursday, November 14, 2019 – 5:30 pm; Founders Room

Projects

- Approve arts education plan.
- Approve branding/communications plan and budget for FY 2019-20.

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.
- Discussion regarding future BAPAC capital improvements.

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.
- Develop 3-year draft development plan.

FEBRUARY 2020

Board Meeting

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

- Discussion regarding future BAPAC capital improvements.

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

Producers Club Luncheon

Monday, March 18, 2020 – 11:30 am; location TBD

APRIL 2020

Board Meeting

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

- Discussion regarding future BAPAC capital improvements.

Arts In The School – National Geographic Live / Damien Mander

Friday, April 17, 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.
- Discussion regarding future BAPAC capital improvements.

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.

AUGUST 2020

Board Meeting

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

SEPTEMBER 2020

Board Meeting

Thursday, September 10, 2020 – 8:00 am; Acorn Room

Advisory Council Meeting

TBD

Projects

- Distribution of CAP Presents fall program brochure.

OCTOBER 2020

Curtain Up Celebration

Friday, October 2, 2020

Board Meeting

Thursday, October 8, 2020 – 8:00 am; Acorn Room

- Establish Ad Hoc Nominating Committee to review candidate to fill vacant Director seats effective January 1, 2021 and to make recommendations for Directors to be elected to Board Chair and Treasurer positions effective January 1, 2021.

FUTURE PROJECTS

- Board meets with City consultant regarding TOCAP campus recommendations.
- Board meets with City consultant regarding General Plan arts and culture component.

FY 2019-20 ACTION TIMELINE

TASK	RESPONSIBILITY	DEADLINE	✓
Develop branding/communications plan	Staff (CD, NR, BM)	Ongoing	C
Expand Kids & The Arts program into schools	Staff (NR, BM)	Ongoing	C
Approve arts education plan	Board	Nov 2019	C
Approve branding/communications plan	Board	Nov 2019	
Develop community impact advocacy plan	Staff (CD, NR, BM)	TBD	
Community survey on cultural wants and needs	Staff (CD, BM)	TBD	
Provide promotional support to resident companies	Board	TBD	
Expand donor services	Staff (NR, KS)	TBD	
Develop BAPAC long-term improvement recommendations	Board	TBD	