



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: Biery 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 Biery; 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.