



## **ACTION MINUTES**

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

Thursday, October 17, 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 8:03 am in the Acorn Room.
2. **ROLL CALL:** Present – Chair Leanne Neilson, Treasurer John Bradley, Secretary David Mead and Directors Eloise Cohen and Janet Scherr; Absent – Vice-Chair Robert Biery and Director Judith Linton. Staff Present: Blanca Gomez, Elisa Magana, Barry McComb, Niki Richardson and Jonathan Serret.
3. **PUBLIC COMMENTS** - None
4. **MINUTES** – Board reviewed the minutes from the July 11, 2019 regular Board meeting.  
**MOTION:** Mead made a motion to approve the minutes of the July 11, 2019 TOARTS regular Board meeting as amended; seconded by Scherr; approved 4-0. Director Bradley was not present for the vote.
5. **PRESETATION**
  - A. **Civic Arts Plaza Master Plan** – Executive Director provided an overview of the Civic Arts Plaza Master Plan. City Council will receive an update on the project at its meeting on November 5, 2019.
6. **BOARD BUSINESS**
  - A. **COMMITTEES**
    - I. **Ad Hoc Arts Education Committee** – Executive Director reported that the Committee is currently developing a definition of what “arts education” means when referring to TOARTS education activities and programming and is exploring an “adopt a school” program. Because of the Executive Director’s pending retirement, the Development Director will assume responsibility as the main staff liaison to the Committee.

**II. Ad Hoc Marketing Committee**

- a. **Final Color Palette for TOARTS Logo** – Executive Director reviewed samples of the TOARTS logo color palette as approved by the Committee.

**III. Ad Hoc Nominating Committee** – Executive Director recommended the creation of an Ad Hoc Nominating Committee to review candidates to fill three vacate Director seats effective January 1, 2020 and to nominate Directors to serve as Vice-Chair and Secretary effective January 1, 2020.

**MOTION:** Mead made a motion to create an Ad Hoc Nominating Committee to consist of up to three Board Directors and three members of the Advisory Council to select candidates to fill three vacant Director seats effective January 1, 2020 for three-year terms and to nominate Directors to serve as Chair and Treasurer effective January 1, 2019 for two-year terms, and to appoint Directors Bradley, Linton and Neilson to serve on the Committee; seconded by Cohen; approved 5-0.

Executive Director will select three members from the Advisory Council to serve as non-voting members of the Ad Hoc Nominating Committee.

**IV. Advisory Council** – Board discussed recent attendance trends at the biannual Advisory Council meetings. Executive Director will distribute a survey to Advisory Council members to identify potential ways to better engage members into TOARTS Board activities.

**C. DEVELOPMENT**

- I. **Development Activities** – Development Director discussed upcoming year-end annual appeal.
- II. **25<sup>th</sup> Anniversary Celebration** – Board discussed the October 4, 2019 Curtain Up anniversary celebration party. Development Director reported that the staff would be conducting a debrief on the event on October 22 and encouraged Board members to submit any feedback that they may have regarding the event.

**D. FINANCE**

- I. **Concessions Year-End Financials** – Executive Director provided an overview of the year-end financial report ending June 30, 2019.
- II. **Monthly Financial Update** – Bradley provided an overview of the preliminary year-end financials and the monthly financial report. He reported that the auditors are currently conducting the annual audit for FY 2018-19.
- III. **Annual External Audit** – Bradley reported that the projected cost of the FY 2018-19 annual audit will be \$15,000, which is \$5,000 higher than the funding approved in the FY 2019-20 operating budget.

**MOTION:** Bradley made a motion to approve an additional expenditure not to exceed \$5,000 for the projected increase for the FY 2018-19 annual audit; seconded by Cohen; approved 5-0.

The Board briefly discussed a plan to seek proposals from additional accounting firms for the FY 2019-20 annual audit.

**E. PROGRAMMING**

**I. CAP Presents Programming**

- a. **FY 2019-20 Ticket Sales** – Executive Director provided with an update on ticket sales.
- b. **Review future CAP Presents programming** – Executive Director provided with an update on outstanding artist offers and ongoing discussions regarding additional artists and attractions.

**7. BOARD CALENDAR** – No additions or revisions to the Board calendar.

**8. OTHER BUSINESS** – None

**9. EXECUTIVE DIRECTOR COMMENTS**

- a. **Review FY 2019-20 Work Plan** – Executive Director reviewed the status of the work plan tasks.

**10. BOARD MEMBER COMMENTS** – None

**11. AGENDA FOR NEXT MEETING** – The Board discussed the agenda for the planning retreat scheduled for November 14. The Board decided to focus on Board development and the current performance grant program.

**12. ADJOURNMENT** – The meeting was adjourned at 9:30 a.m. until 5:30 p.m. on Thursday, November 14, 2019 in the Founders Room.