



ACTION MINUTES

THOUSAND OAKS ALLIANCE FOR THE ARTS ANNUAL BOARD MEETING

Thursday, December 12, 2019; 8:00 AM
Thousand Oaks Civic Arts Plaza – Acorn Room
2100 Thousand Oaks Blvd., Thousand Oaks, California

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 – Janet Scherr. Staff Present: Blanca Gomez, Carrie Matson, Barry McComb, Niki Richardson and Jonathan Serret.
3. **PUBLIC COMMENTS** - None
4. **MINUTES** – Board reviewed the minutes from the November 14, 2019 special Board meeting and November 19, 2019 special Board meeting.

MOTION: Biery made a motion to approve the minutes of the November 14, 2019 and November 19, 2019 special Board meetings; seconded by Bradley; approved 6-0.

5. BOARD BUSINESS

A. STRATEGIC PLANNING RETREAT

- I. **Board Development** – Board reviewed the Board development discussion that took place at the November 14, 2019 planning retreat.

MOTION: Biery made a motion to direct staff to revise Section 3.3 of the Bylaws to allow for a minimum of seven (7) directors and a maximum of eleven (11) directors and to revise other sections to reflect the increased number of permitted directors; seconded by Linton; approved 6-0.

- II. **Dr. Raymond M. Olson Performance Grants**

- a. **Funding for Audience Development** – Board discussed engaging an arts consultant to work individually with each resident company to assist them in developing formal audience development plans. The Grants Committee will schedule meetings with each resident company's Board Chair and Executive Director to discuss the scope and intent of the project.

- b. **Revisions to Grant Application Process** – The Grants Committee will meet to discuss potential revisions to the Performance Grants application process and strategies to encourage more nonprofits utilizing the BAPAC theatres to apply for grant funding.

B. COMMITTEES

II. Ad Hoc Nominating Committee

a. Election of Board Directors to fill vacant seats

MOTION: The Ad Hoc Nominating Committee introduced a motion to re-elect Eloise Cohen and Janet Scherr to serve as Board Directors for three-year terms running from January 1, 2020 to December 31, 2022, subject to ratification by the Thousand Oaks City Council; approved 6-0.

MOTION: The Ad Hoc Nominating Committee introduced a motion to elect Al Lowe to serve as a Board Director for a three-year term running from January 1, 2020 to December 31, 2022, subject to ratification by the Thousand Oaks City Council; approved 6-0.

b. Election of Board Chair and Board Treasurer.

MOTION: The Ad Hoc Nominating Committee introduced a motion to elect David Mead to serve as Board Vice-Chair and Eloise Cohen to serve as Board Secretary for a two-year term running from January 1, 2020 to December 31, 2021; approved 6-0.

III. Ad Hoc Arts Education Committee

a. **Adopt-A-School Program** – Development Director discussed the adopt-a-school arts education program and a recent meeting with a donor interested in providing funding for the initiative.

b. **Engagement of Arts Education Consultant** – Development Director discussed the need to develop a foundational framework for defining TOARTS arts educational programs including the adopt-a-school program.

MOTION: Mead made a motion to approve a budget appropriation not to exceed \$2,500 to engage the services of an arts education consultant to develop a foundational framework for defining, expanding and branding TOARTS arts education programs; seconded by Bradley; approved 6-0.

IV. **Ad Hoc History Wall Committee** – Cohen and the Development Director discussed the need to create pages on the TOARTS website to compliment the content of the History Wall and to display additional historical information about the Civic Arts Plaza.

MOTION: Mead made a motion to approve a budget appropriation not to exceed \$3,500 to engage IE Design to design and create a website to host additional complementary content for the History Wall; seconded by Bradley; approved 6-0.

C. DEVELOPMENT

- I. **Development Activities** – Development Director discussed the year-end annual appeal and upcoming events including the Producer’s Club luncheon and another event in the ongoing *Art With Heart* series.
- II. **Curtain Up Post Event Review** – Development Director distributed a post event review of the 25th Anniversary Curtain Up celebration, which contained feedback from the planning committee and staff.
- III. **Gratitude Reception** – Development Director announced that the annual Gratitude Reception for donors has been scheduled for February 20, 2020.

D. FINANCE

- I. **Monthly Financial Update** – Bradley provided an overview of the preliminary November 2019 financial statements.

E. PROGRAMMING

- I. **CAP Presents Programming**
 - a. **FY 2019-20 Ticket Sales** – Executive Director provided an update on ticket sales.
 - b. **Review future CAP Presents programming** – Executive Director provided an update on outstanding artist offers and ongoing discussions regarding additional artists and attractions.
6. **BOARD CALENDAR** – Executive Director will add upcoming development events to the Board calendar.
7. **OTHER BUSINESS** – Board Directors were encouraged to take advantage of the programs offered by the California Lutheran University Center for Nonprofit Leadership.
8. **EXECUTIVE DIRECTOR COMMENTS**
 - a. **Review FY 2019-20 Work Plan** – Executive Director reviewed the status of the work plan tasks.
 - b. **January 2020 Programming and Operations Report to City Council** – Executive Director announced that the next update will be presented to City Council at their January 28, 2020 meeting. A draft of the report will be distributed to the Board prior to being submitted to the City.
9. **BOARD MEMBER COMMENTS**

10. AGENDA FOR NEXT MEETING – Revised Bylaws will be presented for Board approval.

11. ADJOURNMENT – The meeting was adjourned at 9:32 a.m. until 8:00 a.m. on Thursday, January 16, 2020 in the Acorn Room.