



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

Thursday April 9, 2020 – 8:00 A.M.  
Thousand Oaks Civic Arts Plaza – Acorn Room  
2100 Thousand Oaks Blvd., Thousand Oaks, California

**Public advisory: City of Thousand Oaks facilities are closed to the public, this meeting will be conducted telephonically**

**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.

Pursuant to the Governor’s Executive Order N-29-20, the April 9, 2020, meeting of the Thousand Oaks Alliance for the Arts (TOARTS) will be conducted telephonically. TOARTS Board Directors will be participating telephonically and will not be physically present.

You may participate in the meeting by submitting your comments regarding items listed on the agenda by email to [jserret@toaks.org](mailto:jserret@toaks.org) (please indicate the agenda number in the subject line). To give the staff adequate time to provide your comments to the TOARTS Board at the meeting, please submit your comments prior to 7:00 a.m. the day of the meeting.

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL:** Chair Leanne Neilson, Vice-Chair David Mead, Treasurer John Bradley, Secretary Eloise Cohen, Board directors Judy Linton, Al Lowe, and Janet Scherr.
- 3. PUBLIC COMMENTS**
- 4. MINUTES**
  - A. Approve minutes from the March 12, 2020 regular Board meeting.
  - B. Approve minutes from the March 12, 2020 Special Board meeting
  - C. Approve minutes from the March 27, 2020 Special Board meeting

## **5. BOARD BUSINESS**

### **A. OPERATIONAL UPDATE –**

- I. COVID-19 update on operations and process

### **B. COMMITTEES**

- I. Ad Hoc Arts Education Committee – Update
- II. Ad Hoc Dr. Raymond Olson Performance Grants Committee – Update
- III. Ad Hoc Nominating Committee - Update

### **C. DEVELOPMENT**

- I. Development Activities - Update

### **D. FINANCE**

- I. Monthly financial update
- II. FY 2018-19 Audit - Update

### **E. PROGRAMMING**

- I. CAP Presents programming
  - a. FY 2019-20 tickets sales – Update
  - b. FY 2020-21 tickets sales – Update

## **6. BOARD CALENDAR**

- A. Additions or revisions to the calendar.

## **7. OTHER BUSINESS**

## **8. ACTING EXECUTIVE DIRECTOR COMMENTS**

## **9. BOARD MEMBER COMMENTS**

## **10. REVIEW AGENDA FOR NEXT MEETING – May 14, 2020 at 8:00 a.m.**

## **11. 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](http://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, March 12, 2020; 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 8:01 am in the Acorn Room.
2. **ROLL CALL:** Present – Chair Leanne Neilson, Vice Chair David Mead, Treasurer John Bradley, Secretary Eloise Cohen and Directors Al Lowe, Judy Linton, and Janet Scherr. Staff Present: Jaime Boscarino, Patrick Hehir, Elisa Magana, Tracy Noonan, Niki Richardson, and Jonathan Serret.
3. **PUBLIC COMMENTS** - None
4. **MINUTES** – Board reviewed the minutes from the January 16, 2020 Regular Board meeting.

**MOTION:** Mead made a motion to approve the minutes of the January 16, 2020 Regular Board meeting; seconded by Lowe; approved 6-0. Director Scherr was not present during the vote.

5. **BOARD BUSINESS**

- A. **BOARD DEVELOPMENT** – Acting Executive Director and Assistant City Attorney provided an overview of the proposed changes to the bylaws reflecting the Board’s desired ability to increase the membership of the Board. In response to a question from the Bylaws discussion regarding TOARTS’ adherence to the Brown Act, City Attorney Noonan, addressed the City of Thousand Oaks’ perspective requiring TOARTS to continue adherence.

**MOTION:**

- a. Director Cohen made a motion to approve the proposed revisions to the bylaws regarding the increase of Board Directors from seven (7) to up to eleven (11), with additional proposals for changes to be brought forward at a subsequent meeting; seconded by Linton; approved 6-0. Director Scherr was not present for the vote.
- b. Director Mead made a motion to authorize the creation of an ad hoc nominating committee to identify and recommend potential new Board Directors for consideration; seconded by Bradley; approved 7-0.

- c. Director Mead made a motion for the ad hoc nominating committee to consist of Directors Bradley, Cohen, and Mead with individual suggestions forwarded from other Directors; seconded by Bradley; approved 7-0.

## C. COMMITTEES

- I. **Ad Hoc Arts Education Committee** – Development Director provided an update on the status of committee activity and the scope of work for the consultant to help develop framework for the arts education grant program.
- II. **Ad Hoc Dr. Raymond Olson Performance Grants Committee** – Vice Chair Mead provided an update on the grants committee discussions with News West Symphony and 5 Star Theatricals regarding their interest in participating with a TOARTS consultant on an audience development plan. Both Resident Companies indicated their interest in moving forward; Pacific Festival Ballet was unable to meet with the committee and will do so soon. Development Director provided an update on the status on the Dr. Raymond Olson Performance Grants program and application process, which is now live.

## D. DEVELOPMENT

- I. **Development Activities** – Development Director provided a short review of the gratitude reception in February and an update on the Curtain Up “Acte Deux” celebration scheduled for October.
- II. **Autograph Wall Dedication** – Scheduled for March 18, 2020 (**postponed**)
- III. **Development Task Force** – Development Director discussed the concept of a “Development Task Force” and introduced Stephen Willmont of Netzel Grigsby who spoke about fundraising as “team sport” and the importance of a task force.
- IV. **Administrative Assistance** – Discussion was held regarding the need for part-time administrative assistance to support the Development Director and Acting Executive Director and maximize the time spent on furthering TOARTS programs.  
**MOTION:** Director Bradley made a motion to approve the recruitment of a part-time administrative aide with an annual expenditure not-to-exceed \$25,000; seconded by Linton; approved 6-0. Chair Neilson was not present for the vote.

## E. FINANCE

- I. **Monthly Financial Update** – Treasurer Bradley provided an overview of the monthly financial statements and year to date update for of the TOARTS budget and profit & loss statement. Bradley also provided a brief overview of current investment activity.

## F. PROGRAMMING

- I. **CAP Presents Programming**
  - a. Acting Executive Director provided an update on CAP Presents programming

**G. BANK OF AMERICA PERFORMING ARTS CENTER IMPROVEMENTS – No Action Taken**

**6. BOARD CALENDAR** – Acting Executive Director will add upcoming development and Kids & the Arts events to the Board calendar.

**7. OTHER BUSINESS** –

**8. EXECUTIVE DIRECTOR COMMENTS** –

**9. BOARD MEMBER COMMENTS**

**10. AGENDA FOR NEXT MEETING** – April 9, 2020

**11. ADJOURNMENT** – The meeting was adjourned at 8:59 a.m. until 9:00a.m. on March 12, 2020 for a Special Meeting for Closed Session.



**ACTION MINUTES**

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

Thursday, March 12, 2020; 9:00 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 9:00 am in the Acorn Room.
2. **ROLL CALL:** Present – Vice Chair David Mead, Treasurer John Bradley, Secretary Eloise Cohen and Directors Al Lowe, Judy Linton, and Janet Scherr; Chair Neilson was absent. Staff Present: Patrick Hehir, Elisa Magaña, and Jonathan Serret.
3. **PUBLIC COMMENTS** - None
4. **CLOSED SESSION: SUITE E CONFERENCE ROOM**
  - a. **CONFERENCE WITH LEGAL COUNSEL** – Anticipated Litigation: Significant Exposure to Litigation; Pursuant to Government Code Section 54956.9(d)(2), (e)(1). (1 Potential Cases)  
  
**MOTION:** Bradley made a motion to authorize the Acting Executive Director to renegotiate, postpone, or cancel CAP Presents programs scheduled through March 31, 2020 as needed, resulting from the COVID-19 pandemic; seconded by Mead; approved 6-0. Director Neilson was not present during the vote.
5. **ADJOURNMENT** – The meeting was adjourned at 9:29 a.m. until the Regular Board meeting at 8:00a.m. on April 9, 2020.



**ACTION MINUTES**

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

Friday, March 27, 2020; 11:00 AM  
Thousand Oaks Civic Arts Plaza – Acorn Room  
2100 Thousand Oaks Blvd., Thousand Oaks, California

Pursuant to the Governor’s Executive Order N-29-20, the March 27, 2020, meeting of the Thousand Oaks Alliance for the Arts (TOARTS) was conducted telephonically. TOARTS Board Directors were participating telephonically and were not physically present.

**AGENDA**

- 1. CALL TO ORDER:** Meeting was called to order at 11:02 am.
- 2. ROLL CALL:** Present – Chair Leanne Neilson, Treasurer John Bradley, Secretary Eloise Cohen and Directors Al Lowe, Judy Linton, and Janet Scherr; Vice-Chair Mead was absent. Staff Present: Patrick Hehir, Carrie Matson, Niki Richardson, and Jonathan Serret.
- 3. PUBLIC COMMENTS -** None
- 4. BOARD BUSINESS**
  - A. COVID-19 Operations/Programming Update**
    - I. CAP Presents programming** – Acting Executive Director provided an update on BAPAC Theatre operations and an update to the CAP Presents programming for FY2019-20 and FY2020-21.
    - II. Development activities** – Development Director provided an update on the current development activity, planning for future fundraising, and current engagement with donors and supporters.
    - III. Financial overview** – Treasurer Bradley provided an update on the TOARTS financial investments and budget and discussed potential future decisions to balance the operating budget. Acting Executive Director to report back to the Board on the status of Performance Grants which will be deferred to FY2020-21 due to rescheduling.
    - IV. Next Steps** – Acting Executive Director provided an overview of the next steps pertaining to Theatre activity, CAP Presents programming, and a recovery plan for the resumption of business. Development Director and Acting Executive Director will begin working on the draft FY2020-21 budget in consultation with Treasurer Bradley and the Finance Department.

- 5. ACTING EXECUTIVE DIRECTOR COMMENTS – No Action Taken**
- 6. BOARD MEMBER COMMENTS – No Action Taken**
- 7. ADJOURNMENT – Meeting was adjourned at 11:43 a.m. until 8:00 a.m. on Thursday, April 9, 2020.**



**BOARD MEETINGS, EVENTS AND PROJECTS CALENDAR**

Updated 4/6/2020

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**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.
- Develop 3-year draft development plan.

**JUNE 2020**

**Board Meeting**

Thursday, June 11, 2020 – 8:00 am; Acorn Room

- Review draft of FY 2020-21 operating budget.

**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, July 9, 2020 – 8:00 am; Acorn Room

- Review of TOARTS activities over previous six months.
- Approve FY 2020-21 operating budget.
- Discussion regarding future BAPAC capital improvements.

**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

**Annual Board Retreat**

TBD

Prepare formal 3-year strategic plan.

**Advisory Council Meeting**

TBD

**Projects**

- Distribution of CAP Presents fall program brochure.
- Approve arts education plan.

**OCTOBER 2020**

**Curtain Up Celebration – “Acte Deux”**

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.

**NOVEMBER 2020**

**Board Meeting**

Thursday, November 12, 2020 – 8:00 am; Acorn Room

- Approve 3-year strategic plan.

**DECEMBER 2020**

**Board Meeting**

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

- Election of Board Directors to fill vacant seats effective January 1, 2021.
- Election of Board Chair and Treasurer for two-years terms ending December 31, 2022.
- Discussion regarding future BAPAC capital improvements.

**Projects**

- Staff prepares draft of TOARTS Operations staff report for January 2021 City Council meeting.

**JANUARY 2021**

**Board Meeting**

Thursday, January – 8:00 am; Acorn Room

- Review of TOARTS activities over previous six months.

**Projects**

Distribution of CAP Presents spring program brochure.

**FEBRUARY 2021**

**Board Meeting**

Thursday, February – 8:00 am; Acorn Room

**Gratitude Reception**

**Arts In The School – National Geographic Live**

**MARCH 2021**

**Board Meeting**

Thursday, March – 8:00 am; Acorn Room

**Advisory Council Meeting (tentative)**

TBD

**APRIL 2021**

**Board Meeting**

Thursday, April – 8:00 am; Acorn Room

**Arts In The School – National Geographic Live**

**FUTURE PROJECTS**

- Board meets with City consultant regarding TOCAP campus recommendations.