



**THOUSAND OAKS ALLIANCE FOR THE ARTS
REGULAR BOARD MEETING
Thursday, June 11, 2020; 8:00am
Teleconference/Video Conference**

Public advisory: Thousand Oaks Civic Arts Plaza meeting spaces are closed to the public.

Pursuant to the Governor's Executive Order N-29-20, the June 11, 2020, meeting of the Thousand Oaks Alliance for the Arts (TOARTS) will be conducted via teleconference and/or video conference. Committee members will be participating via teleconference and/or video conference.

If you would like to submit written comments on an agenda item, you may send an email to iserret@toaks.org (please indicate the agenda number in the subject line). To give staff adequate time to provide your comments to the committee members at the meeting, please submit your comments prior to 7:00am the day of the meeting.

If you would like to speak on an agenda item during the meeting, please advise staff at iserret@toaks.org or by calling the staff liaison at (805) 449-2767 prior to 7:00am on the day of the meeting. You will be sent instructions for joining the meeting and may be asked to provide a telephone number where you may be reached when the item is being discussed at the meeting. Persons addressing TOARTS are requested to state their name and community of residence for the record.

Please be advised that communications directed to TOARTS are public records and are subject to disclosure pursuant to the California Public Records Act and Brown Act unless exempt from disclosure under the applicable law. Communications will NOT be edited for redactions; will be printed/posted as submitted.

Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in the TOARTS meeting, please contact the Cultural Affairs Department (805) 449-2767 within 48 hours of the meeting.

Agenda Availability: The Thousand Oaks Alliance for the Arts agenda is posted at the entry to the Civic Arts Plaza/City Hall, 2100 E. Thousand Oaks Boulevard, Thousand Oaks [main posting location pursuant to the Brown Act, G.C. 54954.2(a)]. Agenda packet and minutes are available on the TOARTS website at www.toarts.org.



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

Thursday, June 11, 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 meeting 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.

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL:** Chair Leanne Neilson, Vice-Chair David Mead, Treasurer John Bradley, Secretary Eloise Cohen, Board directors Al Lowe and Janet Scherr.
 - A. Acknowledgement of resignation by Judith Linton from the TOARTS Board of Directors
- 3. PUBLIC COMMENTS**
- 4. MINUTES**
 - A. Approve minutes from the May 14, 2020 regular Board meeting.
- 5. BOARD BUSINESS**
 - A. FINANCE**
 - I. Monthly Financial Reports
Discussion regarding CAP Presents Reserve
 - B. COMMITTEES**
 - I. Ad Hoc Arts Education Committee – Update
 - II. Ad Hoc Dr. Raymond Olson Performance Grants Committee – Update
 - a. Recommendation to delay decision on 2020-21 grant cycle

- b. Recommendation to table discussion for remaining 2019-20 grants until live events can resume
 - III. Ad Hoc Nominating Committee –
 - a. Approve of committee recommendation(s)
 - C. **DEVELOPMENT**
 - I. Development Activities - Update
 - D. **PROGRAMMING**
 - I. TOARTS (CAP) Presents programming
- 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** – July 9, 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. 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, May 14, 2020; 8:00 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 May 14, 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 8:02 am.
2. **ROLL CALL:** Present – Chair Leanne Neilson, Vice Chair David Mead, Treasurer John Bradley, Secretary Eloise Cohen and Directors Judy Linton, Al Lowe, and Janet Scherr. Staff Present: Jaime Boscarino, Blanca Gomez, Patrick Hehir, Elisa Magaña, Niki Richardson, and Jonathan Serret.
3. **PUBLIC COMMENTS** - None
4. **MINUTES** – Board reviewed the minutes from the April 9, 2020 Regular Board meeting
MOTION: Bradley made a motion to approve the minutes of the April 9, 2020 Regular Board meeting, seconded by Lowe; approved 7-0.
5. **BOARD BUSINESS**
 - A. **FINANCE**
 - I. FY 2018-19 Audit - Kim Manning of Lance, Soll & Lunghard, LLP (LSL) provided an overview of the TOARTS audit for FY 2018-19.
MOTION: Bradley made a motion for the TOARTS Board, sitting as the audit committee, to accept the provided audit for fiscal year of July 1, 2018 through June 30, 2019, seconded by Mead; approved 7-0.
 - II. Monthly Financial Reports – Bradley provided an overview of the monthly financial reports and year-to-date budget.
 - III. Support for BAPAC Theatre Operations – Acting Executive Director provided an update on the financial projections of the BAPAC Theatres Fund and TOARTS’ Memorandum of Understanding (MOU) with the City, regarding the financial support to the Theatres.

MOTION: Cohen made a motion to authorize the formation of an ad hoc committee to discuss TOARTS' Financial obligations with the City with recommendation(s) to be brought to the Board in June, seconded by Mead; approved 7-0.

MOTION: Mead made a motion for the committee to consist of Directors Bradley, Lowe, and Mead, seconded by Bradley; approved 7-0.

B. OPERATIONAL UPDATE

- I. **COVID-19 update on operations and process** – Acting Executive Director provided and update on current processes, timelines, and outlook for TOARTS' theatre activity.

C. COMMITTEES

- I. **Ad Hoc Arts Education Committee** – Development Director provided an update on the current status of the arts education grant program.
- II. **Ad Hoc Dr. Raymond Olson Performance Grants Committee** – Mead provided an update on the committee's meeting and the Development Director reported that the grant application deadline had been extended to May 15, 2020.
- III. **Ad Hoc Nominating Committee** – Cohen provided an update on the nominating committee meeting – all Board Directors are encouraged to submit any recommendations for consideration to the Acting Executive Director to share with the committee.

D. DEVELOPMENT

- I. Development Activities – Development Director provided an update on the current activities
- II. Approval of retention of Netzel Grigsby and Associates as a consultant for the support of the Development Task Force.

MOTION: Bradley made a motion to approve the expenditure of not-to-exceed \$11,250 and to authorize the Acting Executive Director to negotiate timing and payment and execute an agreement with Netzel Grigsby and Associates, seconded by Scherr; approved 6-0. (Chair Neilson was absent for the vote)

E. PROGRAMMING

- I. CAP Presents programming – Acting Executive Director provided an update on TOARTS' programming for the remainder of FY2019-20 and the status of programming for FY2020-21.

6. BOARD CALENDAR – No Action Taken

7. OTHER BUSINESS – No Action Taken

8. EXECUTIVE DIRECTOR COMMENTS –

9. BOARD MEMBER COMMENTS – Director Mead inquired regarding updated collateral with the new TOARTS logo and requested a logo for virtual backgrounds during meetings. Director Cohen

asked for talking points which can be used for Board Director discussions and calls with donors and supporters.

10. AGENDA FOR NEXT MEETING –

11. ADJOURNMENT – The meeting was adjourned at 9:33 a.m. until the regular Board meeting scheduled for 8:00a.m. on June 11, 2020.



BOARD MEETINGS, EVENTS AND PROJECTS CALENDAR

Updated 6/5/2020

MAY 2020

Board Meeting

Thursday, May 14, 2020 – 8:00 am; Acorn Room

Arts In The School – National Geographic Live ?

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 14, 2021 – 8:00 am; Acorn Room

- Review of TOARTS activities over previous six months.

Projects

Distribution of CAP Presents spring program brochure.

Arts In The School – National Geographic Live

FEBRUARY 2021

Board Meeting

Thursday, February 11, 2021 – 8:00 am; Acorn Room

Gratitude Reception

Wednesday, February 17, 2021; Scherr Forum Theatre

MARCH 2021

Board Meeting

Thursday, March 11, 2021 – 8:00 am; Acorn Room

Advisory Council Meeting (tentative)

TBD

ASK Event

Thursday, March 18, 2021 – 12:00pm-1:00pm; Los Robles Greens

Arts In The School – National Geographic Live

APRIL 2021

Board Meeting

Thursday, April 8, 2021 – 8:00 am; Acorn Room

Arts In The School – National Geographic Live

MAY 2020

Board Meeting

Thursday, May 13, 2021 – 8:00 am; Acorn Room

Arts In The School – National Geographic Live

Projects

- Prepare draft operating budget for FY 2021-22.
- Develop 3-year draft development plan.

FUTURE PROJECTS

- Board meets with City consultant regarding TOCAP campus recommendations.