



**THOUSAND OAKS ALLIANCE FOR THE ARTS
REGULAR BOARD MEETING
Thursday, July 9, 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 July 9, 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, July 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 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.
- 3. PUBLIC COMMENTS**
- 4. MINUTES**
 - A. Approve minutes from the June 11, 2020 regular Board meeting.
- 5. BOARD BUSINESS**
 - A. **FINANCE**
 - I. Monthly Financial Reports
 - B. **COMMITTEES**
 - I. Ad Hoc Arts Education Committee –
 - a. Update on Arts Education grant program
 - b. Approve additional expenditure not-to-exceed \$2,000 for completion of consultant services by Creativity Works, LLC
 - c. Authorization of expenditure for Arts Education grants not-to-exceed \$35,000

- II. Ad Hoc Nominating Committee – Update
 - a. Discuss Blue Ribbon workshop
- 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. **DISCUSSION OF MOU SECTION 6A and 6B: SALARY AND BENEFITS**
- 11. **REVIEW AGENDA FOR NEXT MEETING** August 13, 2020 at 8:00 a.m.
- 12. **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, June 11, 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 June 11, 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 8:03 am.
2. **ROLL CALL:** Present – Chair Leanne Neilson, Vice Chair David Mead, Treasurer John Bradley, Secretary Eloise Cohen and Directors Al Lowe, and Janet Scherr. Staff Present: Jaime Boscarino, Blanca Gomez, Patrick Hehir, Niki Richardson, and Jonathan Serret.
 - A. The Board acknowledged the resignation of Judy Linton from the TOARTS Board.
3. **PUBLIC COMMENTS** - None
4. **MINUTES** – Board reviewed the minutes from the May 14, 2020 Regular Board meeting

MOTION: Bradley made a motion to approve the minutes of the May 14, 2020 Regular Board meeting, seconded by Cohen; approved 5-0. (Chair Neilson was absent for the vote)
5. **BOARD BUSINESS**
 - A. **FINANCE**
 - I. Monthly Financial Reports – Bradley provided an overview of the monthly financial reports and year-to-date budget. TOARTS’ investments rebounded enough to cover the remaining payment to support BAPAC operations. The Board discussed a reduction of the CAP Presents reserve to \$200,000. Formal action to taken at the July Board meeting to recommend a change of the MOU to the City Council. The Board also discussed a revision to the Finance Reports to account for cash received from pledges as revenue.

MOTION: Bradley made a motion to authorize the Treasurer to execute an agreement with Lance, Soll & Lunghard (LSL) for preparation of the 2019-20 audit, seconded by Mead; approved 6-0.

B. COMMITTEES

- I. **Ad Hoc Arts Education Committee** – Development Director provided an update on the current status of the arts education grant program. The approved \$2,500 expense for consulting fees has been expended; the Development Director will provide a more detailed overview of the arts education grant criteria and any additional funding request for consulting at the next meeting.
- II. **Ad Hoc Dr. Raymond Olson Performance Grants Committee** – Bradley provided an update on the committee’s meeting and the decision to pause on any decisions relating to the remaining 2019-20 grant funds and the applications for 2020-21 funding until more information is available as to when live events may resume.
- III. **Ad Hoc Nominating Committee** – Bradley provided an update on the nominating committee meeting.

MOTION: Bradley made a motion for the committee to work with staff to schedule a workshop to solicit input on what qualities should be sought when selecting new Board Directors, seconded by Cohen; approved 6-0

C. DEVELOPMENT

- I. **Development Activities** – Development Director provided an update on the current activities. The *Curtain Up* celebration will be delayed for a year. The Development Director discussed the use of a Board matrix for development and for consideration of new Board Directors. The development task force will work with Netzel Grigsby Associates to set the framework of a development calendar.

D. PROGRAMMING

- I. **CAP Presents programming** – Acting Executive Director provided an update on TOARTS’ programming for FY2020-21.

6. BOARD CALENDAR – Added “Ask” Luncheon; removed *Curtain Up* from 2020.

7. OTHER BUSINESS – No Action Taken

8. EXECUTIVE DIRECTOR COMMENTS – Acting Executive Director discussed the contemplation of a defined closure period due to the uncertainty surrounding live events.

9. BOARD MEMBER COMMENTS –

10. AGENDA FOR NEXT MEETING – Reduction of CAP Presents reserve.

11. ADJOURNMENT – The meeting was adjourned at 9:17 a.m. until the regular Board meeting scheduled for 8:00a.m. on July 9, 2020.



2100 E Thousand Oaks Blvd
Thousand Oaks, CA 91362

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W toarts.org

"A place where the arts thrive for all"

TO: TOARTS Board
FROM: Niki Richardson
DATE: 7/2/2020
SUBJECT: Request additional \$1,500 for Arts Education Consultant (not to exceed \$2,000)

BACKGROUND:

The original request for \$2,500 in December 2019 was for consulting services provided by Creativity Works, LLC to provide a document to the Board that reflects the current thinking about our program elements, provides examples of similar programs and how they are marketed, and proposes an ethos framework that includes a purpose/vision statement, a framework for defining arts education and lists potential outcomes and impacts to use as reference material when designing both marketing language and evaluation strategies. This was to be a **theoretical framework** to help articulate an arts education program for TOArts.

In further conversations with the arts education committee and board members, it was determined that supporting schools was the right direction considering lack of arts education funding for elementary arts curriculum. And that instead of theory, we should use the funds allocated to start to create a program.

It is important that TOArts take a long range view in the creation of a new arts education program; fostering a CULTURE OF ARTS APPRECIATION, will lead to a continued passion for and a desire to attend live arts programming at the Bank of America Performing Arts Center in the next 10-20 years as these current elementary students come of age, thereby creating a pipeline of future theatregoers. This helps to address a long term concern and goal for the theatres: to attract a new generation of patrons to bolster audiences.

CreativityWorks was retained by TOArts with a scope of work to assist in the creation of a robust arts education program for, and in collaboration with, Conejo Valley Unified School District (CVUSD). TOArts and CreativityWorks have since had numerous fruitful conversations with CVUSD and we have the full support of the Superintendent Dr. Mark McLaughlin who has assigned a team of principals/administrators to work with us as we further develop this program.

An investment in elementary school arts education is an investment in the future of the Bank of America Performing Arts Center and our community.

BUDGET: Not to exceed \$2,000 to complete the development of a grant application process which will allow any CVUSD elementary school site to apply for an arts education grant to further Visual and Performing Arts Standards (VAPA) **in the curriculum** for their students.



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"A place where the arts thrive for all"

TO: TOARTS Board
FROM: Niki Richardson
DATE: 7/2/2020
SUBJECT: Virtual Arts Education Investment

BACKGROUND: TOArts is working with CreativityWorks to help develop a robust arts education program for CVUSD elementary schools to reintroduce arts into their curriculum. This is in process and we will be ready when classrooms can be full of students again.

Considering COVID19 and altered school structure for 2020-21 we recognize the need to shift gears while being ready for the above program when life goes back to normal. While CVUSD students WILL be attending school physically, in person instruction will be limited.

RECOMMENDATION: We propose offering virtual arts to ALL 6,700+ elementary school students **weekly for an entire school year** for the same cost of producing 2-3 Kids and the Arts School shows which reach about 1,600 students one time during a school year.

Ideas for this next year include:

- Video content: Live & recorded opportunities to hear, see, & experience authentic artists, musicians, performances
- Digital/Print resources: Directions with samples & visuals in digital/print form as needed (will need Spanish translation too) along with learning platform integration
- Menus / Choice Boards: Core experiences that all students will access with additional opportunities for varied interests
- Equity & Diversity: Intentional design & rollout to make the arts accessible to all students and to include diverse artists & art forms
- Materials: "Art bags" or monthly supplies assembled by volunteers/staff and sent home with basic art supplies provided to students in need

Coordination and Approximate Costs

Teachers - \$17K

Standards integration & lesson design

About 2 teachers per grade level who are passionate about art & awakening it in students

School Art Specialists to consult & collaborate

9 months of weekly lessons/activities

Artists & Organizations - TBD

Possible partners for performances, presentations, supplies and lessons include

- Local artists & musicians
- Art Trek

- 5 Star Theatricals
- Pacific Festival Ballet
- New West Symphony
- Conejo Schools Foundation
- Ventura County Arts Council Teaching Artists

Materials - \$7K

- Sent home with students weekly or monthly by teacher - paper, basic art materials/tools.

CONCLUSION: All TOArts programs are at a complete halt for the foreseeable future (Presenting Shows, Kids and the Arts and Performance Grants). TOArts' brand is virtually nonexistent to those who are not already associated with us or BAPAC. This is an opportunity to brand ourselves as an advocate for and supporter of arts education for the youth of our community. Additionally, this provides the Development Task Force a robust program to fundraise for in FY2020-21.

This virtual arts program will offer 6,700 + students 9 months of weekly arts education.

This infusion of arts into the entire elementary district will launch the TOArts brand as an investor in the arts for our community for all families with elementary school age youth in Conejo Valley.

REQUESTED BOARD ACTION: To authorize board members who serve on arts education task force to further develop this virtual arts program with development director in partnership with CVUSD.

BUDGET: Not to exceed \$35,000



Updated 7/3/2021

JULY 2020

Board Meeting

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

AUGUST 2020

Board Meeting

Thursday, August 13, 2020 – 8:00 am; Acorn Room

- Review of TOARTS activities over previous six months.
- Approve FY 2020-21 operating budget.

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

- Approve arts education plan.

OCTOBER 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.

Projects

- Distribution of CAP Presents program brochure.

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 2021

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.

JUNE 2021

Board Meeting

Thursday, June 10, 2021 – 8:00 am; Acorn Room

- Review draft of FY 2021-21 operating budget.

Projects

- Distribution of CAP Presents program brochure.
- Staff prepares draft of TOARTS Operations staff report for July 2021 City Council meeting.

FUTURE PROJECTS

- Board meets with City consultant regarding TOCAP campus recommendations.