



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

**Via Video/Teleconference  
Thursday, December 9, 2021 – 8:00 A.M.**

Pursuant to Assembly Bill 361, the December 9, 2021, meeting of the Thousand Oaks Alliance for the Arts (TOArts) will be conducted via teleconference and/or video conference. Board members will be participating electronically and will not be physically present.

You may participate in the meeting by submitting your comments by email to [JSerret@toaks.org](mailto:JSerret@toaks.org) (please indicate the agenda number in the subject line). Please submit your written comment by 7:00 a.m. on the day of the meeting and it will be provided to Board members before the meeting and made part of the item's record of the Board meeting. All comments received after 7:00 a.m. will be given to Board members after the meeting and made part of the item's record of the Board meeting.

If you would like to speak under Public Comments during this meeting, please click on the Zoom link below. If you have questions about speaking, please call Jonathan Serret at (805) 449-2767 or email [JSerret@toaks.org](mailto:JSerret@toaks.org). Persons addressing TOArts are requested to state their name and community of residence for the record.

To join the Zoom Meeting, click on the following link:

<https://zoom.us/j/92518156722?pwd=RW5tTXJhZTI0UUEvL09mYzRubVhodz09>

or Call: (408) 638-0968

Meeting ID: 925 1815 6722 Passcode: toarts

**MISSION STATEMENT**

TOArts enriches lives and strengthens the fabric of the community through arts education and the presentation and support of visual and performing arts at the Bank of America Performing Arts Center and beyond.

**VISION**

Where the Arts Thrive for All.

**AGENDA**

**1) CALL TO ORDER**

**2) ROLL CALL:** Chair David Mead, Vice-Chair Eloise Cohen, Treasurer Al Lowe, Secretary Janet Scherr, Board Directors John Bradley, Kathy Jeffers-Volk, Leanne Neilson, and Kyle Rohrbach.

**3) PUBLIC COMMENTS**

**4) MINUTES**

a) Approve minutes from the November 18<sup>th</sup> Special Board Meeting/DEI Workshop

**5) BOARD BUSINESS**

a) **COMMITTEES**

- i) Ad hoc Nominating Committee – Update
  - (a) Nominations for Board Terms expiring December 31, 2021.
  - (b) Nomination and election for the office of Vice Chair
  - (c) Nomination and election for the office of Secretary
- ii) Ad hoc City-funded Arts Grant Committee
  - (a) Approval of Emergency Arts Grant Awards
- iii) Ad hoc Diversity, Equity, and Inclusion Task Force – update
- iv) Arts Education Committee – Update

b) **ADMINISTRATION**

- i) Approve temporary modifications to the Brown Act, retroactive to December 1, 2021 and extending through January 30, 2022, in accordance with Assembly Bill 361 and Government Code section 54953(e), authorizing remote teleconference meetings of the Thousand Oaks Alliance for the Arts (TOArts).
- ii) Authorize Executive Director and Chair to execute a Memorandum of Understanding (MOU) outlining a temporary fiscal receivership

c) **FINANCE**

- i) Monthly Financial Update

d) **DEVELOPMENT**

- i) Development Activities – Update

e) **PROGRAMMING**

- i) TOArts Presents programming - Update

**6) BOARD CALENDAR**

- a) Additions or revisions to the calendar
- b) Strategic planning session

**7) OTHER BUSINESS**

**8) BOARD MEMBER COMMENTS**

## **9) EXECUTIVE DIRECTOR COMMENTS**

## **10) REVIEW AGENDA FOR NEXT MEETING – Regular board meeting January 13, 2022**

## **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 SPECIAL BOARD MEETING/WORKSHOP**

Friday, November 18, 2021; 8:00 AM  
Founders Room, Fred Kavli Theatre  
2100 Thousand Oaks Blvd., Thousand Oaks, California

## **AGENDA**

- 1. CALL TO ORDER:** Meeting was called to order at 8:09 am.
- 2. ROLL CALL:** Present – Chair David Mead, Vice Chair Eloise Cohen, Treasurer Al Lowe, Secretary Janet Scherr, and Directors John Bradley, Leanne Neilson, and Kyle Rohrbach. Director Kathy Jeffers-Volk was absent.  
  
Staff Present: Niki Richardson and Jonathan Serret.
- 3. PUBLIC COMMENTS:** None
- 4. DIVERSITY, EQUITY, INCLUSION (DEI) WORKSHOP:** Jarrod Schwartz and Judy Guillermo-Newton of Equity Praxis Group facilitated a discussion with the TOArts Board and staff regarding Diversity, Equity and Inclusion. There was discussion regarding intent vs. impact and notes were generated to aid in the Board's strategic planning process next Spring.
- 5. ADJOURNMENT** – The meeting was adjourned at 10:12 am to the Annual Board Meeting scheduled for Thursday, December 9, 2021 at 8:00am.



**TO:** TOArts Board

**FROM:** AdHoc Emergency Arts Grants Committee

**DATE:** December 9, 2021

**SUBJECT:** Emergency Arts Grants Award Recommendations

**RECOMMENDATION:**

1. Approve recommended Emergency Arts Grant awards as follows:
  - a. 5 Star Theatricals - \$71,250
  - b. Arts Council of the Conejo Valley - \$23,750
  - c. Art Trek - \$47,500
  - d. Banyan Elementary PTA - \$7,500
  - e. Boys & Girls Clubs of Conejo Valley - \$15,000
  - f. California Lutheran University - \$14,044
  - g. California Museum of Art Thousand Oaks (CMATO) - \$23,750
  - h. Conejo Chinese Cultural Association - \$16,500
  - i. Conejo Players Theatre - \$9,500
  - j. Conejo Valley Youth Orchestras - \$15,750
  - k. Gold Coast Theatre Conservatory - \$7,500
  - l. Gold Coast Wind Ensemble - \$3,750
  - m. Kingsmen Shakespeare - \$37,500
  - n. New West Symphony - \$132,206
  - o. Pacific Festival Ballet - \$57,000
  - p. Scandinavian-American Cultural Heritage Association - \$15,000
  - q. SciArtsRUs - \$2,500
2. Authorize staff to issue and execute award agreements
3. Authorize TOArts Treasurer to execute award payments.

**BACKGROUND:**

On August 31, 2021, The City Council of the City of Thousand Oaks approved \$300,000 for allocation to support emergency grants to nonprofit arts and culture organizations in the City. Subsequently, on September 14, 2021, the City Council approved an additional \$200,000 for a total allocation of \$500,000 in emergency grant relief to be provided to Thousand Oaks-based arts and culture nonprofits. Recognizing that TOArts was uniquely positioned to understand the needs of the arts organizations and the challenges which they faced, the City asked for TOArts to administer the grant program on their behalf.

During the September 9, 2021 TOArts Board meeting, the Board established an ad hoc Arts Grant Committee to administer a grant program using the \$500,000 funding from the City.

**DISCUSSION/ANALYSIS:**

The application process opened on October 25, 2021 and notification was shared via press release, email notification to previous TOArts awards recipients, and by email from the Executive Director to more than 200 contacts with the arts and culture community. Additionally, the grant notification was shared through TOArts, BAPAC, and City social media accounts. The application process closed on November 12, 2021.

TOArts received 19 applications requesting more than \$675,000 in emergency arts grant funding. The committee reviewed the applications and supplemental documents and evaluated each applicant on basis of need, financial and operational impact due to the pandemic, size and reach of operation, and impact to the local community. Following evaluation, each applicant was provided a numeric score up to 100 points. Two applications were removed from consideration: one was not a registered nonprofit and thereby did not qualify; the other was a second application from an organization seeking funding for a specific project.

The average score for each applicant was calculated to apply a distribution method based on the requested funding amount. Applicants which received an average score between 85-100 were allocated 95% of their request, applicants which received an average score between 70-84.9 were allocated 75% of their request, applicants which received an average score between 55-69.9 were allocated 50% of their funding request, applicants which received an average score between 35-54.9 were allocated 25% of their funding request, and any applicant receiving an average score less than 35 was not recommended for funding.

To fully utilize the City’s \$500,000 funding without exceeding the limits, the committee made discretionary changes to the allocation distribution of two applicants. The allocation for Banyan Elementary PTA was reduced to \$7,500, and the allocation for New West Symphony was reduced to \$132,206.

**PREPARED BY:** Jonathan Serret, Executive Director

**ATTACHMENTS:**

Attachment #1 – Scoring and Award Allocation Matrix



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**TO:** TOArts Board

**FROM:** Jonathan Serret, Executive Director

**DATE:** December 9, 2021

**SUBJECT:** Temporary Fiscal Receivership Memorandum of Understanding with Conejo Recreation and Park District's Young Artists Ensemble.

**RECOMMENDATION:**

Authorize TOArts Board Chair and Executive Director to execute a temporary Memorandum of Understanding (MOU) with Conejo Recreation and Park District (CRPD) for the purpose of TOArts serving as a fiscal receiver for the Young Artists Ensemble (YAE)

**BACKGROUND:**

YAE began in 1981 and has since served to provide multiple opportunities for local youth and teens between the ages of 10 and 19 to perform in musicals and plays. Performances are held at the Hillcrest Center for the Arts, apart from the annual Teen Summer Musical, which has been held at one of the local high school auditoriums or at the Scherr Forum Theatre.

The Young Artists Ensemble has been a joint program run by CRPD with nonprofit support from the Arts Council of the Conejo Valley (ACCV). Administrative and some venue staffing is paid for by CRPD, while the technical and artistic staff are independent contractors who are engaged by ACCV and paid with contributed income and earned revenues from ticket sales and fees. Earlier this year, the supportive relationship between ACCV and YAE was dissolved.

**DISCUSSION/ANALYSIS:**

The YAE program is a community fixture and provides opportunities to hundreds of children and teens to hone their artistic craft through participation in numerous productions. These productions provide opportunities for these youth to act, sing, assist in technical crew, and even play in the orchestra. The program's productions attract audiences of thousands of theatre-goers, which include local families. YAE also coordinates with the CRPD Therapeutic Recreation unit to present an annual Conejo Theatre for Everyone production in which performers of varying abilities perform together for a unique theatre experience.

While the Young Artist Ensemble evaluates their options for long-term partnerships and relationships, it is critical that their mission continue through this transition and the youth which are served through these programs continue to receive these invaluable

opportunities. Staff are currently working through a draft MOU agreement to outline the terms of a supportive nonprofit partnership, in which TOArts would serve as a fiscal receiver for contributed funds through donations and sponsorships for YAE. Further, TOArts would engage independent contractors on YAE's behalf to serve in the creative technical capacities, including but not limited to: Directors, Choreographers, and designers for Lighting, Sound, Set, and Costume.

This agreement would be temporary in nature to allow for CRPD to evaluate the best direction for the long-term success of YAE. The agreement would allow for quarterly check-ins between YAE and TOArts to ensure that the relationship is moving forward smoothly. This action ensures the stability and viability of this important program which serves the community and nurtures the creative spirit of the next generations of arts participants and supporters.

In exchange for these administrative services, TOArts would retain a percentage of the contributions to cover associated costs. Because of the complexities of the arrangement and the impact to City departments currently serving in pro-bono support services to TOArts, an agreement would be executed with approval by staff, the Assistant City Attorney, and the City's Finance Director.





## BOARD MEETINGS, EVENTS AND PROJECTS CALENDAR

Updated 12/4/2021

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### DECEMBER 2021

#### **Board Meeting**

Thursday, December 9, 2021 – 8:00 am; Acorn Room

- Election of Board Vice-Chair and Secretary for two-years terms ending December 31, 2023.

#### **Projects**

- Staff prepares draft of TOArts Operations staff report for January 2022 City Council meeting.

### JANUARY 2022

#### **Board Meeting**

Thursday, January 13, 2022 – 8:00 am; Acorn Room

- Review of TOARTS activities over previous six months.

#### **Projects**

Distribution of TOArts Presents spring program brochure.

### FEBRUARY 2022

#### **Strategic Planning Retreat**

Saturday, February 5, 2022 – 8:00 am; Address TBD

#### **Board Meeting**

Thursday, February 10, 2022 – 8:00 am; Acorn Room

#### **Gratitude Reception**

Wednesday, February 16, 2022 – 5:00pm; Scherr Forum

### MARCH 2022

#### **Board Meeting**

Thursday, March 10, 2022 – 8:00 am; Acorn Room

#### **Ask Event**

TBD

### APRIL 2022

#### **Board Meeting**

Thursday, April 14, 2022 – 8:00 am; Acorn Room

**Ask Event**

TBD

**MAY 2022**

**Board Meeting**

Thursday, May 12, 2022 – 8:00 am; Acorn Room

**JUNE 2022**

**Board Meeting**

Thursday, June 9, 2022 – 8:00 am; Acorn Room

**JULY 2022**

**Board Meeting**

Thursday, July 7, 2022 – 8:00 am; Acorn Room

**AUGUST 2022**

**Board Meeting**

Thursday, August 11, 2022 – 8:00 am; Acorn Room

**SEPTEMBER 2022**

**Board Meeting**

Thursday, September 8, 2022 – 8:00am; Acorn Room

**OCTOBER 2022**

**Board Meeting**

Thursday, October 13, 2022 – 8:00am; Acorn Room

**FUTURE PROJECTS**

Board meets with City consultant regarding TOCAP campus recommendations.

Approve 3-year strategic plan

Approve 3-year development plan