



## REGULAR BOARD MEETING

**Via Video/Teleconference  
Thursday, July 14, 2022 – 8:00 A.M.**

Pursuant to Assembly Bill 361, the July 14, 2022, Regular meeting of the TOArts Board 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 via [electronic comment card](#). 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://us06web.zoom.us/j/8490770722?pwd=SjVldXQ2UzNkQUdPY2Q5QkhtdHJldz09>

or Call: (408) 638-0968

Meeting ID 849 077 0722 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 of regular TOArts Board Meeting on June 9, 2022

### **5) BOARD BUSINESS**

#### **a) FINANCE**

- i) Monthly Financial Update
- ii) Consider adoption of proposed FY2022-23 Operating Budget

#### **b) COMMITTEES**

- i) Arts Education Committee – update
- ii) Nomination Committee – update
- iii) Arts Education Endowment Task Force - update

#### **c) ADMINISTRATION**

- i) Approve temporary modifications to the Brown Act, from July 1, 2022, and extending through August 31, 2022, in accordance with Assembly Bill 361 and Government Code section 54953(e), authorizing remote teleconference meetings of TOArts.
- ii) Discussion on TOArts Board meetings format
  - (a) Virtual vs. in-person

#### **d) DEVELOPMENT**

- i) Development Activities – Update

#### **e) PROGRAMMING**

- i) TOArts Presents ticket sales - Update
- ii) TOArts Presents programming – Update

### **6) BOARD CALENDAR**

a) Additions or revisions to the calendar

### **7) OTHER BUSINESS**

### **8) BOARD MEMBER COMMENTS**

### **9) STAFF COMMENTS**

## **10) REVIEW AGENDA FOR NEXT MEETING – Regular board meeting August 11, 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.



## REGULAR BOARD MEETING

Thursday, June 9, 2022 – 8:00 A.M.  
Thousand Oaks Civic Arts Plaza – Acorn Room  
2100 Thousand Oaks Blvd., Thousand Oaks, California

Pursuant to the Assembly Bill 361 and Government Code section 54953(e), the June 9, 2022, meeting of TOArts was conducted telephonically. TOArts Board Directors were participating telephonically and were not physically present.

### 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.

### ACTION MINUTES

#### 1) CALL TO ORDER: 8:01 AM

**ROLL CALL:** Chair David Mead, Vice-Chair Eloise Cohen, Treasurer Al Lowe, Board Directors John Bradley, and Kyle Rohrbach.

Absent: Secretary Janet Scherr, board members Leanne Neilson and Kathy Jeffers-Volk

Staff present: Jonathan Serret, Niki Richardson, Jaime Boscarino, Caressa Gomez and Patrick Hehir.

#### 2) PUBLIC COMMENTS - None

#### 3) MINUTES

a) Board reviewed the minutes from the May 12<sup>th</sup> regular Board meeting

**MOTION:** Bradley made a motion to approve the minutes of the May 12<sup>th</sup> regular Board meeting, seconded by Lowe; approved 5-0.

#### **4) BOARD BUSINESS**

##### **a) FINANCE**

- i) Monthly Financial Update – Treasurer Lowe provided an overview of monthly financials and current investment positions.

##### **b) COMMITTEES**

- i) Arts Education Committee - Associate Director provided an update of AccessArts grants.
- ii) Nominations Committee – Vice-Chair Cohen provide an update on the Nominations Committee and the Blue-Ribbon Committee process that it will employ to recruit new board members.
- iii) Arts Education Endowment Task Force – no changes or updates since May 12<sup>th</sup> meeting.

##### **c) ADMINISTRATION**

- i) Approve temporary modifications to the Brown Act, retroactive from June 1, 2022, and extending through July 31, 2022, in accordance with Assembly Bill 361 and Government Code section 54953(e), authorizing remote teleconference meetings of TOArts.

**MOTION:** Cohen made a motion to approve temporary modifications to the Brown Act seconded by Rohrbach; approved 5-0.

##### **d) DEVELOPMENT**

- i) Development Activities – Associate Director provided an update on current activities membership events, and arts education programs.

##### **e) PROGRAMMING**

- i) TOArts Presents programming - Executive Director provided an update on TOArts Presents programs.

#### **5) BOARD CALENDAR**

- a) Additions or revisions to the calendar

#### **6) OTHER BUSINESS**

#### **7) BOARD MEMBER COMMENTS**

#### **8) EXECUTIVE DIRECTOR COMMENTS**

#### **9) REVIEW AGENDA FOR NEXT MEETING – Regular board meeting July 14, 2022**

#### **10) ADJOURNMENT - The meeting was adjourned at 8:44 am.**

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 those reasonable arrangements can be made to provide accessibility to the meeting or service.

Thousand Oaks Alliance for Arts			
Draft Cash Budget 2022-23			
			<b>Budget 2021-22</b>
	<b>Revenues</b>		
	Operating Revenue ( <i>see pg. 2</i> )	\$	140,500
	Program Revenue ( <i>see pg. 3</i> )	\$	376,000
	Investment Income - Other		
	Other		
	<b>Total Cash Revenues</b>	<b>\$</b>	<b>516,500</b>
	<i>Pledge Receivables</i>		
	<i>In Kind Revenue</i>		
			<b>Budget 2022-23</b>
	<b>Expenses</b>		
	Operating Expense ( <i>see pg. 2</i> )	\$	307,007
	Program Expense ( <i>see pg. 3</i> )	\$	376,250
	Other		
	<b>Subtotal Expenses</b>	<b>\$</b>	<b>683,257</b>
5920	Community Grants	\$	165,000
	Theater Support	\$	295,000
	<b>Subtotal Support</b>	<b>\$</b>	<b>460,000</b>
	<b>Total Cash Expenses &amp; Support</b>	<b>\$</b>	<b>1,143,257</b>
	<i>In-Kind Expense</i>		
	Investment Withdrawal		
	California Community Foundation	\$	295,000
	Morgan Stanley	\$	250,000
	Carpenter Fund	\$	40,000
	VCCF CAFA	\$	45,000
	<b>Net Cash Profit/(Loss)</b>	<b>\$</b>	<b>3,243</b>
	Note: Estimated Available from Investments 7-1-21		
	Morgan Stanley (5% 12 Q)		
	CCF (Funds above \$4M)		
	Total	\$	-
	Estimated Performance Reserve 6-30-21	\$	500,000

**Thousand Oaks Alliance for the Arts  
Draft Operating Budget  
FY2022-23  
Operating Detail**

	<b>Operating Revenue</b>		<b>Budget 2022-23</b>
	Contributions		\$140,500
	Pledges (Cash Received)		
	<b>Total Operating Revenue</b>		<b>\$140,500</b>
	<b>Operating Expense</b>		
	Salary & Benefits		\$160,000
		Admin Support	\$30,000
		<b>Subtotal</b>	<b>\$190,000</b>
	Contract Services		
	5210	Audit	\$11,700
	5699	Grant Writer	
	5699	DEI	
	5699	Audience Development	on page 1
	5699	Facilitators	\$5,500
	5699	Major Gifts Consultant	\$5,495
	5100	Legal	\$1,000
		<b>Subtotal</b>	<b>\$23,695</b>
	Insurance		
	6312	Liability/Directors/Officers	\$6,250
		<b>Subtotal Insurance</b>	<b>\$6,250</b>
	Operations		
	5220	Bank Fees	\$2,500
	6700/3622	Graphic Design	\$2,500
	6700	Marketing/Branding	\$25,000
	3114	Meeting Supplies	\$1,500
	6600	Membership/Dues/Subscriptions	\$4,661
	6510	Mileage	\$1,000
	3300	Equipment	\$500
	3122	PC Software Licenses	\$1,200
	3620/3611	Printing	\$2,000
	6499	Rent	\$1
	3110	Supplies	\$1,000
	4300	Website Maintenance	\$2,400
	5699	Website Design	\$3,500
		<b>Subtotal</b>	<b>\$47,762</b>
	Education & Training		
	6520	Registration Fees / Travel	\$5,000



**Thousand Oaks Alliance for the Arts  
Draft Operating Budget  
FY2022-23  
Operating Detail**

	6550	Meetings - Staff	\$800	
	6520	Booking Conferences	\$8,500	
		<b>Subtotal</b>	<b>\$14,300</b>	
	Development Activities			
	7899	Donor Cultivation (DNRCUL)	\$3,000	
	3620	Direct Mail (TOMAIL)	\$5,000	
	5920	Nonprofit Sponsorship/Donations	\$3,500	
	7899	Networking (TONTWK)	\$1,500	
	3122	Donor Software	\$6,000	
	6930	Donor Acknowledgement / Benefits	\$6,000	
		<b>Subtotal</b>	<b>\$25,000</b>	
		<b>Total Operating Expense</b>	<b>\$307,007</b>	
		<b>Net Operating Profit/(Loss)</b>	<b>-\$166,507</b>	

**Thousand Oaks Alliance for the Arts  
Operating Budget  
FY2022-23 Program Detail**

	Program Budget						Total Budget	
	TOArts Presents	Concessions	Arts Education	ASK Event	Gratitude	Donor Engagement Events		
Performance - Make Money	225,000						<b>225,000</b>	
Concession Sales - Net		30,000					<b>30,000</b>	
Contributions - Unrestricted			2,500		1,000	2,500	<b>6,000</b>	
Contributions - Restricted			50,000				<b>50,000</b>	
Grants - Restricted			15,000				<b>15,000</b>	
Memberships							-	
SE Ask Contributions				30,000			<b>30,000</b>	
SE Auction							-	
SE Ticket Sales							-	
SE Raffle							-	
SE Sponsorships (TOArts After Dark)	20,000						<b>20,000</b>	
SE Other Revenue							-	
<b>Total Program Revenue</b>	<b>245,000</b>	<b>30,000</b>	<b>67,500</b>	<b>30,000</b>	<b>1,000</b>	<b>2,500</b>	<b>376,000</b>	
Prior Year Actuals				-				
Performance - Lose Money - 5946	185,000						<b>185,000</b>	
Contract Services -			160,000	5,000	4,000		<b>169,000</b>	5946 for virtual field trips, 5920 for arts edu grants, 5699 for other
Community Grants							-	
SE Décor - 892-9240-691-5699					500		<b>500</b>	
SE Food and Beverage = 892-9240-691-3115				4,000	4,500	1,000	<b>9,500</b>	
SE Rentals 892-9240-691-6499					1,500		<b>1,500</b>	
SE Marketing - 892-9230-691-6700			3,500				<b>3,500</b>	
Donor Acknowledgement - 892-9240-691-6930					2,500		<b>2,500</b>	
SE Supplies - 892-9240- 691-3114			1,500	1,000			<b>2,500</b>	
SE Other (software licenses) 892-9230-691-3122			1,000	750		500	<b>2,250</b>	jotforms, visme, airta
<b>Total Program Expense</b>	<b>185,000</b>	<b>-</b>	<b>166,000</b>	<b>10,750</b>	<b>13,000</b>	<b>1,500</b>	<b>376,250</b>	
Prior Year Actuals								
<b>Proposed Budget - Net</b>	<b>60,000</b>	<b>30,000</b>	<b>(98,500)</b>	<b>19,250</b>	<b>(12,000)</b>	<b>1,000</b>	<b>(250)</b>	
Prior Year Actuals								

	2023
Special Event Gifts	\$ 40,000.00
Founders Circle	\$ 12,000.00
Foundation grants	\$ 15,000.00
Tribute/Memoriam	\$ 2,500.00
Direct Mail	\$ 12,000.00
Membership	\$ 5,000.00
Naming Opportunities	\$ 40,000.00
Personal Solicitation	\$ 100,000.00
Online Donations	\$ 15,000.00
Planned Giving	\$ -
TOTAL	\$ 241,500.00



**BOARD MEETINGS, EVENTS AND PROJECTS CALENDAR**

Updated 6/9/2022

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**JULY 2022**

**Board Meeting**

Thursday, July 14, 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

**NOVEMBER 2022**

**Board Meeting**

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

**DECEMBER 2022**

**Board Meeting**

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

**JANUARY 2023**

**Board Meeting**

Thursday, January 12, 2023 – 8:00am; Acorn Room

**FEBRUARY 2023**

**Board Retreat**

Saturday, February 4, 2023 – Venue TBD

**Gratitude Reception**

Date TBD - Scherr Forum

Board Meeting

Thursday, February 9, 2023 – 8:00am; Acorn Room

**MARCH 2023**

Board Meeting

Thursday, March 9, 2023 – 8:00am; Acorn Room

**MARCH 2023**

Board Meeting

Thursday, April 13, 2023 – 8:00am; Acorn Room

**APRIL 2023**

**Board Meeting**

Thursday, May 13, 2023 – 8:00 am; Acorn Room

**MAY 2023**

**Board Meeting**

Thursday, May 11, 2023 – 8:00 am; Acorn Room

Producers Club Luncheon

May 2023 – Los Robles Greens

**JUNE 2023**

**Board Meeting**

Thursday, June 8, 2023 – 8:00 am; Acorn Room

**FUTURE PROJECTS**

Board meets with City consultant regarding TOCAP campus recommendations.