



ACTION MINUTES

THOUSAND OAKS ALLIANCE FOR THE ARTS REGULAR BOARD MEETING

Thursday, June 13, 2019; 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 8:00 am in the Acorn Room.
2. **ROLL CALL:** Present – Chair Leanne Neilson, Vice-Chair Robert Biery, Secretary David Mead and Directors Eloise Cohen, Judith Linton and Janet Scherr; Absent – Treasurer John Bradley. Staff Present: Jaime Boscarino, Patrick Hehir, Carrie Matson, Barry McComb, Niki Richardson, James Russell-Field and Jonathan Serret.

3. **PUBLIC COMMENTS** - None

City's Finance Director introduced Carrie Matson as the new Deputy Finance Director.

4. **MINUTES** – Board reviewed the minutes from the May 9, 2019 regular Board meeting.

MOTION: Biery made a motion to approve the minutes of the May 9, 2019 TOARTS regular Board meeting; seconded by Linton; approved 5-0.

5. **BOARD BUSINESS**

Neilson announced that item 5.E.I.e. would be moved to the first item to be addressed on the agenda.

E. PROGRAMMING

- I. CAP Presents Programming
 - e. Jackie Evancho Concert – Executive Director provided the Board with an update regarding the terms of the collaboration between TOARTS and the Conejo Schools Foundation for Jackie Evancho's October 6, 2019 concert with the student Conejo Arts Pops Orchestra. The Board was presented with five scenarios to move forward with the presentation of concert.

MOTION: Biery made a motion to dissolve the collaboration between TOARTS and the Conejo Schools Foundation for the Jackie Evancho concert; seconded by Linton; approved 5-0, 1 abstention.

MOTION: Mead made a motion to direct the Executive Director to explore hiring a different orchestra for the performance or to renegotiate the artist agreement for Jackie Evancho to perform with her band configuration and to authorize the Executive Director to select and execute an agreement for the option that presents the least financial risk for TOARTS; seconded by Biery; approved 6-0.

A. COMMITTEES

- I. **Ad Hoc Arts Education Committee** – Linton reported that the Committee has reviewed the Board’s adopted funding priorities for arts education programming and is now working on developing a mission/purpose statement to guide future arts education initiatives.
- II. **Ad Hoc History Wall Committee** – Cohen reported that the Committee is working with the design consultant on the layout of content for the history wall.
- III. **Ad Hoc Marketing Committee** – Marketing Director reported the Committee reviewed a number of new logo designs and narrowed the options down to two logos for the Board to review and approve.

MOTION: Scherr made a motion to adopt the TOARTS logo design #2; seconded by Biery; approved 6-0.

- IV. **Ad Hoc Theatre Performance Grants Committee** – Mead provided an overview of the Committee’s review of grant applications for FY 2019-20.

MOTION: Mead made a motion to approve the Theatre Performance Grants funding recommendations for FY 2019-20; seconded by Biery; approved 6-0.

B. CONCESSIONS

- I. **Concessions Agreement with City of Thousand Oaks** –Executive Director reported that all of the Board’s recommended revisions had been incorporated into the revised agreement. He also stated that TOARTS is currently in compliance with the concession operational responsibilities required by the agreement.

MOTION: Biery made a motion to approve the Concessions Services Agreement between TOARTS and the City of Thousands for a two-year term running through June 30, 2021; seconded by Mead; approved 6-0.

C. DEVELOPMENT

- I. **Development Activities** – Development Director provided an update on planning for the 25th anniversary celebration including the sale of sponsorships and branding for the dinner event and concert with Vanessa Williams. She also discussed the donation of artwork currently owned by TOARTS to other appropriate nonprofit organizations.
- II. **Autograph Wall Naming Rights** – Development Director announced that a donor has committed to purchasing naming rights of the Artist Autograph Wall for a period of 10 years.
- III. **Donor Management Software** – Development Director is exploring options for a new more robust donor relationship management software. Money is included in the FY 2019-20 operating budget for the software license fee.

D. FINANCE

- I. **Monthly Financial Update** – Board was provided with a copy of the monthly financial report ending May 31. Mead provided an update on the balance of the investment accounts.
- II. **Review of Draft FY 2019-20 Operations Budget** – Board was provided with a copy of the proposed FY 2019-20 operations budget for their review. The budget will be presented to the Board for approval at the July meeting.

E. PROGRAMMING

- II. **CAP Presents Programming**
 - a. **FY 2018-19 ticket sales** – Board was provided with an update on ticket sales.
 - b. **FY 2019-20 Ticket Sales** – Board was provided with an update on ticket sales.
 - c. **CAP Presents programming brochure** – Board was provided with a copy of the new season program brochure.
 - d. **Review future CAP Presents programming** – Board was provided with an update on outstanding artist offers and ongoing discussions regarding additional artists and attractions.

6. **BOARD CALENDAR** – No additions to the calendar

7. **OTHER BUSINESS** – None

8. EXECUTIVE DIRECTOR COMMENTS

- a. **National Endowment for the Arts Grant** – Submission of the grant application has been delayed until the 2020 grant cycle with a submission deadline of August 2020.

- b. **Select date for September Board Planning Retreat** – Board discussed a number of dates for the annual planning retreat and decided to hold the special meeting in November after the 25th anniversary celebration. An item will be placed on the July meeting agenda to finalize a date for the retreat.
- c. **Review FY 2018-19 Work Plan** – The Executive Director reviewed the status of the work plan tasks.

9. BOARD MEMBER COMMENTS – None

10. AGENDA FOR NEXT MEETING – No additions.

11. ADJOURNMENT – The meeting was adjourned at 9:28 a.m. until 8:00 a.m. on Thursday, July 11, 2019 in the Acorn Room.