



**THOUSAND OAKS ALLIANCE FOR THE ARTS
ANNUAL BOARD MEETING
Thursday, January 14, 2021; 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 January 14, 2021, 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, January 14, 2021 – 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

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 December 10, 2020 regular Board meeting.
- 5. BOARD BUSINESS**
 - A. REORGANIZATION**
 - I. Recognition of outgoing Chair
 - II. Delegation of Authority –
 - a. Approve changes to authorities
 - B. FINANCE**
 - I. Monthly Financial Update

C. COMMITTEES

- I. Ad Hoc Diversity, Equity, and Inclusion Task Force
 - a. Approve Draft DEI Statement
- II. Dr. Raymond Olson Grants Performance Grants Committee
- III. Arts Education Committee
 - a. Authorize budget expenditure, not-to-exceed \$12,000, for a virtual field trip program

D. DEVELOPMENT

- I. Development Activities – Update
- II. Virtual Field Trips (Kids and the Arts)

E. PROGRAMMING

- I. TOArts Presents programming – Update
- II. TOArts Presents Road Show- Update

6. BOARD CALENDAR

- A. Additions or revisions to the calendar

7. OTHER BUSINESS

8. BOARD MEMBER COMMENTS

9. EXECUTIVE DIRECTOR COMMENTS

10. REVIEW AGENDA FOR NEXT MEETING - Regular Meeting February 11, 2021 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
ANNUAL BOARD MEETING**

Thursday, December 10, 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 December 10, 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 8:01 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. New Directors: Kathy Jeffers-Volk and Kyle Rohrbach attended and participated, unofficially (non-voting). Staff Present: Jaime Boscarino, Blanca Gomez, Patrick Hehir, Niki Richardson, and Jonathan Serret.
3. **PUBLIC COMMENTS** - None
4. **MINUTES** – Board reviewed the minutes from the November 12, 2020 Regular Board meeting
MOTION: Bradley made a motion to approve the minutes of the November 12, 2020 Regular Board meeting, seconded by Cohen; approved 6-0.
5. **BOARD BUSINESS**
 - A. **COMMITTEES**
 - I. **Ad Hoc Nominating Committee** – The nominating committee discussed the open officer positions with the terms for Chair and Treasurer concluding on December 31, 2020.
MOTION: Bradley made a motion to elect David Mead to the office of Chair and to elect Al Lowe to the office of Treasurer, effective January 1, 2021, seconded by Cohen; approved 6-0. With this action, the office of Vice-Chair will be vacated effective December 31, 2020.
MOTION: Mead made a motion to elect Eloise Cohen to the office of Vice-Chair, effective January 1, 2021 for the remainder of the term expiring December 31, 2021, seconded by Bradley; approved 6-0. With this action the office of Secretary will be vacated December 31, 2020.

MOTION: Cohen made a motion to elect Janet Scherr to the office of Secretary, effective January 1, 2020 for the remainder of the term expiring December 31, 2021, seconded by Mead; approved 6-0.

B. FINANCE

- I. Monthly Financial Update – Treasurer Bradley provided an overview of the monthly financial reports. Director Lowe has asked to revisit the budget and prepare mid-year projections.

C. DEVELOPMENT

- I. Development Director provided an update of ongoing development activities, the ongoing *AccessArts* program with CVUSD, and the possibility of presenting virtual field trips in lieu of the traditional Kids and the Arts program. No action taken.

D. PROGRAMMING

- I. Executive Director provided an update on TOArts Presents programming for FY 2020-21 and FY 2021-22.
- II. Acting Executive Director provided an overview of the TOArts Presents “Road Show” and future programs planned for drive-ins.

6. BOARD CALENDAR –

- A. Additions or revisions to the calendar – None**

7. OTHER BUSINESS – No Action Taken

8. BOARD MEMBER COMMENTS – Comments from Directors and outgoing officers. No action.

9. EXECUTIVE DIRECTOR COMMENTS – Executive Director commented on good governance resulting from steady leadership and offered thanks to outgoing Chair Neilson and outgoing Treasurer Bradley.

10. AGENDA FOR NEXT MEETING – Recognition of outgoing Chair Neilson.

11. ADJOURNMENT – The meeting was adjourned at 8:53am in memory of Marilyn (Lynn) Hogan to the next regularly scheduled Board Meeting at 8:00am on January 14, 2021.



2100 E Thousand Oaks Blvd
Thousand Oaks, CA 91362

p 805-449-2590
f 805-449-2750

artsinfo@toarts.org
toarts.org

f i
@ThousandOaksArts

TO: TOArts Board
FROM: Niki Richardson
DATE: January 14, 2021
SUBJECT: Authorize Development Director to develop Virtual Field Trip program with a budget not to exceed \$12,000 for the remainder of FY2021.

BACKGROUND:

TOArts has been unable to present shows to kids since March 2020 as a result of COVID-19. Kids and the Arts is a big part of our mission to enrich lives and strengthen 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. In November we sent out a survey to all our schools and districts in Ventura County to determine interest in the concept of Virtual Field Trips. Within an hour of sending out the survey, we had over 30 schools commit well over 6,000 students expressing gratitude and strong interest in participating.

Here are some comments we received:

- *Thank you for the offer, our students crave new forms of educational activities during blended learning.*
- *Thank you!!! We have missed our field trips*
- *We would love to bring this fabulous opportunity to our students*
- *It would be great for the kids to see a short ballet, a dramatization of a short story, or an example of traditional dance, music and/or entertainment of various cultures. These are examples of the arts and culture experiences my students would most benefit from. Please focus on the arts and skip the rest.*
- *Thank you! This would be amazing!*

The beauty of virtual field trips is that there are no geographic boundaries, and this can be offered to schools at the edges of our county or even beyond Ventura County.

RECOMMENDATION: To permit Development Director to build out a program of Virtual Field Trips for the duration of this fiscal year and beyond.

BUDGET: Not to exceed \$12,000 for the duration of FY2020-21



BOARD MEETINGS, EVENTS AND PROJECTS CALENDAR

Updated 1/8/2021

JANUARY 2021

Board Meeting

Thursday, January 14, 2021 – 8:00 am; Zoom

FEBRUARY 2021

Board Meeting

Thursday, February 11, 2021 – 8:00 am; Zoom

- Review of TOArts activities over previous six months.

Gratitude Reception

Wednesday, February 17, 2021; Scherr Forum Theatre (Tentative)

MARCH 2021

Board Meeting

Thursday, March 11, 2021 – 8:00 am; Zoom

Advisory Council Meeting (tentative)

TBD

ASK Event

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

APRIL 2021

Board Meeting

Thursday, April 8, 2021 – 8:00 am; Zoom

MAY 2021

Board Meeting

Thursday, May 13, 2021 – 8:00 am; Zoom

Projects

- Prepare draft operating budget for FY 2021-22.

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.

JULY 2021

Board Meeting

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

- Review of TOARTS activities over previous six months.

AUGUST 2021

Board Meeting

Thursday, August 12, 2021 – 8:00 am; Acorn Room

SEPTEMBER 2021

Board Meeting

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

Annual Board Retreat

TBD

Prepare formal 3-year strategic plan.

Advisory Council Meeting

TBD

OCTOBER 2021

Board Meeting

Thursday, October 14, 2021 – 8:00 am; Acorn Room

NOVEMBER 2021

Board Meeting

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

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 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.

FUTURE PROJECTS

Board meets with City consultant regarding TOCAP campus recommendations.

Approve 3-year strategic plan

Approve 3-year development plan