



**THOUSAND OAKS ALLIANCE FOR THE ARTS
ANNUAL BOARD MEETING
Thursday, February 11, 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 February 11, 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, February 11, 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 January 14, 2021 regular Board meeting.
- 5. BOARD BUSINESS**
 - A. SIX-MONTH REVIEW (July – December)**
 - B. FINANCE**
 - I. Monthly Financial Update
 - C. ARTS EDUCATION**
 - I. AccessArts
 - II. Virtually Kids and the Arts

D. COMMITTEES

- I. Ad Hoc Diversity, Equity, and Inclusion Task Force
- II. Dr. Raymond Olson Grants Performance Grants Committee
- III. Arts Education Committee

E. DEVELOPMENT

- I. Development Activities – Update

F. 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 March 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, January 14, 2021; 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 January 14, 2021, 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 David Mead, Vice Chair Eloise Cohen, Treasurer Al Lowe, Secretary Janet Scherr and Directors John Bradley, Kathy Jeffers-Volk, Leanne Neilson, and Kyle Rohrbach. Staff Present: Jaime Boscarino, Tracy Friedl, Blanca Gomez, Niki Richardson, and Jonathan Serret. Former Executive Director Barry McComb was also in attendance to offer comments on agenda item # 5.A.I.
3. **PUBLIC COMMENTS** - None
4. **MINUTES** – Board reviewed the minutes from the December 10, 2020 Annual Board meeting
MOTION: Jeffers-Volk made a motion to approve the minutes of the December 10, 2020 Annual Board meeting, seconded by Scherr; approved 8-0.
5. **BOARD BUSINESS**
 - A. **REORGANIZATION**
 - I. Recognition of outgoing Chair – Leanne Neilson was recognized for her leadership of TOArts as the inaugural Board Chair from 2017-2020. Comments were shared by Former Executive Director Barry McComb, Chair Mead, staff and TOArts Board. Neilson was presented with a token of appreciation and staff unveiled the perpetual plaque which will recognize all TOArts Chairs for their tenure and will reside in the BAPAC administrative office.
 - II. Delegation of Authority – Discussion on the delegation of authority and execution of instruments (as outlined in TOArts’ amended bylaws). Authorities and signatories will be updated to reflect the changes in TOArts officers. John Bradley will assist Treasurer Lowe with coming up to speed on finances and investments.

MOTION: Mead made a motion to continue accesses, without signatory or transfer authority, for John Bradley as he assists in the transition of Treasurer through March 31, 2021, seconded by Jeffers-Volk; approved 8-0.

B. FINANCE

- I. Monthly Financial Update – Treasurer Lowe provided an overview of the monthly financial reports, investment positions, and mid-year projections of the current adopted operating budget.

C. COMMITTEES

- I. Ad Hoc Diversity, Equity, and Inclusion (DEI) Task Force – Neilson provided an update on the task force and explained the need to adopt a DEI statement to reinforce TOArts’ commitment moving forward.

MOTION: The committee made a motion to adopt the following TOArts Commitment to Diversity, Equity, and Inclusion:

TOArts: Where the Arts Thrive for All

TOArts enriches lives and strengthens the fabric of the community through arts education and the presentation and support of visual and performing arts.

Ventura County is home to one of the nation’s most diverse populations. TOArts is committed to ensuring that our audiences and performers alike in our community experience a sense of belonging, connection, and happiness through the arts, inclusive of diverse factors such as race, ethnicity, gender, sexual orientation, socioeconomic status, ability, or other individual identities.

We recognize that people of color and other communities have been historically marginalized and excluded. We are dedicated to ensuring the equity and the diversity of voices represented in all TOArts programs and initiatives

To realize our mission, TOArts is committed to integrating equity into the fabric of arts education, programming, and the presentation of performing and visual arts in pursuit of a place Where the Arts Thrive for All.

seconded by Scherr; approved 8-0

- II. Dr. Raymond M. Olson Performance Grants Committee – Staff gave an update on distribution of remaining funds from the 2019-20 grants, including use for continued theatre use by Resident Companies, and matching grants to assist grantees with membership to the Center for Nonprofit Leadership.

- III. Arts Education Committee – Development Director provided an update on the current state of TOArts arts education through *AccessArts* and the interest in presenting virtual field trips in-lieu of in-person *Kids and the Arts* offerings at BAPAC. **MOTION:** Bradley made a motion to approve a budget expenditure, not-to-exceed \$12,000, for a virtual field trip program to be organized by Development Director, seconded by Neilson; approved 8-0.

D. DEVELOPMENT

- I. Development Activities – Development Director provided an update on current activities, a virtual gratitude reception in February, and year-to-date contributions.

E. PROGRAMMING

- I. TOArts Presents programming – Executive Director provided an update on TOArts Presents programs scheduled for FY 2020-21 and FY 2021-22.
- II. TOArts Road Show programming – Executive Director provided an overview of the previous drive-in performances and discussed events and opportunities moving forward through the Spring.

Discussion was held regarding the diversity of offerings as TOArts commits to the statement on DEI. As in the past, a commitment of dollars may be required to present items with financial risk for the purpose of growing the audience base and being more representative of the community.

6. BOARD CALENDAR –

- A. Additions or revisions to the calendar** – Virtual gratitude reception – February 10th; 5:30pm. Strategic planning session to be scheduled as potential facilitator(s) are identified.

7. OTHER BUSINESS – No Action Taken

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

9. EXECUTIVE DIRECTOR COMMENTS – No Action

10. AGENDA FOR NEXT MEETING –

11. ADJOURNMENT – The meeting was adjourned at 9:33am to the next regular Board meeting on Thursday, February 11, 2021 at 8:00am.



Updated 2/5/2021

FEBRUARY 2021

Board Meeting

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

- Review of TOArts activities over previous six months.

Virtual Field Trip – National Geographic Live

Tuesday, February 9, 2021 – 10:00 am

Virtual Gratitude Reception

Wednesday, February 24, 2021; Zoom – 5:30 pm

Virtual National Geographic Live –

Reimagining Dinosaurs – February 24, 2021; 7:00 pm

MARCH 2021

Board Meeting

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

ASK Event

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

Virtual National Geographic Live –

Feats of Filmmaking – March 17, 2021; 7:00 pm

APRIL 2021

Board Meeting

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

Virtual National Geographic Live –

Women and Migration – April 14, 2021; 7:00 pm

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 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 CAP Presents spring program brochure.

FEBRUARY 2022

Board Meeting

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

Gratitude Reception

TBD

FUTURE PROJECTS

Board meets with City consultant regarding TOCAP campus recommendations.

Approve 3-year strategic plan

Approve 3-year development plan