

**THOUSAND OAKS ALLIANCE FOR THE ARTS  
ANNUAL BOARD MEETING  
Thursday, April 8, 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 April 8, 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](mailto: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](mailto: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](http://www.toarts.org).



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

Thursday, April 8, 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 March 11, 2021 regular Board meeting.
- 5. BOARD BUSINESS**
  - A. FINANCE**
    - I. Monthly Financial Update
  - B. ARTS EDUCATION**
    - I. AccessArts
    - II. Virtually Kids and the Arts

**C. COMMITTEES**

- I. Ad Hoc Diversity, Equity, and Inclusion Task Force - Update
  - a. Approve expenditure, not-to-exceed \$7,500, and authorize Executive Director to execute an agreement with Equity Praxis Group, for Diversity, Equity, and Inclusion (DEI) consultation, as outlined in committee report and proposal.

**D. DEVELOPMENT**

- I. Development Activities – Update
- II. Sponsorship of City of Thousand Oaks Pop-Up Arts and Music Festival
  - a. Approve expenditure, not-to-exceed \$11,500, and authorize Executive Director to apply TOArts sponsorship to the festival in support of media/marketing efforts, community engagement, and presentation of an act which aligns with TOArts’ commitment to DEI.

**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 May 13, 2021 at 8:00 a.m.

**11. ADJOURNMENT** – In memory of Joseph (Joe) Paulucci

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  
ANNUAL BOARD MEETING**

Thursday, March 11, 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 March 11, 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, Blanca Gomez, Patrick Hehir, Niki Richardson, and Jonathan Serret.  
Public attendees: Isabella Fawaz – Nonprofit Management Student, Pepperdine University
3. **PUBLIC COMMENTS** - None
4. **MINUTES** – Board reviewed the minutes from the February 11, 2021 regular Board meeting  
**MOTION:** Jeffers-Volk made a motion to approve the minutes of the February 11, 2021 regular Board meeting, seconded by Scherr; approved 8-0.
5. **BOARD BUSINESS**
  - A. **FINANCE**
    - I. Monthly Financial Update – Treasurer Lowe provided an overview of the monthly financial reports and current investment positions. Lowe and Bradley are currently working with staff and consultant to review the draft 2019-20 audit.
  - B. **ARTS EDUCATION**
    - I. *AccessArts* – Development Director provided update on Arts Education programs.
    - II. Virtually Kids and the Arts – Development Director provided an update on virtual field trips being offered to students. Recently added virtual field trip content includes: Nat Geo Live – Reimagining Dinosaurs, Sonia de los Santos, and Hippet Ballerinas.

**C. COMMITTEES**

- I. Ad Hoc Diversity, Equity, and Inclusion (DEI) Task Force – Neilson provided an update on the task force and indicated that they will be setting up a meeting with a DEI Consultant to engage in TOArts’ strategic planning.

**D. DEVELOPMENT**

- I. Development Activities – Development Director provided an update on current activities and year-to-date contributions in relation to TOArts’ fundraising goals.

**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.

**F. MEETING SCHEDULE AND REPORTS**

- I. Discussion regarding the frequency of TOArts Board meetings and report updates  
No action taken. Board Chair and Executive Director will continue to evaluate the need for each monthly meetings.

**6. BOARD CALENDAR –**

- A. Additions or revisions to the calendar – No Action**

**7. OTHER BUSINESS –** A request was made to invite CVUSD President Cindy Goldberg to the April TOArts meeting to discuss current arts education programs and efforts.

**8. BOARD MEMBER COMMENTS –** Cohen reported that Joe Paulucci, Founder of PTS Furniture and a TOArts Founder, recently passed away; she suggested a condolence card be sent to the Paulucci family and adjournment be held in his memory in April.

**9. EXECUTIVE DIRECTOR COMMENTS –** Executive Director discussed salary and benefits with the Board in advance of drafting the 2021-22 TOArts Operating Budget.

**10. AGENDA FOR NEXT MEETING –**

**11. ADJOURNMENT –** The meeting was adjourned at 9:35am to the next regular Board meeting on Thursday, April 8, 2021 at 8:00am.



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**TO:** TOArts Board

**FROM:** DEI Task Force

**PREPARED BY:** Niki Richardson, Development Director

**DATE:** April 8, 2021

**SUBJECT:** Engage Equity Praxis Group (EPG) to help TOArts engage in meaningful and productive conversations around Diversity, Equity, and Inclusion to strengthen TOArts' vision to support a community "*Where the Arts Thrive for All.*"

**BACKGROUND:**

The TOArts Board recognizes the need for diverse audiences, performers, and board participation to support the mission of the organization. In doing so, the Board has created an ad hoc Diversity, Equity, and Inclusion (DEI) task force to examine meaningful opportunities to expand the reach of TOArts as we work to fulfill our Vision, "*Where the Arts Thrive for All.*" DEI will be a significant element of the TOArts strategic planning process. To this end, the task force created a statement of commitment which was adopted by the Board in December 2020. The next step in this process now requires working with a DEI consultant to help us bring our commitment alive.

Specifically, some aspects of this work will include:

- Developing a common, shared language around DEI topics (EPG recommends this portion of the training be open to City of Thousand Oaks and Bank of America Performing Arts Center personnel. This will create a shared foundation for all relevant stakeholders, helping them understand the larger initiative, why it is important, and how they can contribute to its success through their roles.)
- Diversity, Inclusion, and Board Fundamentals – Implications and Benefits of Diversity and Inclusion for Basic Board Duties (e.g., Fund Development, Service Delivery, PR, Marketing, Staff Recruitment & Retention, etc.)
- Assessing Board Readiness: Is Your Board Ready for Diversity?
- Launching and Maintaining a Successful Board Diversity Initiative
- Identifying Potential Obstacles and Solutions to Diversity and Inclusion
- How Do Racism and Other Forms of Structural Inequality (Classism, Sexism, Ageism, Heterosexism, Ableism, Genderism, etc.) Undermine a Board's and Organization's Ability to Achieve Inclusion Goals and their Mission?

- Adopting strategic DEI goals and next steps for action

**RECOMMENDATION:** To contract with Equity Praxis Group to help TOArts articulate its commitment to DEI and develop strategy DEI goals to strengthen our vision to support a community “*Where the Arts Thrive for All.*”

**BUDGET:** Not to exceed \$7,500



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**TO:** TOArts Board

**FROM:** Niki Richardson, Development Director

**DATE:** April 8, 2021

**SUBJECT:** Partner with the City of Thousand Oaks Cultural Affairs Department as a Sponsor for Pop-Up Arts and Music Festival (PAMF)

**BACKGROUND:**

People are desperate for live performances. This is the longest time that the Bank of America Performing Arts Center has been shuttered and we still don't have a clear idea as to when we can bring people back indoors for live theatre. Given that the County seems to be reopening gradually and that we have clear guidance for Live Outdoor Performances, we believe that PAMF will be a high-demand activity this year. This allows people to simply walk out their doors with picnic chairs and their own snacks and be uplifted and entertained after a year of being subjected to lock down, on and off. This year's PAMF will be presented over 3 weekends in June for a total of 8 performances at 8 different parks in the Conejo Valley. Once again, the festival will include 5 Star Theatricals, New West Symphony and others from our community and beyond to present world-class entertainment at a park near you.

TOArts has sponsored PAMF in the past which has helped get our name out into the community. This year, the sponsorship can go specifically toward 3 things:

1. Present a recognizable, culturally diverse artist (reinforcing our commitment to DEI)
2. Be a media sponsor and work with Consortium Media to get the word out on social media for a bigger draw.
3. Provide TOArts branded merchandise to further reinforce our presence as a presenter/partner of the arts in our community.

**RECOMMENDATION:** To authorize Executive Director to apply TOArts sponsorship of PAMF in above mentioned areas to reinforce our vision of a community "*Where the Arts Thrive for All.*"

**BUDGET:** Not to exceed \$11,500



Updated 4/2/2021

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**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

**March 2022**

**Board Meeting**

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

**Ask Event**

TBD

**FUTURE PROJECTS**

Board meets with City consultant regarding TOCAP campus recommendations.

Approve 3-year strategic plan

Approve 3-year development plan