



**THOUSAND OAKS ALLIANCE FOR THE ARTS
ANNUAL BOARD MEETING
Thursday, June 10, 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 June 10, 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, June 10, 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 May 13, 2021 regular Board meeting.
- 5. BOARD BUSINESS**
 - A. FINANCE**
 - I. Monthly Financial Update
 - B. COMMITTEES**
 - I. Ad Hoc Diversity, Equity, and Inclusion Task Force - Update
 - II. Arts Education Committee – Discuss arts education grants for FY2021-22

- a. Authorize expenditure not-to-exceed \$25,000 for *AccessArts* grants to be included in the upcoming 2021-22 TOArts' program budget and authorize Arts Education Committee and Associate Director to develop the program framework and process.

C. DEVELOPMENT

- I. Development Activities – Update

D. PROGRAMMING

- I. TOArts Presents programming – 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** – Cancel regular meeting July 8, 2021 and schedule Special Meeting to consider adoption of the TOArts 2021-22 Operating Budget

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
REGULAR BOARD MEETING**

Thursday, May 13, 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 May 13, 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 8:02 am.
2. **ROLL CALL:** Present – Chair David Mead, Vice Chair Eloise Cohen, Treasurer Al Lowe, Secretary Janet Scherr and Directors Kathy Jeffers-Volk, Leanne Neilson, and Kyle Rohrbach. Director John Bradley was absent. Staff Present: Jaime Boscarino, Patrick Hehir, Niki Richardson, and Jonathan Serret.
3. **PUBLIC COMMENTS** - None
4. **MINUTES** – Board reviewed the minutes from the April 8, 2021 regular Board meeting
MOTION: Neilson made a motion to approve the minutes of the April 8, 2021 regular Board meeting, seconded by Cohen; approved 7-0.
5. **SPECIAL PRESENTATION:** - None
6. **BOARD BUSINESS**
 - A. **FINANCE**
 - I. Review of FY2019-20 Annual Audit –
 - a. Kim Manning of LSL (Lance, Soll and Lunghard) CPA’s presented the Annual TOArts audit for FY2019-20.
MOTION: Lowe made a motion to accept and file the FY2019-20 Annual Audit as presented, seconded by Cohen; approved 7-0.
 - II. Monthly Financial Update – Lowe provided an overview of monthly financials and current investment positions.

B. ADMINISTRATION

- I. Amend Delegation of Authority – Executive Director presented a proposed amendment to the adopted TOArts’ Delegation of Authority to grant the Associate Director authority to authorize expenditures up to \$3,000 within the adopted budget. Additionally, Executive Director announced the promotion of Niki Richardson from Development Director to Associate Director.

MOTION: Mead made motion to amend the TOArts Delegation of Authority to grant the Associate Director authority to approve expenditures up to \$3,000, seconded by Jeffers-Volk; approved 7-0.

C. COMMITTEES

- I. Ad Hoc Diversity, Equity, and Inclusion (DEI) Task Force – Neilson provided an update on the task force. The initial meeting with Equity Praxis Group is scheduled for July 7, 2021.

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 scheduled for FY 2020-21 and FY 2021-22, including the outdoor *Scenes at the Greens* events at Los Robles Greens and TOArts’ contribution to support the City’s third-annual Pop-Up Arts & Music Festival.

7. BOARD CALENDAR –

- A. Additions or revisions to the calendar –** Add July 7th DEI meeting.

8. OTHER BUSINESS –

9. BOARD MEMBER COMMENTS –

10. EXECUTIVE DIRECTOR COMMENTS – Executive Director discussed norms relating to Board business and reminded Directors that they should only speak for themselves, unless authorized on behalf of the Board, and not speak for one another. Executive Director also described the City’s DIBs (Diversity, Inclusion and Belonging) focus and how it correlated to the TOArts DEI work.

11. AGENDA FOR NEXT MEETING –

12. ADJOURNMENT – The meeting was adjourned at 9:19am to the next regular Board meeting on Thursday, May 13, 2021 at 8:00am.



TO: TOArts Board
FROM: Arts Education Committee
DATE: June 10, 2021
SUBJECT: AccessArts Grant Program

BACKGROUND:

In 2020 CreativityWorks was retained by TOArts with a scope of work to assist in the creation of a robust arts education program and a grant application process to apply elementary school sites to apply for arts education grants to further Visual and Performing Arts Standards in curriculum for transitional kindergarten through 5th grade students. This was done with a vision to foster a culture of arts appreciation and a passion for the arts in the next generation of theatregoers.

After significant research as well as many thoughtful discussions with CVUSD administrators and educators, with the help of CreativityWorks, the Arts Education Committee has created the following recommendation for AccessArts in 2021-22.

Launch a Grant Program to support arts education in elementary school curriculum for schools in Ventura County. Any school site, classroom teacher or district in Ventura County can apply for 3 types of grants:

- **Classroom Activity** – *Funding for arts education projects that will be implemented within the current school year. Examples include but are not limited to: curriculum purchases, teaching artist expenses, lesson supplies, remote arts education costs, etc.*
- **Teacher Innovation** – *Funding for costs associated with teacher innovation. Examples include but are not limited to: professional development opportunities, collaborations, integrating arts education learning standards with other subject area learning, creating new teaching approaches, etc.*
- **Arts Education Investment** – *Funding for costs associated with longer term investments in arts education infrastructure. Examples include but are not limited to equipment purchases, facility renovations or upgrades, curriculum development, seed money for arts education staffing, etc.*

RECOMMENDATION: Authorize Associate Director to work with Arts Education Committee to launch AccessArts Grant Program for elementary schools to apply for arts education funding for the 2021-22 school year.

BUDGET: \$25,000



BOARD MEETINGS, EVENTS AND PROJECTS CALENDAR

Updated 6/4/2021

JUNE 2021

Board Meeting

Thursday, June 10, 2021 – 8:00 am; Zoom

Projects

- Staff prepares draft of TOARTS Operations staff report for July 2021 City Council meeting.

Events

- Craig Shoemaker; June 10, 2021 – 7:30pm

JULY 2021

Board Meeting

Thursday, July 8, 2021 – 8:00 am; RESCHEDULE

- Consider adoption of FY2021-22 Operating Budget

Events

- Wednesday, July 7, 2021 – 8:30am; DEI Introduction and Workshop with Equity Praxis Group via Zoom – **Notice meeting as a Special Meeting DEI workshop.**
- Thursday, July 8, 2021 – 8:30am; Cultural Affairs Department and BAPAC staff reorientation and Guest Experience training

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

April 2022

Board Meeting

Thursday, April 14, 2022 – 8:00 am; Acorn Room

Ask Event

TBD

May 2022

Board Meeting

Thursday, May 12, 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