



**THOUSAND OAKS ALLIANCE FOR THE ARTS
SPECIAL BOARD MEETING
Friday, July 16, 2021; 8:00am
Teleconference/Video Conference**

Pursuant to the Governor's Executive Order N-29-20, the July 16, 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 jserret@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 jserret@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
SPECIAL BOARD MEETING**

Friday, July 16, 2021 – 8:00 A.M.
Thousand Oaks Civic Arts Plaza – Acorn Room
2100 Thousand Oaks Blvd., Thousand Oaks, California

Public advisory: 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 June 10, 2021 regular Board meeting.
 - B. Approve minutes from the July 7, 2021 special Board Meeting.
- 5. BOARD BUSINESS**
 - A. FINANCE**
 - I. Monthly Financial Update
 - II. Consider adoption of FY 2021-22 TOArts Operating Budget
 - III. Authorize Treasurer to execute agreement for external auditing services for the preparation of the FY 2020-21 annual audit
 - B. COMMITTEES**
 - I. Ad Hoc Diversity, Equity, and Inclusion Task Force - Update

- II. Arts Education Committee –
 - a. Authorize the proposed *AccessArts* grants framework and an expenditure not-to-exceed \$50,000.

- 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 – Thursday, August 12, 2021**

- 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, June 10, 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 June 10, 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 John Bradley, Kathy Jeffers-Volk, Leanne Neilson, and Kyle Rohrbach. Staff Present: Jaime Boscarino, Tracy Friedl, Blanca Gomez, Niki Richardson, and Jonathan Serret.
3. **PUBLIC COMMENTS** - None
4. **MINUTES** – Board reviewed the minutes from the May 13, 2021 regular Board meeting
MOTION: Jeffers-Volk made a motion to approve the minutes of the May 13, 2021 regular Board meeting, seconded by Cohen; approved 8-0.
5. **SPECIAL PRESENTATIONS:** - Paul Graham provided a report from the Thousand Oaks Philharmonic on the organization status and future plans. Kirsten Walker and Sonia Wilson provided a report from the Conejo Valley Unified School District’s (CVUSD) *Focus on the Arts* program and how the funding support through TOArts’ *AccessArt* impacted the arts education efforts for CVUSD elementary students during the previous school year.
6. **BOARD BUSINESS**
 - A. **FINANCE**
 - I. Monthly Financial Update – Treasurer Lowe provided an overview of monthly financials and current investment positions.

B. COMMITTEES

- I. Ad Hoc Diversity, Equity, and Inclusion (DEI) Task Force – Neilson provided a reminder for the upcoming DEI workshop with Equity Praxis Group on July 7th, which will be conducted via Zoom.
- II. Arts Education Committee – Associate Director provided an update on the Arts Education focus post-pandemic, with a grant-style program to be offered for elementary schools through Ventura County.
 - a. The Board provided a consensus of approval for the program in concept, but with a proposed increase to the allocated funding to \$50,000. The Board asked for more specific guidelines and criteria to be brought for consideration at an upcoming Board meeting.

C. DEVELOPMENT

- I. Development Activities – Associate Director provided an update on current activities membership events, and arts education programs.

D. PROGRAMMING

- I. TOArts Presents programming – Executive Director provided an update on TOArts Presents programs scheduled at Los Robles Greens and for FY 2021-22.

7. BOARD CALENDAR –

- A. Additions or revisions to the calendar –**

8. OTHER BUSINESS –

9. BOARD MEMBER COMMENTS –

10. EXECUTIVE DIRECTOR COMMENTS – Executive Director discussed the concessions program restarting in advance of live performances and the upcoming re-orientation and Guest Experience training for theatre staff and volunteers.

11. AGENDA FOR NEXT MEETING –

12. ADJOURNMENT – The meeting was adjourned at 9:45am to the Special Meeting/DEI Workshop scheduled for Wednesday, July 7, 2021 at 8:30am.



ACTION MINUTES

**THOUSAND OAKS ALLIANCE FOR THE ARTS
SPECIAL BOARD MEETING/WORKSHOP**

Wednesday, July 7, 2021; 8:30 AM

Conducted via Videoconferencing

2100 Thousand Oaks Blvd., Thousand Oaks, California

Pursuant to the Governor's Executive Order N-29-20, the July 7, 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 8:30 am.
- 2. ROLL CALL:** Present – Chair David Mead, Vice Chair Eloise Cohen, Treasurer Al Lowe, and Directors John Bradley, Kathy Jeffers-Volk, Leanne Neilson, and Kyle Rohrbach. Secretary Janet Scherr was absent.

Staff Present: Dave Barr, Colleen Debler, Marisa Hanke, Ingrid Hardy, Bonnie Hodge, Nancy Loncto, Mark Mazzella, Ken Milbrett, Darren Mora, Toby Noyes, Cameron Probe, Niki Richardson, Kristyn Schiavo, Jonathan Serret, Michael Tachco, and Rachel Waterstone.

- 3. DIVERSITY, EQUITY, INCLUSION (DEI) WORKSHOP:** Jarrod Schwartz and Judy Guillermo Newton of Equity Praxis Group facilitated a discussion with the TOArts Board and staff.
- 4. ADJOURNMENT** – The meeting was adjourned at 12:29pm to the Special Meeting scheduled for Friday, July 16, 2021 at 8:00am.

Thousand Oaks Alliance for Arts			
Draft Cash Budget 2021-22			
		Yr. End Actuals 2020-21	Budget 2021-22
Revenues			
Operating Revenue <i>(see pg. 2)</i>			\$ 168,000
Program Revenue <i>(see pg. 3)</i>			\$ 167,000
Investment Income - Other			
Other			
Total Cash Revenues		\$ -	\$ 335,000
<i>Pledge Receivables</i>			
<i>In Kind Revenue</i>		\$ 35,000	
Expenses			Budget 2021-22
Operating Expense <i>(see pg. 2)</i>			\$ 308,846
Program Expense <i>(see pg. 3)</i>			\$ 229,500
Other			
Subtotal Expenses		\$ -	\$ 538,346
Community Grants			\$ 125,000
Theater Support			\$ 290,000
Subtotal Support		\$ -	\$ 415,000
Total Cash Expenses & Support		\$ -	\$ 953,346
<i>In-Kind Expense</i>		\$ 35,000	
Investment Withdrawal			
California Community Foundation			\$ 225,000
Morgan Stanley			\$ 250,000
Net Cash Profit/(Loss)		\$ -	\$ (143,346)
Note: Estimated Available from Investments 7-1-21			
Morgan Stanley (5% 12 Q)			
CCF (Funds above \$4M)			
Total			\$ -
Estimated Performance Reserve 6-30-21			\$ 500,000

Thousand Oaks Alliance for the Arts
Draft Operating Budget
FY2021-22
Operating Detail

		Yr. End Actual 6-30-21	Budget 2021-22
Operating Revenue			
Contributions			\$168,000
Total Operating Revenue		\$0	\$168,000
Operating Expense			
Salary & Benefits			\$155,000
Admin Support			\$25,000
Subtotal		\$0	\$180,000
Contract Services			
Audit			\$11,700
DEI			\$7,500
Grant Writer			\$11,000
Facilitators			\$3,500
Major Gifts Consultant			\$5,495
Legal			\$1,000
Subtotal		\$0	\$40,195
Insurance			
Liability/Directors/Officers			\$6,250
Subtotal Insurance		\$0	\$6,250
Operations			
Bank Fees			\$5,000
Graphic Design			\$2,500
Marketing/Branding			\$20,000
Meeting Supplies (Advisory Council)			\$500
Membership/Dues/Subscriptions			\$2,600
Mileage			\$1,200
Equipment			\$1,200
PC Software Licenses			\$1,200
Printing			\$2,000
Rent			\$1
Supplies			\$1,000
Website Maintenance			\$2,400
Website Design			\$3,500
Subtotal		\$0	\$43,101
Education & Training			
Registration Fees / Travel			\$3,500
Meetings - Staff			\$800
Booking Conferences			\$7,500
Subtotal		\$0	\$11,800
Development Activities			
Donor Cultivation (DNRCUL)			\$3,000
Direct Mail (TOMAIL)			\$10,000
Nonprofit Sponsorship/Donations			\$2,500
Networking (TONTWK)			\$3,000
Donor Software			\$6,000
Donor Acknowledgement / Benefits			\$3,000
Subtotal		\$0	\$27,500
Total Operating Expense		\$0	\$308,846
Net Operating Profit/(Loss)		\$0	-\$140,846

Thousand Oaks Alliance for the Arts
Draft Operating Budget
FY 2019-20
Program Detail

	Program Budget						Total Budget	Actual 2020-21
	TOArts Presents	Concessions	Arts Education	ASK Event	Gratitude	Donor Engagement Events		
Performance - Make Money	-						-	
Concession Sales - Net		10,000					10,000	
Contributions - Unrestricted			10,000		2,000	5,000	17,000	
Contributions - Restricted			-				-	
Grants - Restricted			10,000				10,000	
Memberships							-	
SE Ask Contributions				30,000			30,000	
SE Auction							-	
SE Ticket Sales							-	
SE Raffle							-	
SE Sponsorships							-	
SE Vendor Booth Fee & Sales(20%)							-	
SE Other Revenue			100,000				100,000	
Total Program Revenue	-	10,000	120,000	30,000	2,000	5,000	167,000	
Prior Year Actuals				-				
Performance - Lose Money	100,000						100,000	
Contract Services			100,000	6,000	4,000		110,000	
City Fee							-	
SE Décor					500		500	
SE Food and Beverage				4,000	4,500	4,500	13,000	
SE Rentals					1,500		1,500	
SE Marketing							-	
Donor Acknowledgement					2,500		2,500	
SE Supplies			1,500				1,500	
SE Other						500	500	
Total Program Expense	100,000	-	101,500	10,000	13,000	5,000	229,500	
Prior Year Actuals								
Proposed Budget - Net	(100,000)	10,000	18,500	20,000	(11,000)	-	(62,500)	
Prior Year Actuals								

	2022 GOALS
Special Event Gifts	\$ 40,000.00
Founders Circle	\$ 12,000.00
Foundation grants	\$ 10,000.00
Tribute/Memoriam	\$ 5,000.00
Direct Mail	\$ 12,000.00
Membership	\$ 6,000.00
Naming Opportunities	\$ 25,000.00
Personal Solicitation	\$ 100,000.00
Online Donations	\$ 15,000.00
Planned Giving	\$ -
TOTAL	\$ 225,000.00



2100 E Thousand Oaks Blvd
Thousand Oaks, CA 91362

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

artsinfo@toarts.org
toarts.org

f @ThousandOaksArts
@ThousandOaksArts

TO: TOArts Board
FROM: Jonathan Serret, Executive Director
DATE: July 16, 2021
SUBJECT: Retention of Independent External Auditor

RECOMMENDATION:

1. Approve retention of Rogers, Anderson, Malody & Scott (RAMS), LLP as independent auditor for the fiscal years ending June 30, 2020 and June 30, 2021.
2. Authorize TOArts Treasurer to execute engagement agreement.

BACKGROUND:

Thousand Oaks Alliance for the Arts (TOArts) is required by State and Federal laws to file annual tax returns. In addition to tax returns, audited financial statements are necessary for TOArts.

Section 8.2.2 of the TOArts Restated Bylaws requires TOArts to have an audit committee. Currently this audit committee is made up of the entire TOArts Board, as it was established at the June 8, 2017 Board meeting. The duties of the Audit Committee include: recommending retention of an independent, external auditor, accepting the audit, and approving any non-audit work which may be required.

Previously, TOArts has retained the services of Lance, Soll & Lunghard (LSL), LLP for preparation of the tax returns and annual audits for fiscal years 2016-17, 2017-18, 2018-19, and 2019-20.

DISCUSSION/ANALYSIS:

The cost of auditing services has slowly increased from \$9,980 in FY 2017-18 to a cost of \$15,100 for preparation of tax returns and audit for FY 2019-20.

The City of Thousand Oaks has retained the services of RAMS for their audits. Familiarity with the City's Finance staff and processes will likely increase the efficiency of the audit to have it prepared earlier than the past two years, which have been presented in May.

RAMS has provided the following cost estimates to provide these services:

FY 2020-21: \$9,320
FY 2021-22: \$9,500
FY 2022-23: \$9,500



2100 E Thousand Oaks Blvd
Thousand Oaks, CA 91362

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

artsinfo@toarts.org
toarts.org

f @ThousandOaksArts
i @ThousandOaksArts

TO: TOArts Board

FROM: Arts Education Committee

DATE: July 16, 2021

SUBJECT: AccessArts Grant Program Process

BACKGROUND:

AccessArts grants will provide cash grants in 3 different categories for arts education funding. 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.*

PROCESS

- Revolving deadlines from July 2021 – April 2022
- Grant is received through online portal
- Associate Director reviews for accuracy and completeness
- Associate Director calls a meeting of the grants committee (for this first year, 3 board members) to review grant merit
- Grant committee approves grant or sends back for more information.
- Grant awards in excess will be brought as a recommendation to the full TOArts Board for consideration.
- Grant award notification or more information consideration is provided within 60 days to the grantee and award made within 45 days of award notification.

RECOMMENDATION: To 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: \$50,000



BOARD MEETINGS, EVENTS AND PROJECTS CALENDAR

Updated 7/14/2021

JULY 2021

Board Meeting

Friday, July 16, 2021 – 8:00 am

- 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

June 2022

Board Meeting

Thursday, June 9, 2022 – 8:00 am; Acorn Room

FUTURE PROJECTS

Board meets with City consultant regarding TOCAP campus recommendations.

Approve 3-year strategic plan

Approve 3-year development plan