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

Friday, August 18, 2017 – 8:00 A.M.
Thousand Oaks Civic Arts Plaza – Acorn Room
2100 Thousand Oaks Blvd., Thousand Oaks, California

MISSION STATEMENT

To advance, support, and present visual and performing arts, cultural events, and arts education at the Bank of America Performing Arts Center.

VISION

A place where the arts thrive for all.

AGENDA

1. CALL TO ORDER

2. ROLL CALL: Chair Leanne Neilson, Vice-Chair Robert Biery, Treasurer John Bradley, Secretary David Mead, Board members Eloise Cohen and Judy Linton

3. PUBLIC COMMENTS

4. MINUTES

A. Approval of minutes from the August 10, 2017 Board meeting.

5. BOARD BUSINESS

A. COMMITTEES

i. Ad Hoc Nominating Committee

a. Election of Board member to fill community seat on the TOARTS Board for an initial term of three years.

b. Discussion on opportunities for members of the community to become involved with TOARTS.

B. Development

i. Approval of event budget for Fall Angels of the Alliance Reception.

C. FINANCE

i. Approval of Operating Budget for FY 2017-18.

D. BOARD MEETINGS

i. Approve new dates for September 2017 and October 2017 Regular Board Meetings.



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6. OTHER BUSINESS

7. EXECUTIVE DIRECTOR COMMENTS

8. BOARD MEMBER COMMENTS

9. AGENDA FOR NEXT MEETING

A. September 2017 (Regular Meeting)

10. ADJOURNMENT

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 MEETING

Thursday, August 10, 2017

Thousand Oaks Civic Arts Plaza – Acorn Room
2100 Thousand Oaks Blvd., Thousand Oaks, California

1. **CALL TO ORDER:** Meeting called to order at 8:03 a.m. in the Acorn Room.
2. **ROLL CALL:** Present - Robert Biery, John Bradley, David Mead, Leanne Neilson; Absent – Eloise Cohen, Judith Linton

Staff Present: John Adams, Patrick Hehir, Barry McComb, Tracy Noonan, Niki Richardson, Jonathan Serret

3. **PUBLIC COMMENTS:** Former Alliance Board Chair Richard Williams spoke on recent press coverage of TOARTS, Kids & the Arts programs and resident companies.

4. MINUTES

- A. Approval of Minutes from the July 13, 2017 Board meeting.

MOTION: Biery made a motion to approve the minutes of the July 13, 2017 TOARTS Board meeting, seconded by Bradley; approved 4-0.

5. BOARD BUSINESS

A. BOARD ADMINISTRATION

- i. Three-month look ahead at potential actions and projects.

Board discussed the different types of agenda items and projects that they would like included on 12-month Board action calendar. Staff will include copy of calendar as part of Board agendas beginning with September meeting.

B. COMMITTEES

- i. Ad Hoc Nominating Committee – Nominating Committee will present three nominees for Board review at the August 18, 2017 Special Board Meeting.

- ii. Dr. Raymond Olson Performance Grants Committee – Deadline for applications is August 12, 2017 and the Committee is scheduled to meet on August 28, 2017.
- iii. Ad Hoc Endowment Committee – Committee has reviewed potential money management entities and is currently reviewing agreements. Committee anticipates presenting a recommendation at October 2017 Board meeting.

C. DEVELOPMENT

- i. Founders Reception review and approval of final budget.

MOTION: Biery made motion to approve the Founders Reception budget; seconded by Bradley; approved 4-0.

- ii. Development Plan Discussion – Board will focus its attention on event budgets, target audience of each event, and ensuring that the event matches the strategy of TOARTS.
- iii. Donor Activity Reporting Software – TOARTS will utilize the Ticketmaster Archtics software for donor tracking and management.
- iv. Angels of the Alliance – Angels held a planning retreat to discuss future mission, vision and fundraising. Future focus will be broader than just Title 1 schools. Budget for Angels Fall Reception will be included on August 18, 2017 Board agenda for formal approval.

D. FINANCE

- i. Operating Budgets

- a. Review Draft Budget for FY 2017-18 – Budget will be included on August 18, 2017 Board agenda for formal approval.
- b. Discussion on FY 2016-17 P&L Report Format – No additional Board feedback regarding format of P&L Report.

E. PROGRAMMING

- i. CAP Presents programming

- a. FY 2016-17 ticket sales – Executive Director reported final ticket sales for the completed season.
- b. FY 2017-18 – Executive Director provided an update on ticket sales.
- c. Review of future CAP Presents programming – Executive Director discussed additions to the schedule and artists that TOARTS is currently in negotiation with.

F. FUTURE PROJECTS

- i. Approve formation of Ad Hoc Committee for History Wall Project.

MOTION: Biery made motion to appoint Cohen and Biery to serve on Ad Hoc History Wall Committee; seconded by Mead; approved 4-0.

6. BAPAC RESIDENT COMPANIES

- A. Advertising Support – Board discussed number of ways to provide promotional support to resident companies and other community groups that utilize BAPAC. Board directed staff to present a formal budget at a future Board meeting to produce a BAPAC Season Brochure that lists all of the performances at BAPAC.
- B. Resident Company Presentations to TOARTS Board – Resident Companies will be invited to make an annual presentation to TOARTS Board. One presentation will be scheduled each quarter.

7. OTHER BUSINESS - None

8. EXECUTIVE DIRECTOR COMMENTS

- A. Strategic Planning Retreat – Board will hold a strategic planning retreat on September 30, 2017. Retreat will focus on reviewing recommendations of Merger Planning Committees and to develop a two-year action plan.
- B. New Board Member City Council Ratification – TOARTS election of seventh Board member will be presented to City Council for ratification on August 29, 2017.
- C. Conflict of Interest Policy – Executive Director reminded Board members to return signed copies of the Conflict of Interest Policy and the Board Member Agreement.
- D. Primary Staff Liaison – Executive Director will serve as the primary Cultural Affairs Department staff liaison to the TOARTS Board.

9. BOARD MEMBER COMMENTS - None

10. AGENDA FOR NEXT MEETING

- A. August 18, 2017 (Special Meeting)
- B. September 14, 2017 (Regular Meeting) – Several Board and staff members have a conflict with the dates of the September and October Board meetings. Board directed staff to include the reschedule of the September and October Board meetings on the August 18, 2017 Board agenda.

11. ADJOURNMENT – Adjourned at 9:37 a.m. until 8:00 a.m. on August 18, 2017.

**Angeles of the Alliance
Reception Budget
Thursday, October 5, 2017 - 6:00-8:30 pm**

Item	Budget
Pianist	\$ 350.00
Kavli Founders Room	\$ 270.00
Aris Golf, Bar Services	\$ 600.00
805 Catering	\$ 1,000.00
Décor, in house	\$ 75.00
Invitations	\$ 75.00
Stage Staff	\$ 200.00
Photographer	\$ 150.00
Miscellaneous	\$ 250.00
TOTAL	\$ 2,970.00

Thousand Oaks Alliance for Arts
 FY 2017-18 Budget (Proposed - July 1, 2017 - June 30, 2018)
 Excludes Investment Funds

		Budget	Actual	Comments
		YE 6-30-18	YE 6-30-17	
Revenue (Excluding Programs/Events)				
	Donations Business		\$37,442	
	Donations Individual	\$26,500	\$1,500	
	Founder's Credits		\$6,000	
	Grants - Unrestricted	\$25,000	\$11,000	
	Membership	\$10,500	-\$12,000	
	Gifts in Kind		\$50,000	
	Change in Value		\$3,919	
	Life Insurance		\$16,921	
	Charitable Trust		\$4,950	
	Pledges Receivable		-\$300	
	Founder Credit			
Total Revenue (excluding programs)		\$62,000	\$119,433	
Expense (Excluding Program/Events)				
Admin	Salary and Benefits	\$81,000	\$121,426	
	Contract Services			
	Accounting		\$26,013	
	Audit	\$10,000	\$8,879	LSL Contract for 17-18
	Computer/IT		\$212	
	Donor Management			
	Legal		\$45,975	
	Other		\$20,000	
Insurance	Liability		\$0	
	Directors/Officers	\$4,300	\$10,308	Philadelphia Insurance
	Workers Comp		\$1,971	
Operations	Bank Fees	\$500	\$1,714	
	Computer		\$607	
	Gifts/Promotion	\$1,500	\$1,466	
	Marketing	\$15,000		
	Membership/Dues/Subscriptions	\$2,000	\$3,397	
	Mileage			
	Postage	\$2,500	\$172	
	Printing			
	Rent - in Kind		\$50,000	
	Rent - Storage	\$118	\$1,062	Storage - Closed in July
	Services			
	Software	\$855		Adobe + Drop Box + Mailchimp
	Supplies	\$150	\$901	Letterhead and Business Cards
	Telephone/Internet		\$4,959	
	Other		\$3,124	
Education & Training	Conferences			
	Training	\$2,000		
	Travel		\$169	
Advertising			\$18,094	
Donor Cultivation		\$2,500	\$15,567	
Theatre Support			\$78,121	
Depreciation/Amortization			\$7,935	
Other			-\$12,276	
Total Operating Expense		\$122,423	\$409,794	

Thousand Oaks Alliance for Arts
FY 2017-18 Budget (Proposed - July 1, 2017 - June 30, 2018)
Excludes Investment Funds

Programs/Events		Budget	Actual	Comments
		YE 6-30-18	YE 6-30-17	
CAP Presents	Revenue	\$360,000	\$358,505	
	Expense	\$260,000	\$130,256	
	Net	\$100,000	\$228,249	
Community Events	Revenue	\$0	\$0	
	Expense	\$0	\$10,000	
	Net	\$0	\$10,000	
Concessions	Revenue	\$70,000	\$64,203	
	Expense	\$6,000	\$5,088	
	Net	\$64,000	\$59,115	
Angel's Fall Event	Revenue	\$4,300	\$4,257	
	Expense	\$4,300	\$4,311	
	Net	\$0	-\$54	
Angel's Spring Event	Revenue	\$0		
	Expense	\$0		
	Net	\$0		
Founder's Fall Reception	Revenue	\$0	\$0	
	Expense	\$11,300	\$0	Per Niki R
	Net	-\$11,300	\$0	
Kids & the Arts	Revenue	\$30,000	\$0	
	Expense	\$48,000	\$17,347	
	Net	-\$18,000	-\$17,347	
Total Program Revenue		\$464,300	\$426,965	
Total Program Expense		\$329,600	\$157,001	
Total Program Net		\$134,700	\$269,964	
TO Arts Revenue		\$526,300	\$546,398	
TO Arts Expense		\$452,023	\$566,795	
Total TO Arts		\$74,277	-\$20,398	

Thousand Oaks Alliance for Arts
FY 2017-18 Budget (Proposed - July 1, 2017 - June 30, 2018)
Excludes Investment Funds

		Budget YE 6-30-18	Actual YE 6-30-17	Comments
Community/Theater Support				
Community Grants				
	Revenue	\$0	\$0	Community Grants
	Expense	\$150,000	\$152,818	
	Net	-\$150,000	-\$152,818	
Theatre Support				
	Revenue	\$0	\$0	
	Expense	\$80,000	\$78,121	
	Net	-\$80,000	-\$78,121	
Total with Community/Theater Support				
	Revenue	\$526,300	\$546,398	
	Expense	\$682,023	\$797,734	
	Net	-\$155,723	-\$251,337	
Summary				
Beginning Balance		\$305,000		AFTA -50% of \$610k
	Total Operating Revenues	\$62,000		
	Total Program Revenues	\$464,300		
	Total Community Support Rev.	\$0		
Available Resources		\$831,300		
	Total Operating Expenses	\$122,423		
	Total Program Expenses	\$329,600		
	Total Community Support Exp.	\$230,000		
		\$682,023		
Balance		\$149,277		