



2100 Thousand Oaks Boulevard. • Thousand Oaks, CA 91362
Phone (805) 449-2590 • fax (805) 449-2750 • www.toarts.org

ACTION MINUTES

THOUSAND OAKS ALLIANCE FOR THE ARTS REGULAR BOARD MEETING

Thursday, June 8, 2017; 8:00 AM
Thousand Oaks Civic Arts Plaza – Founders Room
2100 Thousand Oaks Blvd., Thousand Oaks, California

1. **CALL TO ORDER:** Meeting called to order at 8:00am in the Founders Room
2. **ROLL CALL:** Present – Chair Leanne Neilson, Vice-Chair Robert Biery, Treasurer John Bradley, Secretary David Mead, and Board Members Eloise Cohen and Judith Linton

Staff: John Adams, Tracy Noonan, Niki Richardson and Jonathan Serret; Additional staff present: Jane Adelman and Gilbert Punsalan.

3. **PUBLIC COMMENTS:** None

4. **MINUTES:**

MOTION: Cohen made motion to approve the minutes of the May 19, 2017 TOARTS Board Meeting, seconded by Bradley; approved 6-0.

5. **BOARD BUSINESS**

- A. BROWN ACT TRAINING – No Action Taken**

- B. BOARD ADMINISTRATION**

- i. Record Retention Policy Update – **No Action Taken**
- ii. Register TOARTS as a DBA of the Thousand Oaks Alliance for the Arts in Los Angeles and Ventura Counties

MOTION: Biery made motion directing staff to proceed with the process of registering TOARTS as a DBA of the Thousand Oaks Alliance for the Arts in Los Angeles and Ventura Counties, seconded by Linton; approved 6-0.

- C. COMMITTEES**

- i. Ad Hoc Nominating Committee – Update; **No Action Taken**



- ii. Ad Hoc Endowment Investment Advisory Committee – Update; **No Action Taken**

D. FINANCE

- i. Operating Budgets

- a. Update on preliminary Development Budget – **No Action Taken**

- ii. Insurance Coverage – Update on Employment Practices Liability Insurance Coverage and Supplemental Volunteer Medical Insurance

MOTION: Bradley made motion directing Deputy City Manager to bind Employment Practices Liability coverage for TOARTS, seconded by Biery; approved 6-0

- iii. Audit Committee and selection of an Independent Auditor

- a. Selection of an Independent Auditor

MOTION: Bradley made motion to approve the recommendation, directing staff to retain the services of Lance, Soll & Lughard, LLP as Independent Auditor for the fiscal year ending June 30, 2017, seconded by Biery; approved 6-0

- b. Establish Audit Committee

MOTION: Bradley made motion to establish an audit committee consisting of all TOARTS Board Members, seconded by Mead; approved 6-0

E. DEVELOPMENT

- i. Report from City Attorney on legality of meeting in closed session to discuss specific donors. – **No Action Taken**
- ii. Special Events for FY 2017-18 – Update, **No Action Taken**

F. PROGRAMMING

- i. CAP Presents programming

- a. FY 2016-17 ticket sales – **No Action Taken**
 - b. FY 2017-18 ticket sales – **No Action Taken**
 - c. Review of future CAP Presents programming – **No Action Taken**



2100 Thousand Oaks Boulevard. • Thousand Oaks, CA 91362
Phone (805) 449-2590 • fax (805) 449-2750 • www.toarts.org

ii. Kids in the Arts Programs

- a. Results from Pacific Festival Ballet *Noah's Ark* school performance – update;

No Action Taken

G. CONCESSIONS

- i. Review of concessions agreement with City – **No Action Taken**
ii. Review of concessions operations agreement with Arcis Golf – **No Action Taken**

H. FUTURE PROJECTS

- i. History Wall in Kavli lobby – **No Action Taken**

6. OTHER BUSINESS

- A. Schedule Board Strategic Planning Retreat – **No Action Taken**

7. EXECUTIVE DIRECTOR COMMENTS:

8. BOARD MEMBER COMMENTS:

9. AGENDA FOR NEXT MEETING:

10. ADJOURNMENT: Adjourned at 10:03 a.m. until 8:00 a.m. on July 13, 2017