

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

Friday, May 19, 2017 – 8:00 A.M.
Thousand Oaks Civic Arts Plaza – Oak 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: Robert Biery, John Bradley, Eloise Cohen, Judith Linton, David Mead, Leanne Neilson

3. PUBLIC COMMENTS

4. BOARD BUSINESS

A. BOARD STRUCTURE

- i. Signing of Board Member Statement of Agreement.
- ii. Establish initial Board member terms.
- iii. Elect Board officers (Chair, Vice-Chair, Treasurer, and Secretary).
- iv. Approve schedule of monthly Board meetings.

B. COMMITTEES

- i. Review options for forming committees, ad hoc committees and advisory committees.
- ii. Ad Hoc Nominating Committee
 - a. Establish an ad hoc committee to identify members of the community for consideration to fill the seventh seat on Board of Directors.
- iii. Endowment Investment Advisory Committee
 - a. Direct Executive Director to establish an ad hoc Investment Committee to recommend investment options for endowed funds.
- iv. Advisory Committees
 - a. Direct Executive Director to form Advisory Council and Kids and the Arts advisory committees with appropriate members from the community.

C. FINANCE

- i. Delegation of Authority
 - a. Approve delegation of authority policy.
 - b. Authorize Treasurer or City Finance Director to execute any documents required to manage banking relationships.
 - c. Approve signers for operating bank accounts.
 - d. Approve signers for Angels of the Alliance bank accounts.
- ii. Operating Budgets
 - a. Adopt preliminary FY 2017-18 Operating Budget.
 - b. Receive and file financial statements for March 2017.
- iii. Insurance Coverage
 - a. Authorize Deputy City Manager to obtain appropriate insurance coverage for Thousand Oaks Alliance for the Arts.
 - b. Authorize Executive Director to execute any associated insurance agreements.
- iv. Investment policy
 - a. Adopt investment policy of the former Alliance for the Arts.
 - b. Authorize Treasurer and Chair to direct management of the Alliance for the Arts investment account pursuant to the investment policy.
 - c. Direct Treasurer to present updated investment policy to Board at a future Board meeting for adoption.
- v. Friends of the Civic Arts Plaza
 - a. Accept transfer of funds from the Friends of the Civic Arts Plaza and authorize Treasurer to deposit the funds into a restricted account to support the future activities of the City's Friends Volunteer program.

D. ADMINISTRATION

- i. Alliance for the Arts office space lease with City
- ii. Alliance for the Arts off-site storage unit
 - a. Authorize Executive Director to cancel lease for Alliance for the Arts off-site storage unit.
- iii. Preservation of Alliance for the Arts archives

E. MARKETING AND COMMUNICATIONS

- i. Thousand Oaks Alliance for the Arts logo
 - a. Approve logo for Thousand Oaks Alliance for the Arts and direct staff to create a style guide to establish the standards for use of the logo.
- ii. Conversion of Alliance for the Arts website and social media accounts
- iii. Initial collateral materials

F. DEVELOPMENT

- i. Preparation of preliminary Development budget
- ii. Donor agreements and current obligations
- iii. Purchase of show subscriptions for donor cultivation.

- iv. Video donor wall in Kavli Theatre lobby
 - a. Adopt Kavli Theatre Video Donor Wall Policy.
- v. Naming rights opportunities
 - a. Founders level conference room
 - b. Founders level autograph wall
 - c. Backstage green room
- vi. Courtyard of the Oaks donor bricks
 - a. Direct staff to develop a plan to recognize the brick donors on a wall located in the Courtyard of the Oaks.
- vii. Special Events
 - a. Founders Reception (dedication of Founders Donor wall)
 - b. Annual Gala
 - c. Angels of the Alliance (holiday boutique, house parties, luncheon)
 - d. Golf Tournament

G. PROGRAMMING

- i. CAP Presents programming
 - a. FY 2016-17 ticket sales
 - b. FY 2017-18 ticket sales
 - c. Shared Deal Terms
 - d. Future CAP Presents programming
- ii. Kids and the Arts programs
- iii. Community Performance Grants
 - a. FY 2017-18 grant application cycle
 - b. Establish an ad hoc Community Performance Grants Committee.

H. CONCESSIONS

- i. Addition of Board members to the liquor license
- ii. Review of concessions agreement with City
- iii. Review of concessions operations agreement with Arcis Golf

I. FUTURE PROJECTS

- i. History wall in Kavli lobby

5. OTHER BUSINESS

- A. Schedule August Board Strategic Planning Retreat
- B. Schedule Brown Act training by City Attorney's Office

6. EXECUTIVE DIRECTOR COMMENTS

7. BOARD MEMBER COMMENTS

8. AGENDA FOR NEXT MEETING

9. 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.

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