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

Thursday, September 21, 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, Judy Linton and Janet Scherr.

3. PUBLIC COMMENTS

4. MINUTES

A. Approval of minutes from the August 18, 2017 Special Board meeting.

5. SPECIAL PRESENTATIONS

A. New West Symphony

6. BOARD BUSINESS

A. BOARD ADMINISTRATION

- i. Approval of Media Relations policy
- ii. TOARTS Board meeting and projects calendar

B. COMMITTEES

- i. Dr. Raymond Olson Performance Grants Committee
 - a. Approval of Dr. Raymond Olson Performance Grants for FY 2017-18.
- ii. Ad Hoc Endowment Committee – Update
- iii. Ad Hoc History Wall Committee – Update
- iv. Discussion regarding TOARTS Advisory Council and Committee structure.



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C. DEVELOPMENT

- i. Approval of budget for donor wall to replace donor bricks in the Anthony J. Tesoro Courtyard.
- ii. Approval of budget to develop TOARTS website.
- iii. Angels of the Alliance – Update
- iv. Discussion regarding extension of Development Director position in 2018.

D. PROGRAMMING

- i. CAP Presents programming
 - a. FY 2017-18 ticket sales
 - b. Review of future CAP Presents programming

7. OTHER BUSINESS

8. EXECUTIVE DIRECTOR COMMENTS

- A. TOARTS page on City website.

9. BOARD MEMBER COMMENTS

10. AGENDA FOR NEXT MEETING

- A. September 23, 2017 - 8:00 am – 12:00 pm (Board Retreat)
- B. October 9, 2017 – 8:00 am (Regular Meeting)

11. 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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ACTION MINUTES

THOUSAND OAKS ALLIANCE FOR THE ARTS SPECIAL BOARD MEETING

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

1. **CALL TO ORDER:** Meeting called to order at 8:02am in the Acorn 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: Jane Adelman, Patrick Hehir, and Jonathan Serret

3. **PUBLIC COMMENTS:** None

4. **MINUTES:**

MOTION: Bradley made motion to approve the minutes of the August 10, 2017 TOARTS Board Meeting, seconded by Mead; approved 6-0.

5. **BOARD BUSINESS**

- A. COMMITTEES**

- i. Ad Hoc Nominating Committee

- a. Board members Cohen and Linton presented the top three candidates of the nominating committee.

MOTION: Cohen made motion to elect Janet Scherr as the seventh member of the TOARTS Board, seconded by Biery; approved 6-0.

- b. Discussion of Opportunities for Participation: **No Action Taken**

- B. DEVELOPMENT**

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

MOTION: Mead made motion to approve the proposed event budget, with an added fundraising goal of \$5000, seconded by Bradley; approved 6-0

- C. FINANCE**

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

MOTION: Bradley mad motion to approve the Operating Budget for FY 2017-18, as presented, seconded by Mead; approved 6-0.

D. BOARD MEETINGS:

- i. Approval of new dates for September 2017 and October 2017 Regular Board meetings.
 - a. Scheduled for 8:00am on September 21, 2017 and October 9, 2017.

6. OTHER BUSINESS: No Action Taken

7. EXECUTIVE DIRECTOR COMMENTS: No Action Taken

8. BOARD MEMBER COMMENTS: No Action Taken

9. AGENDA FOR NEXT MEETING:

- i. Discussion on possible Young Adult Advisory Committee
- ii. Executive Director to provide report on Advisory Council

10. ADJOURNMENT: Adjourned at 9:02 a.m. until 8:00 a.m. on September 21, 2017



Media Relations Policy

As a community nonprofit organization, the Thousand Oaks Alliance for the Arts (TOARTS) and its programs and activities are of special interest to the public. It is important to present TOARTS in a manner that is both accurate and consistent with the organization's vision and mission. Therefore, it is the Board's responsibility to provide accurate and consistent information to avoid any misunderstanding, misinterpretation, or confusion.

In the interest of orderly, consistent and proactive management of the information released to the media, the following policies and procedures are in effect:

- All media inquiries are to be handled by the Board chair or executive director or his or her designee, regardless of who the media representative is, whom he or she represents, or how innocuous the request. All media inquiries shall be referred to the executive director who will coordinate an appropriate response in consultation with the Board chair.

Board directors (other than the chair), employees and members acting in a capacity within a committee shall not make statements, provide information for distribution, or provide background information unless specifically directed to do so by the Board chair.

- All press releases, with the exception of press releases related to CAP Presents presentations, are to be approved by the Chair of the Board or his or her designee prior to dissemination.
- All promotional materials, with the exception of promotional materials related to CAP Presents presentations, shall be shared with the Board and must be approved by the Chair of the Board or his or her designee prior to dissemination.

Failure to comply with the TOARTS media policy shall be grounds for disciplinary action.

Prepared: 08/17/17

**THOUSAND OAKS ALLIANCE FOR THE ARTS
BOARD MEETINGS, EVENTS AND PROJECTS CALENDAR**

SEPTEMBER 2017

Board Retreat

Saturday, September 23, 2017 – 8:00 am – 12:00 pm, Founders Room

- Prepare work plan for FY 2017-18 and FY 2018-19.

Founders Reception

Sunday, September 24, 2017 – 8:00 am – 12:00 pm, Founders Room

Projects

- Establish TOARTS page on the City of Thousand Oaks website.

OCTOBER 2017

Angels of the Alliance Reception

Thursday, October 5, 2017 – 6:00-8:30 pm, Founders Room

Board Meeting

Monday, October 9, 2017 – 8:00 am, Acorn Room

- Approve recommendation regarding Development Director position for 2018.
- Discuss policy regarding ticket donations.

NOVEMBER 2017

Board Meeting

Thursday, November 9, 2017 – 8:00 am, Acorn Room

- Approval of budget for BAPAC Season brochure.

Projects

- Ad Hoc Nominating Committee identifies candidates for open 2018 Board director seats.

DECEMBER 2017

Board Meeting

Thursday, December 14, 2017 – 8:00 am, Acorn Room

Kids & The Arts – Pacific Festival Ballet’s “Nutcracker”

Thursday, December 14, 2017 – Kavli Theatre

Friday, December 15, 2017 – Kavli Theatre

Projects

- Prepare draft of TOARTS Year-End report for 1/9 City Council meeting.

JANUARY 2018

City Council Meeting – TOARTS Year-End Report

Tuesday, January 9, 2018 – 6:00 pm, Scherr Forum

Board Meeting

Thursday, January 11, 2018 – 8:00 am, Acorn Room

- Election of Board directors.
- Election of Board Officers for 2018.

Projects

- Distribution of CAP Presents winter/spring programming update.

FEBRUARY 2018

Board Meeting

Thursday, February 8, 2018 – 8:00 am, Acorn Room

Projects

- Distribute notice of Community Performance Grants application period.

MARCH 2018

Board Meeting

Thursday, March 8, 2018 – 8:00 am, Acorn Room

APRIL 2018

Board Meeting

Thursday, April 12, 2018 – 8:00 am, Acorn Room

Projects

- Community Performance Grants application deadline.

MAY 2018

Board Meeting

Thursday, May 10, 2018 – 8:00 am, Acorn Room

- Review of draft FY 2018-19 Operating Budget

Kids & The Arts – Pacific Festival Ballet’s “Sleeping Beauty”

- Friday, May 18, 2018 – Kavli Theatre

Ad Hoc Community Performance Grants Committee

- Review applications and establish funding recommendations

JUNE 2018

Board Meeting

Thursday, June 14, 2018 – 8:00 am, Acorn Room

- Approve FY 2018-19 Operating Budget
- Approve FY 2018-19 Community Performance Grants

Projects

- Distribution of CAP Presents summer/fall programming update.
- Prepare draft of TOARTS Work Plan staff report for 7/10 City Council meeting.

JULY 2018

City Council Meeting – TOARTS Work Plan

Tuesday, July 10, 2018 – 6:00 pm, Scherr Forum

Board Meeting

Thursday, July 12, 2018 – 8:00 am, Acorn Room

AUGUST 2018

Board Meeting

Thursday, August 12, 2018 – 8:00 am, Acorn Room

Projects

- Distribution of BAPAC season brochure.

Performance Grants Applicants.xlsx - 2017-18

Grantee	Request	Total Org Budget	Total Perf Budget	% of		Granted by Cmte	% of request
				total perf budget	% of total org budget		
Cabrillo Music Theatre	\$60,000.00	\$1,200,000.00	\$1,190,000.00	5%	5%	\$50,000.00	83%
Conejo Chinese Cultural Association	\$2,500.00	\$93,330.00	\$39,000.00	6%	3%	\$2,500.00	100%
Conejo Schools Foundation	\$25,000.00	\$113,750.00	\$146,000.00	17%	22%	\$20,000.00	80%
Conejo Valley Youth Orchestra	\$9,000.00	\$297,787.00	\$75,346.00	12%	3%	\$9,000.00	100%
Music Teacher Association of California, CV	\$1,200.00	\$50,000.00	\$2,500.00	48%	2%	\$1,200.00	100%
New West Symphony	\$90,000.00	\$2,257,923.00	\$805,913.00	11%	4%	\$35,000.00	39%
Pacific Festival Ballet	\$25,000.00	\$350,085.00	\$350,085.00	7%	7%	\$15,000.00	60%
Thousand Oaks Philharmonic	\$10,000.00	\$130,000.00	\$80,000.00	13%	8%	\$9,000.00	90%
The Village Voices	\$4,000.00	\$52,554.00	\$48,400.00	8%	8%	\$4,000.00	100%
Youth Music Theatre	\$24,725.00	\$76,000.00	\$32,000.00	77%	33%	\$5,000.00	20%
Total Requests	\$251,425.00					\$150,700.00	



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To: Thousand Oaks Alliance for the Arts Board of Directors
From: Barry McComb, Executive Director
Date: September 21, 2017
Subject: Advisory Council and Committee Structure

BACKGROUND:

As required by the Thousand Oaks Alliance for the Arts (TOARTS) bylaws and merger documents, a structure of standing, ad hoc and advisory committees will be formed as required to focus on Thousand Oaks Alliance for the Arts (TOARTS) programming initiatives, finances, fundraising, and special events.

Standing Committees – A permanent committee established by the Board under the bylaws. Standing committees must adhere to the open and public requirements of the Brown Act.

Ad Hoc Committees – A temporary committee established by the Board, which exists only for a limited period of time comprised of only Board directors. Ad hoc committees formed by the TOARTS Board may be comprised of up to three Board directors. Ad hoc Committees are exempt from the Brown Act's open and public meeting requirements. Non-Board directors may not be on the ad hoc committee, however, the ad hoc committee members may seek input from non-Board directors if invited to attend a particular meeting.

Advisory Committees – The Board may from time to time establish advisory committees to give advice and support to the Board and executive staff on either a temporary or permanent basis. Advisory committees may consist of members who are not Board directors, but can act only in an advisory capacity to the Board. Advisory Committees must adhere to the open and public requirements of the Brown Act. The Executive Director may also form advisory groups without direction by the Board to provide advice and input on various matters. If created by the Executive Director, the committee would be exempt from the open and public requirements of the Brown Act.

TOARTS COMMITTEE STRUCTURE

During the merger discussions, the Governance Committee submitted the following recommendations for the creation of standing, ad hoc and advisory committees, which were incorporated into the final merger agreements.

Advisory Council

The Executive Director will form a special Advisory Council to provide advice and support to the Board and Executive Director, in addition to assisting with fundraising initiatives. Members of the Advisory Council will be drawn from former members of the Alliance and Foundation Boards, Founders, Angels of the Alliance, community and business leaders, and local artists. Members of the Advisory Council serve in an advisory capacity and do not have a formal vote on matters that come before the Board.

The Advisory Council will meet twice annually with the Board Chair and Executive Director.

- *Issues Breakfast* – A 90-minute forum at which members of the Advisory Council will be asked to participate in an open discussion on various issues and challenges impacting the organization. It is recommended that this function should be scheduled for October 2017 to serve as the official kick-off of the Advisory Council.
- *State of Organization Luncheon* – The Chair of the Board will deliver a state of the organization presentation and will discuss the previous year's activities and the operational goals for the coming year. It is recommended that this event is scheduled to take place in March 2018.

It is recommended that the initial size of the Advisory Council not exceed 20 members. Once the Advisory Council has officially been established it will assume responsibilities for serving as the Nominating Committee to develop future recommendations for candidates to serve on the Board. A copy of the duties and responsibilities of the Advisory Council is attached (Attachment #1).

Standing Committees

Audit Committee – The only standing Committee required by the bylaws is the Audit Committee, which may consist of the entire Board. Committee responsibilities include recommending the retention and termination of the independent auditor, conferring with the auditor to ensure that the financial affairs of TOARTS are in order, determining whether to accept the audit, and approving any non-audit services to be provided by the auditing firm. The Audit Committee must be composed of at least two people and members need not be directors of the Board. The Audit Committee must adhere to the requirements of the Brown Act.

Because of the small size of the Board, the bylaws do not call for the creation of separate Executive, Finance or Investment standing committees. Initially, the Board will assume the duties and responsibilities typically charged to these committees.

Ad Hoc Committees

Fundraising - The primary function of the Committee is to develop a comprehensive annual fund development plan that includes an appropriate mix of fundraising strategies. A copy of the duties and responsibilities of the Ad Hoc Fundraising Committee is attached (Attachment #2).

History Wall - Earlier this year the Board voted to form an Ad Hoc History Wall Committee with a mandate to develop a design and budget to install a history wall in the Kavli Theatre documenting the important milestones of the development and ongoing operations of the Bank of America Performing Arts Center.

Advisory Committees

Founder Services – The primary function of the Committee is to manage the successful integration of Founder Services into the structure of the new organization. The Committee will disband once the integration of Founders Services is completed. A copy of the duties and responsibilities of the Founder Services Advisory Committee is attached (Attachment #3).

Kids & The Arts – The primary function of the Committee is to administer and develop new Kids & The Arts programs, which currently provides Title I school children with the opportunity to attend educational performances at the Bank of America Performing Arts Center. The Committee will re-evaluate its status as an advisory committee at the end of the 2017-18 fiscal year. A copy of the duties and responsibilities of the Kids & The Arts Advisory Committee is attached (Attachment #4).

Theatre Performance Grants – The primary function of the Committee is to administer the application and review process for the annual Dr. Raymond Olson Theatre Performance Grants program. The Committee will present its recommendations for funding to the Board for approval.

Community Participation

Former members of the Alliance and Foundation Boards and members of the community will be encouraged to serve on the above committees as permitted under the Brown Act. Community participation on the ad hoc and advisory committees will serve as an avenue to develop future Board members.

RECOMMENDATION:

No formal action is required by the Board at this time.

Advisory Council

The Advisory Council assists and provides counsel to the Thousand Oaks Alliance for the Arts Board of Directors and support staff in fulfilling the mission of the organization by providing advice and counsel in the areas of fundraising, finance, investments, governance, volunteerism, marketing, programming, and community relations.

The Advisory Council allows the organization to gain the valuable input and support of key community leaders, to keep long-time supporters and past board members involved with the organization, and to solicit as many perspectives as possible when weighing important decisions.

Membership:

The Advisory Council consists of community leaders drawn from the public and private sectors that are representative of the ethnic diversity of the greater Thousand Oaks area. Members will be appointed to two (2) year renewable terms by the Executive Director and will be selected based upon their leadership, professional expertise, and affiliations within the community.

Meetings:

The Advisory Council will meet twice annually with the Board Chair and Executive Director.

- *Issues Breakfast* – A 90-minute forum at which members of the Advisory Council will be asked to participate in an open discussion on various issues and challenges impacting the organization. The Issues Breakfast will be held on the third Thursday of [month].
- *State of Organization Arts Luncheon* – The Chair of the Board will deliver a state of the organization presentation and will discuss the previous year's activities and the operational goals for the coming year. The State of Organization Luncheon will be held on the fourth Wednesday of [month].

Member Roles and Responsibilities:

- Offer advice and counsel to the Board of Directors and support staff.
- Act as a liaison between the organization and the community and assist the Board of Directors and support staff with developing connections to community, government, and business leaders for the purpose of fundraising, volunteerism, recruitment of new or additional Board members, etc.
- Advisory Council members are encouraged, but not required, to make an annual personal unrestricted financial contribution to the organization's annual fund drive.
- Advisory Council members are encouraged, but not required, to support and encourage others to support the organization's Arts fundraising events.

Advisory Council

Page 2

- To serve as interpreters and advocates of the organization's mission, programs and activities within the greater Thousand Oaks community.

Nominating Committee:

- The Advisory Council shall form an Ad Hoc Nominating Committee as required to lead and facilitate recruiting efforts to identify appropriate candidates for vacant seats on the organization's Board of Directors.
- The Ad Hoc Nominating Committee shall forward Board member candidate(s) to the Board of Directors for final consideration and election to fill vacant Board seats.

Member Privileges:

- Special invitations to receptions, events, and performances held at the BAPAC and at other venues in the community.
- Complimentary house seats to performances at BAPAC when bringing prospective contributors, prospective board members or others who may be of benefit to the organization (subject to availability).
- Preferred seating for shows (based on availability).
- Opportunities to attend rehearsals or other closed events, subject to the approval of the producer, director or other authority.
- Advisory Council member names will be listed in appropriate promotional materials and report such as newsletters, programs, annual report, and on the web site.

Updated: 10/15/16

Fundraising Committee

The Fundraising Events Committee is an ad hoc committee of the Thousand Oaks Alliance for the Arts and reports to the Board of Directors. The primary function of the Committee is to develop a comprehensive annual fund development plan that includes an appropriate mix of fundraising strategies.

Membership:

The Fundraising Committee consists of two (2) Board members. The activities of the Committee will be supported by members drawn from the Advisory Council, Angels of the Alliance and staff. Only the Board members have voting rights on the Committee.

Primary Responsibilities:

- Help nurture a culture of philanthropy throughout the organization.
- Develop the case for philanthropic support of the organization's mission and activities directed at specific audiences.
- Devise and recommend fund development policies and practices to the Board of Directors for approval.
- Develop a long-range fund development plan with a mix of strategies, including revenue goals and action plans.
- Analyze relationships with current and prospective major donors and funders, and develop individualized strategies to cultivate or strengthen those relationships.
- Review results and evaluate return on investment (ROI) compared to the plan. Identify trends and implications and engage the Board in strategic dialogue and decision-making regarding future fund development initiatives.
- Forward recommendations to the Board to establish additional ad hoc committees as needed for the planning of special events and other fundraising activities.
- Monitor and provide personal follow-up and coaching with Board and Advisory Council members to support their participation and achievement of specific fundraising assignments.
- Assure that all donors of time and money are properly recognized in a timely manner.
- Assume oversight of Founders Service once the integration of the Alliance for the Arts Founders Services into the organization is complete.
- Prepare timely Fundraising Committee reports for the Board.

Updated: 10/15/16

Founders Services Committee

The Founder Services Committee is an advisory committee of the Thousand Oaks Alliance for the Arts and reports to the Board of Directors. The primary function of the Committee is to manage the successful integration of Founder Services into the structure of the new organization. The Committee will disband once the integration of Founders Services is completed.

Membership:

The Founders Services Committee consists of two (2) Board members. The activities of the Committee will be supported by members drawn from the Advisory Council, local community and staff. Only the Board members have voting rights on the Committee.

Primary Responsibilities:

- Provide oversight to the integration of the current Alliance for the Arts Founders Services program into the structure of the new organization.
- Develop a plan to rollout additional Founders benefits and services as a part of the transition.
- Devise and recommend Founder Services policies and practices to the Board of Directors for approval.
- Analyze relationships with current Founders and develop individualized strategies to re-engage or strengthen those relationships.
- Develop and implement an ongoing communications plan to introduce the organization's additional services and benefits to existing Founders.
- Ensure that all Founders are properly recognized and receive the appropriate benefits per their Founder agreements.
- Prepare timely Founders Services Committee reports for the Board.

Updated: 10/15/16

Kids & The Arts Committee

The Kids & the Arts Committee is an advisory committee of the Thousand Oaks Alliance for the Arts and provides liaison reports and recommendations to the Board of Directors for their consideration and approval. The primary function of the Committee is to administer the Kids & The Arts program, which provides Title I school children with the opportunity to attend educational performances at the Bank of America Performing Arts Center. The Committee will re-evaluate its status as an advisory committee at the end of the 2017-18 fiscal year.

Membership:

Members of the Kids & The Arts Committee are appointed by the Executive Director and are drawn from the Angles of the Alliance, Advisory Council, local community and staff.

Primary Responsibilities:

- Develop the case for arts education in support of the organization's mission and activities.
- Develop policies and procedures for Kids & The Arts programming with a focus on local nonprofit organizations.
- Develop an annual arts education plan with a mix of programmatic activities at the Bank of American Performing Arts Center and at local schools and forward the plan to the Board of Directors for consideration and approval.
- Review results and evaluate return on investment (ROI) compared to the plan and the number of students and/or participants served. Identify trends and engage the Board in a strategic dialogue regarding future arts education program initiatives.
- Prepare timely Kids & The Arts Advisory Committee reports for the Board.

Updated: 10/10/16



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Brick Courtyard Signage Recommendation

We were approached by the City to consider removing the bricks which over the past two decades have been deteriorating and a tripping hazard. Since this is a closed project there is no need to be able to add more names/inscriptions but we do need to preserve the current inscriptions in perpetuity. It is estimated that there are **approximately** 4,500 bricks that are inscribed in the courtyard.

I solicited proposals from different sign companies.

The recommendation is to create big plex signs that would go up on the side walls and behind the stage with names printed on clear vinyl mounted on the back of the plex. (see attached image).

Lowest Bid: Kendall Signs with a quote of \$20,778.

The City of Thousand Oaks will pay for the removal of the bricks and the courtyard paving to make it useable for future receptions/events.

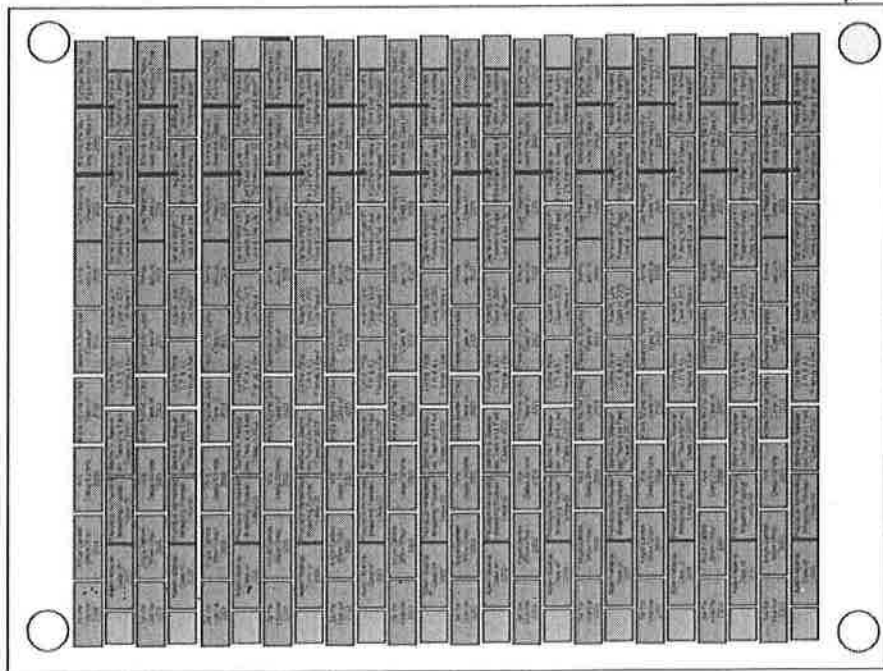
My recommendation is to authorize me to contract Kendall Signs to proceed with this project with a not to exceed budget of \$25,000.

Specifications

1. Material 48" x 36" x 3/8" (thick)
2. Type material: Green Plex/polished sides
3. Names printed on clear vinyl mounted on the back of the plex for protection.

note:
If we make it 60" x 36" we can have approx. 272 per plaque.

16 x 272 = 4352 names
we will need to count exact amount of names needed
we can get 8 on side walls and then put 8 behind the stage



← SILVER KNOBS

Front
(204 names)

3/8"
clear
green
plastic



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Thousand Oaks, ca 91362
state lic. 350964

L. Thomas Kendall
cell 818.822.4645



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Website Design Recommendation

TOARTS urgently needs a web presence as this is the number one place donors go to learn about an organization before making a giving decision.

I sent a request to 5 different companies to provide a quote for website design with the following specifications:

- Design that is consistent with our branding/logo
- Home Page
- Board, Staff, Advisory Council page
- Donate Online
- Donor logos for high level donors
- Donor lists
 - Founders
 - Members
 - Corporate Sponsors
- Angels of the Arts
- Board agendas and minutes
- Videos and images
- Events
 - Each event would have its own home page where people could RSVP or pay online if paid event.
- Press Releases
- Programs
 - Kids and the Arts
 - Information and Application
 - Dr. Raymond Olsen Performance Grants
 - Info, application and then awardees once public
- CAP presents – link to www.civicartsplaza.com
- Newsletter sign up and ways of getting in touch with us to volunteer or get information

Lowest bid, Resolve Internet Marketing - \$3,000 any additional items will be built at \$50/hour.

My recommendation is to authorize me to contract with Resolve Internet Marketing to build TOARTS a website with a not to exceed budget of \$3,500