

**Arts Council of Torrance
Regular Board of Directors Meeting
Thursday, June 28, 2018, 7:00 PM
Plasma Technology Conference Room, 1765 Oak St., Torrance**

Minutes

The meeting of the Arts Council of Torrance Board of Directors was called to order by Steve Norris at 7:04 pm (President Megan Willis was delayed) in the Plasma Technology Conference Room, 1765 Oak Street in Torrance, CA.

A quorum to conduct business was established. Attending the meeting were Megan Willis, Steve Norris, Susan Norris, Kathryn Endo-Roberts, Anil Muhammed, and Peggy Dowell. Excused: Owen Griffith and Jeannine Madden.

The minutes of the May 24, 2018 meeting were distributed. Kathryn Endo-Roberts **moved** to approve the minutes as corrected. Anil Muhammed **seconded** the motion. **Motion carried** with one abstention.

Financial Report: Peggy Dowell

Treasurer's Report

Balances as of June 28, 2018

Ending Balance TCCU Checking:	\$ 3,384.81
Ending Balance TCCU Savings:	\$ 8,524.26
Ending Balance Sally Stowe Fund:	\$ 562.07
Petty Cash	\$ <u>50.00</u>
Total Cash on Hand:	\$12,521.14

Susan Norris **moved** to file the report as presented. Megan Willis **seconded** the motion. **Motion carried.**

Bills to be paid:

\$500 (estimated) Hartford Insurance Liability insurance for our events

Peggy Dowell **moved** to pay the bills as presented. Susan Norris **seconded** the motion. **Motion carried.**

Checks to ratify:

#2144 The Depot	\$250.00	Deposit for June 9, 2018 GMM
#2145 Alanna Tran	\$1,000.00	\$500 ACT Award + \$500 Watercolor Society Award

#2146	Hayley Hokanson	\$1,000.00	ACT Award
#2147	Ryan Johnson	\$1,500.00	\$1,000 ACT Award + \$500 Stowe Award
#2148	The Depot	\$890.00	Balance due for June 9, 2018 GMM
#2149	City of Torrance	\$500.00	Deposit for Feb 9, 2019 Black History presentation in the Nakano Theater
#2150	Cultural Arts Foundation	\$75.00	Arts Festival Booth
#2151	Void		(Returned check from Everett Emerson as Flag Day speaker)

Peggy Dowell **moved** to ratify the bill(s) as presented. Susan Norris **seconded** the motion. **Motion carried.**

Susan Norris **moved** to remove Peggy Dowell from the ACT bank account signature card and add Anil Muhammed. Kathryn Endo-Roberts **seconded** the motion. **Motion carried.** On the signature card for 2018/2019 will be Anil, Kathryn, Megan and Susan.

Peggy offered to provide Quicken software for the ACT Treasurer. Discussion was held on whether we should purchase two (2) computers for ACT. Tabled until next month.

Chair Reports

First VP Programs: Steve Norris

Flag Day: Everett Emerson discussed the meaning and symbolism behind the flags of our Military. He graciously declined our honorarium check (#2151).

Torrance Cultural Arts Foundation Arts Festival: Steve Norris manned the Arts Council table at the entrance of the festival and handed out membership forms as well as sharing flyer information from some of our past activities for 2017/2018.

In order to be a "preferred" group when booking dates for the Torrance Library, you must be a group affiliated with the library. Steve and Kathryn will approach Dana Vinke to see if ACT can become an affiliate.

Ted Lange's show has been booked for Saturday, February 9th, 2019 in the Nakano. Steve will seek a grant from General Services to help cover the rent. Peggy will talk to Linda Dryer and TPAC to see if they want to co-partner in sponsoring Ted's show.

Megan proposed two of the upcoming GMMs be at The Sizzler, and the third to include the Student Art Awards at another location such as The Depot.

Kathryn Endo-Roberts **moved** to hold two GMM meetings at The Sizzler and the third at another venue to be determined. Susan Norris **seconded** the motion. **Motion carried.**

Peggy will check on cost breakdowns for liability insurance with the City insurance provided vs. personal company coverage.

Second VP Membership: Kathryn Endo-Roberts

Kathryn has several possible speakers for future Asian Pacific American Month events, including Dr. Wing Mar and Peter Cheung.

Discussed "levels of sponsorship" for corporate donors. Kathryn would like to ask corporate members to partner or sponsor ACT events such as the Student Arts Awards or a possible art competition.

Janice Tanaka is available Oct 13, 20 and 27 to show her film, "Rebel With a Cause". Steve will check with the library or possibly the Torrance Airport to book a date.

Corresponding Secretary: No report given.

City Liaison: No report given.

Historian: No report given.

Torrance Cultural Arts Commission: Megan Willis

Megan and Anil will attend the August 24th dinner meeting with the City Council. Topics she would like to bring up that ACT would like help with include rent, publicity/marketing, and billing issues.

NEW BUSINESS

Megan Willis **moved** to appoint Peggy Dowell as both Parliamentarian and Director of Publicity and Graphics. Susan Norris **seconded** the motion. **Motion carried.**

A thank you letter was received from Linda Dryer of the Conservatory thanking ACT for supplying the two student scholarship grants. Notes of thanks were also provided by the individual recipient families. Linda had also stated they would be happy to provide entertainment for future ACT general meetings whenever needed.

Signature paperwork and photo IDs are required of Megan, Anil, Kathryn and Susan by the Torrance Community Credit Union.

There being no further business, the President called for adjournment at 9:12 pm.

Next meeting: July 26th, 2018 @ 7:00 pm

Susan Norris
Secretary