

**Arts Council of Torrance**  
**Regular Board of Directors Meeting**  
**Monday, August 28, 2017, 7:00 p.m.**  
**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 President Megan Willis at 7:00 pm 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, Kathryn Endo-Roberts, Susan Norris and Peggy Dowell. Excused: Owen Griffith and Jeannine Madden.

The minutes of July 27, 2017 meeting were distributed. Peggy Dowell **moved** to approve the minutes as presented. Steve Norris **seconded** the motion. **Motion carried.**

**Financial Report:** Peggy Dowell

**Treasurer's Report**

**Balances as of August 28, 2017**

Ending Balance TCCU Checking:	\$ 7,264.43
Ending Balance TCCU Savings:	\$ 9,017.50
Ending Balance Sally Stowe Fund:	\$ 1,061.27
Petty Cash	<u>\$ 50.00</u>
Total Cash on Hand:	\$17,343.20

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

Peggy picked up and deposited the 2017 Arts Commission Grant payment of \$1,000.

Peggy has gathered together all the paperwork required to file a report for 2011 through 2017 for the "Registry of Charitable Trusts." She should have the report done and sent within a week.

Peggy suggested having a yearly audit and provide \$150 in the budget to pay the auditor. Currently an audit is conducted only after a change of Treasurers, but she thought it would be in the interest of the Board to keep it updated annually.

Discussion was held on getting "raffle charity" status, and it was decided to not register for this year. It can be revisited annually by the new Board.

A Budget Committee consisting of Megan Willis, Peggy Dowell, Kathryn Endo-Roberts, Steve Norris and Susan Norris will meet on Saturday, September 16, 2017 to prepare a budget to be presented at the General Meeting on October 28, 2017.

## **Chair Reports**

First VP Programs: Steve Norris

Planned programs:

Saturday, October 28, 2017: General Membership Meeting @ Sizzler

Friday, November 10, 2017 @ 7:00 pm: Veteran's Day Event @ Katy Geissert Library

Saturday, February 17, 2018 @ 7:30 pm: Black History Event @ Nakano Theatre

Saturday, March 3, 2018: General Membership Meeting @ Sizzler

Sunday, March 4, 2018: Holding reservation @ Ken Miller Recreation Center (previous Spotlight Award date) "just in case"

Wednesday, March 7, 2018 @ 1:00 pm: Women's History Event @ Torrance Women's Club

Thursday, March 8, 2018 @ 7:00 pm: Women's History Event @ Katy Geissert Library

April 2018: Poetry Competition @ Katy Geissert Library (possibly April 26?)

Saturday, May 12, 2018: General Membership Meeting & Student-Artist Award winners @ Sizzler

May 2018: Asian/Pacific Event @ Katy Geissert Library?

June 2018: Flag Day Event @ Katy Geissert Library? (Wednesday, June 13th?)

A Student-Artist Awards Committee consisting of Megan Willis, Peggy Dowell and Kathryn Endo-Roberts will meet on Wednesday, September 20, 2017 @ 3:00 pm to revamp the former Spotlight Awards.

The Board decided to change the date and venue of the Student-Artist Awards (formerly the Spotlight Awards) but will hold onto the March 4, 2018 date at the Ken Miller Recreation Center for the time being. Steve will talk to Jordan Rumery to see if the downpayment already made can be put towards another event. The Student-Artist Awards will now be combined with the May 12, 2018 General Membership Meeting at the Sizzler.

Second VP Membership: Kathryn Roberts

Kathryn shared the updated back page “sign-up” of the ACT Annual Membership brochure. The Board agreed it was a nice streamlined improvement, and Peggy will use it to print the 2017/2018 brochures.

Discussed whether or not to continue mailing out Membership Cards. It was agreed the Board should continue to acknowledge new and renewing members, and it was decided an Acknowledgement Postcard could serve as both a “Thank You” and proof of membership. Peggy will design the postcards.

Discussed creating a survey for new and renewing members with “Getting to Know You” questions about their interests in the arts and how ACT can best serve them. Peggy and Kathryn will meet to discuss further membership ideas.

Corresponding Secretary: No report given. The Board will discuss at a later date how to redefine the duties of the Corresponding Secretary.

City Liaison: No report given. It was discussed to possibly eliminate the City Liaison Chairmanship position.

Historian: No report given.

Torrance Cultural Arts Commission: Megan Willis

The Excellence in Arts Award recipients have been chosen and include the performance and philanthropic group “Penny Royal Players” and the Metropolitan Educational Theater (MET).

**NEW BUSINESS**

Discussion was held to change Julia Lisa and Derek Mateo’s positions to become Ad Hoc Consultants rather than Board Members. They would be required to attend one meeting to discuss their ideas and plans, then no requirement to attend another meeting. Megan will contact each of them to verify they are still interested.

Al Muratsuchi’s office contacted Megan Willis in search of local artists to donate their art to be displayed in his office.

Local playwright Jason Fong has requested the Arts Council’s help in finding a venue for him to perform in February 2018. He is not looking for any financial support. Torrance High School’s theater is a possibility now that the remodeling is complete. Megan also suggested an art gallery in Torrance that will be opening in October. She talked with the

owners at the Torrance Cultural Arts Foundation Arts Day in June, and they were looking for opportunities to rent their space for art events. This is a venue for the Board to keep in mind for its own future events and possible fundraisers.

Continued discussing the possibility of the Board Directors and Officers being covered with liability insurance. One quote was \$1,250 annually. A vote was tabled while Peggy seeks another quote for comparison.

There being no further business, the President called for adjournment at 8:15 pm.

**Next meeting: September 16<sup>th</sup> @ 11:00 pm**

Susan Norris  
Secretary