

**Arts Council of Torrance
Regular Board of Directors Meeting
Thursday, July 27, 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 6:59 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 the Outgoing June 21, 2017 meeting were distributed. Susan Norris **moved** to approve the minutes as corrected. Steve Norris **seconded** the motion. **Motion carried.**

The minutes of the Incoming June 21, 2017 meeting were distributed. Peggy Dowell **moved** to approve the minutes as corrected. Kathryn Endo-Roberts **seconded** the motion. **Motion carried.**

Financial Report: Peggy Dowell

There are currently three (3) ACT accounts held at the Torrance Community Credit Union (TCCU):

- 1) Checking (draft) – does not accrue interest
- 2) Savings – w/interest
- 3) Sally Stowe Fund – w/interest

Treasurer's Report

Balances as of July 26, 2017

Ending Balance TCCU Checking:	\$ 7,417.60
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:	\$17,546.37

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

Peggy asked for the bills already paid listed below to be ratified (see Supplemental Treasurer's Report for specifics):

7-04-17 Hartford (Liability Insurance)	\$500.00
7-11-17 Patrice Lefevre	\$175.99

Kathryn Endo-Roberts **moved** to ratify the bills. Megan Willis **seconded** the motion. **Motion carried.**

Peggy proposed paying the bills listed below (see Supplemental Treasurer's Report for specifics):

\$16.00	to City of Torrance for Women's History Event
\$500	to Peggy Dowell for reimbursement of deposit made for Black History Month
\$256.00	to City of Torrance for Veteran's Day Event

Susan Norris **moved** to pay the bills. Megan Willis **seconded** the motion. **Motion carried.**

No paperwork has been submitted since 2003 by the Arts Council for the "Registry of Charitable Trusts." No fee is due, but paperwork needs to be filed.

Financial paperwork was submitted to the auditor last week.

Discussion was held on "raffle charity" paperwork and whether or not the board would like to file for it. A vote was tabled until next month while Peggy continues to review what it entails.

Peggy suggested purchasing an iPad tablet and Quicken Software to be used by the current and succeeding ACT Treasurer(s). No vote was taken at this time.

Peggy provided Expense Report forms to be used when submitting receipts to the Treasurer.

The Budget needs to be completed by the October Board meeting so it can be presented at the General Meeting in November.

Peggy is working on changing out Patrice LeFevre as the contact person for PayPal.

Chair Reports

First VP Programs: Steve Norris

Planned programs:

- 1) Saturday, November 4, 2017: General Meeting @ The Sizzler
- 2) Friday, November 10, 2017: Veteran's Day Event
- 3) Saturday, February 17, 2018: Black History Event
- 4) Sunday, March 4, 2018: Spotlight Awards/General Meeting
- 5) Wednesday, March 7, 2018: Torrance Women's Club Event—Women's History
- 6) Thursday, March 8, 2018: Women's History Event (library)
- 7) April: Poetry Competition
- 8) May: Asian/Pacific Event?
- 9) June: Flag Day Event?
- 10) June General Meeting

Social Services will hold a Veteran's breakfast on November 10th: Steve asked them for speakers. Wounded Warriors will only speak if paid. The planned ACT program is approx. 20 minutes discussing Berga, the American POW camp located in Germany; approx. 10 minutes talking about the Healing Arts; invitation to vets to tell their own stories. In order to keep cooperation flowing with Social Services, the Board should consider holding any future Veteran's Day events on the same day as Social Services *unless* their program is on the weekend, which it is in 2018.

Steve will be able to secure the other 2018 event dates in December.

General budgeting prices for event space rental:

\$400 for Garden Room(s)

\$200-\$250 for library

\$1,063 for the Ken Miller Recreation Center

The City Council will *not* grandfather in the Arts Council for one (1) building rental per year, but they *will* allow a reduced rate of \$542, however it must be reapplied for each year.

Steve has asked 16 different corporations for sponsorship/funds for our programs.

Peggy will pick up the 2017 Arts Commission Grant payment check.

Discussions will continue in the future on revamping the Spotlight Awards, including possibly reducing down to three (3) \$1,000 awards and requiring the students to be planning a career in the Arts.

Second VP Membership: Kathryn Roberts

Suggestions were made to update and simplify the back “sign-up” page of the ACT Annual Membership brochure.

Kathryn suggested creating a separate corporate level sponsorship brochure. Once this corporate level begins to grow, the board can consider doing a fundraiser such as a Phantom Fundraising Auction. Corporate perks in exchange for a donation could include:

- 1) Free advertising on the ACT Website
- 2) Free advertising on the ACT Facebook page
- 3) Tote bag with tickets to each of our events
- 4) Plaque/certificate stating they support the Arts Council
- 5) Opportunity to present/participate/volunteer at our events

Corresponding Secretary: No report given, but it was suggested to eliminate birthday request information and stop sending birthday cards to the membership. Formally redefining the role of the Corresponding Secretary should be done at a later date.

City Liaison: No report given.

Historian: No report given.

Torrance Cultural Arts Commission: Megan Willis

The Torrance Amphitheater at Wilson Park is up and running. Kathryn attended the opening.

The Excellence in Arts Award recommendation is due soon to the City Council.

NEW BUSINESS

A voice vote on swearing in of new Board members Julia Lisa and Derek Mateo was postponed because they were not present. Discussion on their plans for creating theater and film workshops was also postponed, as well as whether or not they should be possible judges for the Spotlight Awards.

Megan discussed the possibility of Board Directors and Officers being covered with liability insurance. The current insurance company, Hartford, does not cover this.

Megan discussed creating a committee to revise the by-laws. This will be revisited at a later date.

Future meetings will regularly be held on the 4th Thursday of each month @ 7:00 pm on Oak Street. Due to scheduling conflicts, the next two meetings will be held on Mondays (August 28 and September 18). The October meeting will return to a Thursday on the 26th.

There being no further business, the President called for adjournment at 9:34 pm.

Next meeting: August 28th @ 7:00 pm

Susan Norris
Secretary