

**Arts Council of Torrance
Regular Board of Directors Meeting
Wednesday, June 21, 2017, 6:30 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 6:46 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 May, 2017 meeting—carried over from the Outgoing meeting of June 21, 2017 due to a lack of quorum-- were distributed. Steve Norris **moved** to approve the minutes as presented. Megan Willis **seconded** the motion. **Motion carried.** The General Meeting Minutes of June 4, 2017 were read. Kathryn Endo-Roberts **moved** to approve them. Susan Norris **seconded** the motion. **Motion carried.**

Financial Report: Peggy Dowell was unable to present a report as she is waiting for the financial records from the outgoing treasurer, Patrice LeFevre. Once Peggy has all the records, she will set up the annual audit.

Two signatures are required for the checking account. Peggy, Megan, Kathryn and Susan agreed to give the bank the required paperwork to be on the account. By consensus, these names were approved to be added to the account.

An IRS letter is needed every year, so we need a current 501c letter from them.

Chair Reports

First VP Programs: Steve Norris

The General Meeting on June 3rd went well. Sue Berliner dropped off her Programs materials to Steve. She also sent an email about some other items and issues. Janene Ferguson dropped off her Recording Secretary materials to Steve as well.

November 10th is set for the Veterans program with Healing Arts plus a speaker on the Berga American Labor Camp. Event will be in the Performing Arts Center Garden Room (both rooms). The Garden Room rates are \$238. Steve is checking to see if there will be a Vets breakfast that morning. Megan suggested contacting Wounded Warriors to participate. Kathryn suggested High Tops, a local group, to perhaps perform

a patriotic medley.

\$550 is due by June 22nd, 2017 to book the Nakano Theatre for the February 17, 2018 performance of *Lady Patriot* for Black History Month. Peggy will take care of the payment.

Second VP Membership: Kathryn Roberts

Peggy will forward a Members spreadsheet from the outgoing Membership VP, Richard Whitehorse, to Kathryn.

Kathryn was happy to report that the drama community is joining ACT. Derek is willing to do promotional materials as well as be the Historian.

Kathryn suggested the Board consider changing names and possibly prices of the different Membership Levels with incentives to join. Peggy suggested having a meeting to look over the possible revision ideas. A meeting was set for Thursday, July 13th at 5:00 pm to be held at Oak Street, with Kathryn, Peggy, Steve and Megan attending.

Corresponding Secretary: No report given.

City Liaison: No report given.

Historian: No report given.

Torrance Cultural Arts Commission: Megan Willis

Megan reported that the Arts Commission Chair, Craig Taylor, was impressed with the June 3rd ACT General Meeting. The Commission allocated their grant funds for the year, including \$1,000 to the Torrance Arts Council for Black History Month 2018.

The new gazebo at Wilson Park will be called the Torrance Amphitheater and can be booked through Eve Rappoport of the Cultural Arts Division. It will be available for weddings, receptions, parties and performances.

NEW BUSINESS

There was a brief discussion on appointing Julia Lisa as the new Recording Secretary, and Derek Mateo as Historian. Derek would also be tasked with preparing a video presentation of ACTs events for the June 2018 General Meeting. If the meeting is to be held again at The Sizzler, Eric the manager will require 24-hour notice to get the wi-fi going prior to the meeting.

It was agreed that due to Julia living in Studio City, we would try to digitally correspond with her as much as possible.

Peggy Dowell made a **motion** to appoint as the Recording Secretary and Derek Mateo as Historian. Steve Norris **seconded**. **Motion carried**.

Peggy handed out copies of the TUSD schedule for 2017-2018 for members to keep in mind when scheduling events.

ACT plans to hold another April poetry competition. Steve will ask Lisa at the City for dates, possibly the second week on a Wednesday so we bypass Easter and school Easter vacations. Further discussions will need to be held to discuss whether it would be a "slam" or competition, how to judge it, whether to separate the kids from the adults, etc.

It was suggested that in August we look at scheduling other possible presentations and come up with a budget for each. The final schedule and budget will be presented to the general membership at the November meeting.

Peggy, Megan and Steve plan to attend the Torrance Cultural Arts Foundation Arts Festival on June 24th and man a table to hand out ACT membership forms to attendees.

Peggy will check the old PO Box address for ACT and change the mailing address to the 1765 Oak Street address. Steve will regularly check for mail and forward to the appropriate board member.

Discussion was held whether to amend the treasurer position to oversee Parliamentary and Reservations as well. It was decided to keep those duties separate.

It will be decided later as to who will actually send out the invitations and take care of the menu and reservations for the future general meetings.

Discussion to possibly have a separate Promotions/Publicity Chairmanship. Will discuss when Julia and Derek can be present, including whether to create social media responsibility under Promotions/Publicity. Jeannine Madden will continue, but it would be wise to have someone else learn how to do it as well.

Discussion of possible workshops to be held by Julia and Derek. Possible venues for these workshops could be the Torrance Airport, Torrance school(s), and the library. We will continue to look for alternative spaces as well. Megan will ask Julia and Derek for a proposal of what they would like to do in the way of workshops.

Discussed possibly restructuring the Spotlight Awards, including:

- 1) Fewer categories, such as Literature, Performing and Visual only.
- 2) Requiring participants become an Arts Council Member at a reduced student rate.
- 3) Attend a workshop led by Julia and/or Derek.
- 4) Have participants perform the day of the awards as a competition for the Sally Stowe Award.

Discussed exploring insurance for board members.

Steve will attend a City Council meeting in July when the Council will be discussing grandfathering in free rent for ACT when renting a room at the Cultural Arts Center for the annual Spotlight Awards.

Discussion to establish a board meeting schedule going forward. The current date is the 4th Thursday of the month @ 6:30 pm. Changed to the 3rd Wednesday of the month at 6:30 pm. This could change in the future depending on Julia and Derek's schedules.

There being no further business, the President called for adjournment at 8:30 pm.

Next meeting: July 19th @ 6:30 pm

Susan Norris
Secretary