

**Arts Council of Torrance  
Regular Board of Directors Meeting  
Thursday, October 26, 2017 7:00 AM  
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 7:09 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 September 16, 2017 meeting were distributed. Kathryn Endo-Roberts **moved** to approve the minutes as presented. Peggy Dowell **seconded** the motion. **Motion carried.**

**Financial Report:** Peggy Dowell

**Treasurer's Report**

**Balances as of October 25, 2017**

|                                  |                 |
|----------------------------------|-----------------|
| Ending Balance TCCU Checking:    | \$ 6,961.65     |
| Ending Balance TCCU Savings:     | \$ 9,019.77     |
| Ending Balance Sally Stowe Fund: | \$ 1,061.27     |
| Petty Cash                       | \$ <u>50.00</u> |
| Total Cash on Hand:              | \$17,092.69     |

Susan Norris **moved** to file the report as presented. Kathryn Endo-Roberts **seconded** the motion. **Motion carried.**

Bills to be paid: \$29.40 to Peggy Dowell for GMM invitation postage

Kathryn Endo-Roberts **moved** to pay the bills as presented. Susan Norris **seconded** the motion. **Motion carried.**

Checks to ratify:

|                          |          |
|--------------------------|----------|
| #2104 Mackenzie Kasdan   | \$500.00 |
| #2105 Mackenzie Kasdan   | \$250.00 |
| #2106 Secretary of State | \$ 20.00 |
| #2107 City of Torrance   | \$ 40.00 |

Kathryn Endo-Roberts **moved** to ratify the bills as presented. Susan Norris **seconded** the motion. **Motion carried.**

Peggy reported that the Statement of Information Form for California (S1-100) is to be filed every two years.

The auditor is still working on the audit but should finish soon. Steve Norris **moved** to have a check written out for \$250.00 for the auditor's services to be paid upon completion. Megan Willis **seconded** the motion. **Motion carried.**

Discussion was held on whether or not to purchase D & O Insurance which would cover 1) employment-related issues; 2) failure to provide services; and 3) mismanagement of finances. The board felt it was an unnecessary expense at this time. Susan Norris **moved** to not purchase the D & O Insurance at this time. Kathryn Endo-Roberts **seconded** the motion. **Motion carried.**

Peggy reported a request by the Yukon Elementary School PTA for \$350.00 to help fund their Adventures in Art Program. Following discussion, Steve Norris **moved** to pay \$350.00 to the Yukon PTA. Peggy Dowell **seconded** the motion. **Motion carried.**

## **Chair Reports**

First VP Programs: Steve Norris

**General Meeting, Saturday, October 28, 2017.** Set for 11:00 am to 2:00 pm. Peggy has sent out the invitations to the membership as well as Social Services and the City Council, and she is coordinating the food requests with the restaurant manager. The speaker will be photographer Vic Buhay. Steve Norris **moved** to make a check out to Vic for \$100.00 for his speaker fee. Kathryn Endo-Roberts **seconded** the motion. **Motion carried.**

Discussed raffle prizes to be given out as well as table decorations. Susan will provide the decorations as well as the individual "buckets" for the raffle tickets in front of each prize.

Peggy Dowell provided a copy of the proposed budget for July 1, 2017 thru June 30, 2018. Megan Willis **moved** that copies of the proposed budget be provided at the October 28, 2017 meeting and that the Board recommends the budget be approved by the General Membership. Susan Norris **seconded** the motion. **Motion carried.**

**Veteran's Day Event, November 10, 2017.** John Woodcock, Jim Unmack, Erin Beck-Acain and Steve Norris will be presenting. Advertising is on the City of Torrance website, and flyers will be given out to the City Council and Arts Commission. Steve will also hand them out at the City of Torrance's Veteran's 11:00 am breakfast that morning.

**Black History Event "Lady Patriot".** Peggy should be able to have tickets available

for sale at the General Membership Meeting.

**Women's History Event.** The topic will be "Women in Medicine."

Second VP Membership: Kathryn Roberts

Kathryn discussed including a raffle ticket with each membership sign-up as a perk for joining. She continues to compile the membership list with current emails as well as past members in order to reach out to them to consider re-joining. She also proposed dedicating the upcoming General Membership Meeting in the memory of former Torrance mayor and ACT member Dee Hardison. Steve suggested also dedicating it in memory of ACT Past President Terry Klauck.

Corresponding Secretary: No report given.

City Liaison: No report given.

Historian: No report given.

Torrance Cultural Arts Commission: Megan Willis

The Excellence in Arts Award ceremony was held on October 21, 2017. Peggy Dowell and Megan Willis attended and enjoyed the program, however they were disappointed that no award was given for Literature Arts because there were no nominations.

NEW BUSINESS

It was decided to not have a meeting in December.

There being no further business, the President called for adjournment at 8:33 pm.

**Next meeting: November 30<sup>th</sup> @ 7:00 pm**

Susan Norris  
Secretary