

**Arts Council of Torrance
Regular Board of Directors Meeting
Saturday, September 16, 2017, 11:00 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 11:15 am 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 August 28, 2017 meeting were distributed. Peggy Dowell **moved** to approve the minutes as presented. Steve Norris **seconded** the motion. **Motion carried.**

Financial Report: Peggy Dowell

No change from last month:

Treasurer's Report

Balances as of September 15, 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. Kathryn Endo-Roberts **seconded** the motion. **Motion carried.**

Peggy reported the "Registry of Charitable Trusts" report is complete and will be filed this week.

The ACT books are still being audited. Due to three years' worth of paperwork, it is taking longer than usual to complete.

Peggy reported that the D & O (Director's and Officer's) Insurance companies require a copy of the ACT budget. After the Budget Committee meets to complete the budget, she will submit it to the insurance company(ies) as needed.

Chair Reports

First VP Programs: Steve Norris

General Meeting, Saturday, October 28, 2017: Steve confirmed with Eric (the Manager) at The Sizzler that we are set for 11:00 am to 2:00 pm. Steve plans to meet with Eric on Monday, September 18th to set the menu choices. Peggy will create and send out the invitations by the end of September.

After discussing a ticket price for the General Meeting, Peggy Dowell **moved** to charge \$25 per ticket. Susan Norris **seconded** the motion. **Motion carried.**

Steve reported he was still firming up a speaker for the event. Suggestions for possible future speakers included:

- Spotlight and Sally Stowe Award winner Mackenzie Kasdan (Susan will contact)
- artist Gemma Del Rio (Megan will contact)
- Gay Durwood (Megan will contact)
- Destination Arts artists (Kathryn will contact)

Veteran's Day Event, November 10, 2017: Steve will ask Everett Emerson to speak.

Second VP Membership: Kathryn Roberts

Discussed the idea of creating a "New Member" and "Renewed Member" postcard to be sent as a thank you and reminder when it's time for the yearly membership drive. Might also send an email as a reminder to renew. Discussed creating a solicitation or outreach postcard to potential new members.

When the new ACT brochure is completed, Peggy will send to Jeannine Madden to have it uploaded to the Arts Council website.

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 will be October 21, 2017.

NEW BUSINESS

Megan suggested tabling Julia Lisa and Derek Mateo to January and revisit their interest in joining the group at that time.

Peggy Dowell **moved** to table discussions with Julia Lisa and Derek Mateo. Susan Norris **seconded** the motion. **Motion carried.**

The Board is thus seeking people to fill the Historian and Recording Secretary positions.

There being no further business, the President called for adjournment at 12:00 pm.

Following the Budget Committee meeting with Peggy Dowell, Megan Willis, Kathryn Endo-Roberts, Steve Norris and Susan Norris in attendance, several issues were found needed to be addressed immediately, therefore the Board reconvened at 1:50 pm.

Peggy Dowell **moved** to have an annual audit regardless of whether or not there is a change of treasurer, and that we provide \$150 in the budget to pay the auditor but also asked for approval to up the budget to \$250 for this year alone because the auditor had 3 years' worth of paperwork, not just one. Steve Norris **seconded** the motion. **Motion carried.**

Peggy Dowell **moved** that the ticket price for the ACT General Meeting on October 28, 2017 be \$25. Susan Norris **seconded** the motion. **Motion carried.**

Peggy suggested that ACT make known to members and ACT guests the following statements:

- 1) Per the \$25 General Meeting ticket: "A portion of your ticket price will be put toward the Student Art Awards," and
- 2) Per Membership Dues: "A portion of your Membership Dues will be put toward the Student Art Awards."

Kathryn **moved** these statements be added and Steve Norris **seconded** the motion. **Motion carried.**

There being no further business, the President called for adjournment at 1:55 pm.

Next meeting: October 26th @ 7:00 pm

Susan Norris

Secretary