

**Luther Burbank Memorial Foundation**  
**Luther Burbank Center for the Arts**  
**Board of Directors Meeting Minutes**  
**Via Zoom Conference Call**  
**April 29, 2021**

**Voting Members Present:**

Susan Preston, Chair  
Chris Hunsberger, Vice Chair  
Kathy Hamilton, Secretary  
Ann Hudson, Treasurer  
Rena Charles  
Timothy Farley  
Lisa Ann Hilario  
Jeff Ireland  
Robi McMinn  
Gary Rosenberg  
Monica Flores-Rowley  
Sherry Swayne  
Patti Delano, Volunteer Liaison  
Rafael Rivero, Latino Advisory Council Liaison

**Absent:**

Carmen Castaldi  
Alan Seidenfeld  
Rekha Skantharaja  
John Whiting

**Staff Present:**

Rick Nowlin, President & CEO  
Marc Hagenlocher, Director of Operations  
Dennis Kohke, Director of Finance & Administration  
Robin Seltzer, Director of Development  
Anita Wiglesworth, Director of Programs & Patron Services  
Ashleigh Worley, Director of Education & Community Engagement  
Lauren Morrison, Donor Relations Associate

**Special Guest(s):**

Dr. Erika Powell, Personnel Perspective

**MINUTES**

**CALL TO ORDER**

With a quorum present, the Zoom meeting call was called to order at 4:03 p.m. by Susan Preston.

**ACCEPTANCE OF MINUTES**

Kathy Hamilton asked the members present if there were any changes, corrections or additions to the February 28, 2021 minutes. With none, the minutes were accepted as written.

**LIAISON REPORTS**

• **Volunteers**

Patti Delano reported that Betsy Boes continues to personally call and check in with the Volunteers. Betsy has been keeping a log of those that have been vaccinated, and most have and are ready to return to work. Betsy recognized Volunteer Appreciation Week by writing personal notes to each

volunteer and provided home baked cookies at the April 24, 2021 Car Pool Cinema. There are plans for the Volunteers to attend training on Volgistics and Diversity, Equity, and Inclusion (DEI) as well as a volunteer picnic in the summer.

- **Latino Advisory Council**

Ashleigh Worley reported on behalf of Rafael Rivero, who was unable to join the meeting until later. She reported that there are two major points being discussed with the LAC: the first is planning for a virtual *Fiesta de Independencia* for September with Mariachi Vargas as the virtual headline entertainment; the second is to assess the goals and focus of LAC, and how it meets the needs of the Latinx and other cultural communities in Sonoma County.

## **BOARD GOVERNANCE & NOMINATING COMMITTEE**

- **Recent Orientation Meeting for New Board Members**

Susan reported that an orientation meeting with our newest Board members—Rena Charles, Tim Farley, Robi McMinn, and Monica Flores Rowley—was held in March, was positive, and was productive. All new members are quite motivated and have already shown interest in serving on several different committees. For instance, Tim is currently serving on both Finance and the Special Events committees, Rena on the Special Events committee, Robi on the SWOT Task Force, and Monica on the Latino Advisory Council.

- **Committee Membership Updates**

A current committees list was sent in the Board packet. Susan encouraged the Board to look over the list, and if they are interested in joining any, please let Rick or her know.

- **Finance Committee Membership**

Susan shared that new Board members should be encouraged to join, or “audit” for several months, the Finance Committee as a way to learn about and understand how the institution works.

- **Review of By-Laws**

Since it has been four years since the last by-laws review and update, the Board Governance & Nominating Committee is suggesting a current review by our attorney at Spaulding McCullough Tansil who specializes in non-profit law. The committee will bring recommended changes to the Board in the future.

## **FINANCE UPDATE**

- **March & Y-T-D Operating Results**

Dennis reviewed the March YTD financial results; there were no questions. He then informed the Board that the Center has received their second PPP loan in the amount of \$745K. He explained that this loan would not be able to be converted into a grant during this fiscal year, but that it should be eligible to be converted early in FYE22. He then discussed the upcoming federal SVO (Shuttered Venue Operator) grant application and the possibility that it might be included in FYE21 results. Finally, he explained that the PG&E settlement notification was delayed further, possibly until June. He closed by stating that the LBC staff are planning to present a preliminary FYE22 budget in May, that the Center is almost at a 100% vaccinated work force, and that new hires will be required to be vaccinated.

## QUESTIONS ON ADVANCE REPORTS

- **DEI (Diversity, Equity and Inclusion)**

No questions on the advance DEI report included in the Board packet.

- **Arts, Entertainment, Rentals and Marketing**

Anita Wiglesworth reported that plans to re-open the Box Office will happen June 1, 2021. The team is busy with re-staffing and developing safety protocols to re-open. The new season brochure is being developed with an on-sale launch scheduled for June.

- **Education and Community Engagement**

Ashleigh Worley shared that much engagement during the pandemic came from countries all over the globe, including Canada, Mexico, Italy, Ireland, Morocco, Trinidad, and Tobago. A total of 130K people participated in one form or another in ECE virtual programs. The ECE team will continue to offer on-line programming through the end of the year and may still offer a hybrid of virtual and in-person programming as the state and county continue to re-open fully through the end of December.

- **Operations**

Marc Hagenlocher reported that staffing in the Maintenance and Events Departments continues to be a challenge at the Center. Robi McMinn asked about jobs available so that the Board could help assist getting the word out about open positions. The list of jobs available are on our website and can be found [here](#).

- **Development**

No questions on the advance Development report included in the Board packet.

## SUCCESS STORIES: *Art of Dessert* (AOD)

- **Results**

Susan stated she felt pairing *Date Night with LBC* and *Art of Dessert* was quite successful. Of 16 Board members, 11 were sponsors of the events; and Susan offered her sincere thanks to all. Thanks as well to those Board members who participated by purchasing larger auction items, actively securing donations as a peer-to-peer fundraiser, and for helping to procure amazing auction items. Susan also offered many thanks to the Events Committee, the Development team, and to Ashleigh Worley for their continued support and help in realizing this huge success. Robin Seltzer offered her own thanks to Anita Wiglesworth and the Marketing team for their work, assistance, and collaboration. As of today, we've raised \$491K with only \$9K needed to close the gap to our \$500K goal. Robin encouraged Board members to continue fundraising to help close that attainable goal. At this time, this is the second largest amount of money ever raised for *AOD*, and congratulations were offered to all who were instrumental in this achievement!

- **Board Observations and Feedback**

Chris Hunsberger extended kudos to Robin, Susan, and the entire leadership team for a remarkable event! Many of the Board agreed that the silent auction should continue, at least in part, virtually going forward. Consensus was that it was too much to juggle between two websites.

## PRESIDENT & CEO UPDATE

Rick also offered his gratitude to all who were involved in the extraordinary success of *AOD*.

Rick then reported that as the state and county move forward to a potential full re-opening on June 15, the Center continues to work on staffing, sanitizing and preparing for our first mainstage show in August. Watch for messaging on protocols being followed and other communication regarding our re-opening through e-mails, our web-site, and social media. Finally, Rick reminded the Board that this year the meeting on August 26 will be our annual ½ day retreat, from noon to 6 p.m., at the Center. More information will follow over the next few months.

#### **DEI BOARD TRAINING HIGHLIGHTS AND DISCUSSION**

Chris Hunsberger recapped to the Board the DEI progress to date and gave a glowing introduction of Dr. Erika Powell, of Personnel Perspective. Chris shared that the DEI commitment statement is now up on the Center website and is being positively received. The organization continues to maintain their DEI commitment as they conduct a national search for qualified candidates for the Directors of Development and Marketing. To date, Dr. Powell has led two sessions with LBC staff with 30+ participants. Chris shared that the staff has embraced this journey and find themselves experiencing it at their own pace. Dr. Powell welcomed the Board members present and proceeded to explain some foundations of DEI and to give a bird's eye view of her work with the staff. She guided the Board through several exercises and encouraged participation, in-depth conversation, and feedback. She noted that as a previous assignment, staff was asked to create a visual response to a set of questions relating to their journey with DEI. Some of these images were shared (anonymously) with the Board, who expressed their amazement at the creativity and thoughtful content that was submitted. There was great involvement and respectful conversation by the Board, and all extended their thanks to Dr. Powell and that they look forward to working with her again at next month's meeting.

#### **ADJOURN**

**With no other business, the meeting adjourned at 6:15 p.m.**