

Luther Burbank Memorial Foundation
Luther Burbank Center for the Arts
Board of Directors Meeting Minutes
Via Zoom Conference Call
May 27, 2021

Voting Members Present:

Susan Preston, Chair
Chris Hunsberger, Vice Chair
Kathy Hamilton, Secretary
Ann Hudson, Treasurer
Carmen Castaldi
Rena Charles
Timothy Farley
Lisa Ann Hilario
Jeff Ireland
Gary Rosenberg
Monica Flores Rowley
Rekha Skantharaja
Patti Delano, Volunteer Liaison
Rafael Rivero, Latino Advisory Council Liaison

Absent:

Robi McMinn
Alan Seidenfeld
Sherry Swayne
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):

Keenan McCullough
Dr. Erika Powell, Personnel Perspective

MINUTES

CALL TO ORDER

With a quorum present, the Zoom call was called to order at 4:01 p.m. by Susan Preston.

ACCEPTANCE OF MINUTES

Kathy Hamilton asked the members present if there were any changes, corrections or additions to the April 29 minutes. With none, the minutes of the last meeting were accepted as written.

BOARD GOVERNANCE & NOMINATING COMMITTEE

- **Thank You to Lisa Ann Hilario**

Susan Preston shared that Lisa Ann Hilario would not be returning to the Board at the end of her term this month. Susan and Rick, on behalf of the Board and staff, offered Lisa Ann their thanks for her

work on the Board for these past three years, as well as for her legal guidance and leadership on difficult HR issues during the pandemic. Lisa Ann expressed her thanks and offered to continue to support the work of the organization. Lisa Ann reported that Spaulding McCullough & Tansil (SMT) will continue their Business Partnership support with the Center for the new FY21-22 season.

- **Board Nominee Keenan McCullough**

With Lisa Ann Hilario leaving the Board, Spaulding McCullough & Tansil has put forth Keenan McCullough as a candidate to replace her. Keenan is a business attorney with SMT focused on mergers and acquisitions. He is the son of past Board and current Honorary Board member, Kevin McCullough, and he is excited to bring a younger, fresh perspective to the Board. In addition, he also serves on the Santa Rosa Memorial Hospital Board. Susan Preston brought forth the motion to nominate Keenan McCullough to the LBC Board of Directors, which was seconded by Chris Hunsberger and passed unanimously. In addition, Susan wanted to find out how many Board members would be comfortable meeting in person at the Center on June 24, if possible. Thirteen Board members indicated they would be open to an in-person Board meeting in June, 1 was a no, and one will only be available by Zoom on that date.

LIAISON REPORTS

- **Volunteers**

Patti Delano reported that on June 12 there will be a ballet recital on the east lawn. Ten volunteers will be on hand to sell waters and concession items for each pod. Betsy Boes continues to call the volunteers personally and reports that they are all eager to return to the Center for in-person events.

- **Latino Advisory Council**

Rafael Rivero welcomed new Board member Keenan McCullough and shared that the Latino Advisory Council (LAC) did not meet in May; however, planning and work continues for a virtual *Fiesta de Independencia* in September, as guidelines for a gathering of 5,000+ people remain unclear. In addition, he reported that a small group of LAC members recently met with staff to have a discussion on the strategic direction of the council, including how LAC through their efforts can help expand the diversity, equity and inclusion work of the Center in the future.

QUESTIONS ON ADVANCE REPORTS

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

Susan noted that Chris Hunsberger would present later in the meeting, just before Dr. Powell joins the meeting at 5:00 p.m.

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

Anita Wiglesworth reported that the new season is going on sale with 25 shows, on June 1 to members and on June 11 to the general public. This will be the Center's first on-sale event since the shelter in place orders and will be a good indication of how the community feels about gathering in person for larger events. Anita and her team will continue to communicate with the public any up-to-date guidelines, restrictions, and requirements necessary for attendance. Anticipating multiple changes on state and county protocols over the next few months, the Center will be somewhat liberal with refunds for those patrons not comfortable returning to full capacity events. In addition, Anita announced that

we will be supporting Rodney Strong Vineyards (RSV) by selling tickets to their summer **Americana Festival**, a three-concert summer series. All concerts are of artists that have been featured in our Luther Locals programs over the past year. This series will kick off July 31 and continue monthly through September. Stay tuned for more information through LBC and RSV!

- **Education and Community Engagement**

Ashleigh Worley shared that ECE is waiting a little longer for in-person events. They will stay virtual for the fall and transition to live school shows and *Family Fun Series* performances in the spring.

- **Operations**

Marc Hagenlocher stated that contract negotiations with IATSE (International Alliance of Theatrical Stage Employees) and a new CBA (collective bargaining agreement) are currently underway. There is an effort to reach out to former Event Aides to see if any are interested in returning to work. Staffing is complete for the moment.

- **Development**

Robin Seltzer reported that “clean-up” is almost complete on a phenomenal *Art of Dessert (AOD)*. A record breaking \$518K was raised and all who participated should be proud of this success! Robin will reach out to individual Board members and inform them of their peer-to-peer fundraising efforts. In addition to a new Director of Development, the department is currently looking to fill three job positions to rebuild the team. They include the following:

- Associate Director of Development
- Donor Relations and Events Manager
- Development Operations and Database Manager

These positions are posted on our [website](#).

FINANCE UPDATE

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

Dennis reviewed the April YTD financial results. Net income, less special gifts and depreciation, improved slightly to \$123K greater than plan. The highlights of the month were the record *AOD* results (\$518K) along with receiving the second draw PPP loan of \$745K. The Endowment value increased to \$12M. In addition, there was considerable discussion regarding the timing and size of the Shuttered Venue Operator Grant (SVOG).

- **2021-22 Budget Work To-Date**

Dennis then presented the preliminary FY22 Budget. Net income for the year, less special gifts & depreciation, showed a considerable increase over the current fiscal year. This is due to the necessity of rehiring staff and preparing to operate in a fully-open manner, while facing considerable uncertainty in patron attendance. In addition, there was further discussion regarding the SVOG and its effect on net income. Dennis will continue to work this budget with the Finance committee and present at the June Board meeting for a final approval and vote.

PRESIDENT & CEO UPDATE

Rick shared that the Executive Committee has approved reinstating staff salaries to 100% with the payroll that starts on June 8, 2021. The Box Office team will resume normal hours: Tuesday through

Saturday, from 10:00 a.m. to 6:00 p.m. beginning June 1. The remainder of the staff will slowly begin to return on site throughout the summer. At this time, we are happy to report that 100% of our staff is vaccinated. Finally, Rick and Susan reminded the Board that attendance at the June 24 meeting is critical, as votes are necessary for both budget and officers for the upcoming new fiscal year.

DEI TRAINING HIGHLIGHTS AND DISCUSSION

Chris Hunsberger reported that following the April 29 Board meeting, he reached out to several members of the Senior Leadership Team as well as some Board members to gauge their feedback on Dr. Erika Powell's session. All agreed that Dr. Powell's presentation and interaction was positive and engaging. Many felt they would like to experience more of the interactive exercises. Dr. Powell then joined the meeting and shared, that as of now, the staff has completed the two **Foundations of DEI** sessions and are now half way through the **Unconscious Bias** course. Dr. Powell noted that today she will share highlights of the Unconscious Bias course and lead the Board through discussion on the best way they can support the LBC around these topics. The Board participated in a guided exercise intended to develop self-awareness around pre-conceived beliefs and judgments and how it affects our thinking towards others. Dr. Powell then asked the group to expound on the questions, "What aspects of your identity have you experienced bias in?" and "How did that make you feel?" An in-depth, serious conversation, centered around awareness of biases, ensued. Dr. Powell ended the session by thanking the Board for their deep and meaningful discussion.

ADJOURN

With no other business, the meeting adjourned at 6:23 p.m.