

**MEETING NOTES**  
**Asian Art Commission**  
**Budget & Finance Committee**  
**Wednesday, September 14, 2022, 2:00 – 4:00 pm**  
**via Zoom**

**Present:** Asian Art Commission Budget & Finance Committee  
Ken Wilcox, Chair  
Edwin L. Berkowitz  
Anthony Sun

**Absent:** None

**Also Participating:** Tim Kahn  
Sara Lee  
Matthew Ayotte  
Patrick Gillespie  
Nada Perrone  
Laura Hathhorn

Committee Chair Ken Wilcox convened the Commission Budget & Finance Committees at 2:05 p.m.

The committee approved a resolution (excerpt below) adopting findings to allow the meeting to proceed remotely (re California Legislation, AB 361):

**RESOLVED**, That Budget & Finance Committee finds as follows:

As described above, the State of California and the City remain in a state of emergency due to the COVID-19 pandemic. At this meeting, the Budget & Finance Committee has considered the circumstances of the state of emergency.

As described above, State and City officials continue to recommend measures to promote physical distancing and other social distancing measures, in some settings.

As described above, because of the COVID-19 pandemic, conducting meetings of this body in person would present imminent risks to the safety of attendees, and the state of emergency continues to directly impact the ability of members to meet safely in person; and, be it

**FURTHER RESOLVED**, That for at least the next 30 days meetings of the Budget & Finance Committee will continue to occur exclusively by teleconferencing technology (and not by any in-person meetings or any other meetings with public access to the places where any policy body member is present for the meeting). Such meetings of the Budget & Finance Committee that occur by teleconferencing technology will provide an opportunity for members of the public to address this body and will otherwise occur in a manner that protects the statutory and constitutional rights of parties and the members of the public attending the meeting via teleconferencing; and, be it

**FURTHER RESOLVED,** That the executive secretary of the Asian Art Commission is directed to place a resolution substantially similar to this resolution on the agenda of a future meeting of the Budget & Finance Committee within the next 30 days. If the Budget & Finance Committee does not meet within the next 30 days, the executive secretary is directed to place a such resolution on the agenda of the next meeting of the Budget & Finance Committee.

Minutes from the May 17, 2022 meeting were approved.

Mr. Wilcox highlighted three topics for the meeting – 2022 financial results, introduction of new controller Matthew Ayotte and observations resulting from the transition, and an update on the East West Bank Art Terrace paver project.

CFO Sara Lee introduced Controller Matthew Ayotte, who joined the museum on August 1, replacing Minfang Gao. Ms. Lee highlighted observations resulting in the transition of the position specifically noting the need to update the museum’s financial software.

Ms. Lee presented the museum’s FY 2022 preliminary unaudited financial results, noting the museum ended up with a deficit of slightly north of \$500,000 versus an earlier anticipated \$3 million. She noted the better performance was driven by higher revenues by about 3% (specifically admissions revenues) and lower expenses by about 5% (primarily personnel vacancies and the gala delay to November). Nada Perrone reviewed revenue variances and fielded questions regarding projections for trustee giving and membership. Sara continued her review and fielded questions regarding operating revenues, expenses, attendance, change in net assets, operating trends, collateral account, board reserve and loan balance, endowment and For All campaign receivables.

Regarding the East West Bank Art Terrace paver project, Patrick Gillespie gave a high-level summary of progress to date on paver replacement, reporting a completed design and due diligence performed during the design process resulting in a system that will support rolling equipment loads up to 7,000 pounds. Mr. Gillespie touched on the upcoming construction schedule, looking at a completion date in the spring of 2023 for opening in late spring, early summer. In closing, he touched on a possible schedule risk (roof repairs) and he talked about the budget (currently \$5.2 million). Patrick and Tim Kahn fielded questions.

The committee approved the proposed 2023 meeting dates.

There being no public comment, Mr. Wilcox adjourned the meeting at 3:00pm.