



## Village Arts Coalition

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VAC Meeting

Date: 3/19/2007

Location: Avalon Building

Board Attendees: Melba Shepard, Ingvar Sodal, Deborah Howard, Marshall Shapiro, Donna Shonle, Chuck Palmer, Steward Hartman, Robert Schaela, Anne Vickery, Jane Bunin, Carol Stepanick, Dave Sander.

Public Attendee: Stan Wilkes

Meeting was called to order by Melba Shepard at 7:30pm.

1. **Past meeting minutes:** Stan suggested a few corrections be incorporated into the February minutes. Chuck motioned to approve the minutes as amended from the February VAC meeting, Deborah seconded and the motion passed unanimously.
2. **Financial Report:** Stan gave an overview of the final VAC financial statement (copy attached) including some detailed descriptions of our misc. expenses and income. THANKS Stan for keeping this information for the Board! Stan promised that a Building Fund explanation is forthcoming.

Anne made a suggestion that all VAC board members make voluntary contributions to the VAC to make the Board stronger. A discussion regarding fundraising options followed and as the VAC is doing well financially overall, there is not an immediate need for fundraising in the normal sense.

3. **Stomp Report:** Melba reported that the current Stomp is not out yet, and she told Yannick (in accordance with new VAC policy) that she should not submit it to the publisher. Hence there will not be a s March-April Stomp this year. Several members noted that Yannick made an announcement at BIFD that the VAC is looking for a new Stomp Editor.

Anne suggested that we advertise in the next Stomp for a paid Stomp editor. Yannick had mentioned that it takes her approximately 20-40 hours of her time to create each Stomp. A general discussion followed that including:

- A. Does the VAC still need to publish a Stomp?
- B. FOTD's calendar which is created by Randy Lamb is quite nice. He makes an interesting calendar. ACTION MELBA: Melba agreed to contact Randy and see if he has any extra time to work on our stomp calendar.

4. **VAC International Festival:** Donna handed out a progress report which explained the current status of the festival. This report is attached.

Robert sent out vendor applications in January. So far 5 have been returned. He said that he is in contact with local vendors (on the Pearl Street Mall) and that the vendors he talked to were happy with the current arrangements. Donna talked to Spencer about putting the Festival information on the web site (which brought up our next topic).

5. **VAC Web Site:** Ingvar mentioned that Spencer sent him an email (copy attached) which Ingvar read: In the email Spencer offered his resignation as the VAC web master. A general discussion followed in which the VAC board discussed several options, they include:
  - A. Maybe the Board should invest in Web Site software that has templates that VAC member groups could use to set up their own sites.
  - B. Maybe the VAC could develop a “Web Portal” that contained general information about the VAC with web links to the member organizations.
  - C. Should the VAC roll the Stomp Editor and the Web master into one paid position?

Chuck suggested that we set up a committee to review our options and report back to the Board. Ingvar, Marshall and Chuck were “nominated” to be on this committee. Ingvar wanted to talk to Judy Dressler about this first before setting up the committee. He will report back at the next meeting. ACTION INGVAR.

Anne feels that we should talk to the individual member groups to get their ideas and to see if they would be interested in the “Web Portal” idea (even if they had to build a their own web site).

The VAC Board needs to write a letter to Spencer to thank him for all of his efforts creating and maintaining the current VAC web site, and to ask him to update the site with the festival information before he leaves. ACTION MELBA.

6. **Avalon Update:** Chuck reported that there was recently a Tribal Bellydance gathering in the Avalon Ballroom and that a good time was had by all. He said that there were 200 people in the audience.

Ingvar said that KGNU has scheduled two fundraisers at the Avalon Ballroom this year. He said that he is telling potential renters that they can “Bring their Own Booze” as long as they put up a sign that states “For Invited Guest Only” on the entry doors to the building. He was pleased to announce that the rental calendar is pretty full and that the ballroom rental was netting about \$800 per month. He feels the market value of the ballroom when it is finished will be near \$2000 on a

Saturday night. Chuck and Ingvar have talked again about the need for an assistant to Ingvar to help with the scheduling, monitoring and supervising of the Avalon Ballroom rentals. Ingvar mentioned that we should consider a VAC office, similar to the Colorado Mountain Club's. It would be our headquarters and would function as a focal point for our activities. He suggested that the office be located in the Avalon building. He feels that "We are getting very close to when we financially could do this".

Chuck reported that the sound system has been installed with plug ins for speakers and amps. The equipment donated by QSIC is installed.

Ingvar noted that he purchased (for future use in the small studio when it is ready) Harold's speakers and amplifier (as they are no longer needed as the primary sound equipment in the Ballroom) for \$300. The board noted that a thank you is need to Harold for letting us use his equipment to this point.

Chuck reported that the consultant he hired (Bob Perlitz) suggested that the Avalon building remain in the county. The consultant feels that he can get a special review with the county commissioners. Maybe we can get a retroactive building permit. Chuck has sent a letter to the head of the County Planning department requesting this retroactive permit.

Ingvar mentioned that we need to organize a yard clean up day. ACTION  
INGVAR.

7. **Next Meeting:** Ingvar moved to adjourn the meeting, Dave seconded and the Board agreed. The next meeting of the VAC Board will occur on April 16th, 2007, at the Avalon Building at 7:30pm. If you are attending, please park behind the building and use the back door entrance.
8. Meeting adjourned at 9:10pm.

11:13 PM  
03/15/07  
Cash Basis

Village Arts Coalition  
**Balance Sheet**  
As of February 28, 2007

	<u>Feb 28, 07</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1010 · Petty Cash	17.00
1030 · Cash in Bank	16,964.81
1040 · Cash in Bank - Avalon	11,829.60
<b>Total Checking/Savings</b>	<u>28,811.41</u>
<b>Total Current Assets</b>	28,811.41
<b>Fixed Assets</b>	
1630 · Furniture & Fixtures	8,740.76
1631 · Accum Depr - Furn & Fixt	-2,785.00
1640 · Equipment	3,772.56
1641 · Accum Depr - Equip	-2,482.00
<b>Total Fixed Assets</b>	<u>7,246.32</u>
<b>Other Assets</b>	
1600 · Investments - Long Term	
16001 · FDIG	68,430.62
16005 · Bldr Dance LLC	143,085.46
<b>Total 1600 · Investments - Long Term</b>	<u>211,516.08</u>
<b>Total Other Assets</b>	<u>211,516.08</u>
<b>TOTAL ASSETS</b>	<u><u>247,573.81</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
2070 · Deferred Income	
20705 · Festival	2,200.00
<b>Total 2070 · Deferred Income</b>	2,200.00
2200 · Rent Deposits	800.00
<b>Total Other Current Liabilities</b>	<u>3,000.00</u>
<b>Total Current Liabilities</b>	<u>3,000.00</u>
<b>Total Liabilities</b>	3,000.00
<b>Equity</b>	
2790 · Unrestricted Fund Balance	192,329.83
2792 · Building Fund	32,549.89
Net Income	19,694.09
<b>Total Equity</b>	<u>244,573.81</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>247,573.81</u></u>

10:02 PM  
03/15/07  
Cash Basis

**Village Arts Coalition**  
**Income Statement - Overall**  
March 2006 through February 2007

	Mar '06 - Feb 07	Mar '05 - Feb 06	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
3001 · Dues - Individual	515.00	570.00	-55.00
3005 · Dues - Group	575.00	725.00	-150.00
3010 · Unrlzd Gain On Securities	-229.59	836.76	-1,066.35
3015 · Gain on Sale of Securities	-2,012.83	0.00	-2,012.83
3050 · Donations	160.00	1,198.00	-1,038.00
3055 · Donations - Building Fund	2,720.00	57,181.20	-54,461.20
3060 · FDIG Income	7,010.53	5,885.00	1,125.53
3062 · Bldr Dance LLC Income	0.00	-372.54	372.54
3064 · Dividend Income	0.00	279.94	-279.94
3065 · Interest Income	119.78	72.43	47.35
3070 · Miscellaneous Income	300.00	150.00	150.00
<b>Total Income</b>	<u>9,157.89</u>	<u>66,525.79</u>	<u>-57,367.90</u>
<b>Expense</b>			
6020 · Bank Svc Chgs	17.00	0.00	17.00
6050 · Dues & Subscriptions	45.00	35.00	10.00
6060 · Licenses & Permits	19.61	50.42	-30.81
6070 · Insurance	669.00	-142.00	811.00
6110 · Office Expenses	18.80	28.82	-10.02
6140 · Postage	410.40	213.72	196.68
6180 · Newsletter Expense	3,000.00	846.89	2,153.11
6300 · Telephone	586.31	457.70	128.61
6400 · Depreciation	1,334.00	1,327.00	7.00
6500 · Miscellaneous	596.82	332.36	264.46
<b>Total Expense</b>	<u>6,696.94</u>	<u>3,149.91</u>	<u>3,547.03</u>
<b>Net Ordinary Income</b>	2,460.95	63,375.88	-60,914.93
<b>Other Income/Expense</b>			
<b>Other Income</b>			
4000 · Festival Income	7,901.33	8,287.14	-385.81
4200 · Avalon Income	42,099.85	6,391.50	35,708.35
<b>Total Other Income</b>	<u>50,001.18</u>	<u>14,678.64</u>	<u>35,322.54</u>
<b>Other Expense</b>			
7000 · Festival Expenses	4,694.25	4,209.40	484.85
7200 · Avalon Expenses	28,073.79	6,185.61	21,888.18
<b>Total Other Expense</b>	<u>32,768.04</u>	<u>10,395.01</u>	<u>22,373.03</u>
<b>Net Other Income</b>	<u>17,233.14</u>	<u>4,283.63</u>	<u>12,949.51</u>
<b>Net Income</b>	<u><u>19,694.09</u></u>	<u><u>67,659.51</u></u>	<u><u>-47,965.42</u></u>

10:12 PM  
 03/15/07  
 Cash Basis

Village Arts Coalition  
**Income Statement - Avalon**  
 March 2006 through February 2007

	Mar '06 - Feb 07	Mar '05 - Feb 06	\$ Change
Other Income/Expense			
Other Income			
4200 · Avalon Income			
4206 · Ballroom Rental	42,071.85	6,391.50	35,680.35
4211 · Donations	28.00	0.00	28.00
<b>Total 4200 · Avalon Income</b>	<u>42,099.85</u>	<u>6,391.50</u>	<u>35,708.35</u>
<b>Total Other Income</b>	<u>42,099.85</u>	<u>6,391.50</u>	<u>35,708.35</u>
Other Expense			
7200 · Avalon Expenses			
7211 · Equipment Rental	-140.00	0.00	-140.00
7216 · Facilities Rental	19,102.18	2,218.00	16,884.18
7226 · Janitorial	645.44	0.00	645.44
7236 · Repairs	195.00	0.00	195.00
7241 · Supplies	2,101.89	0.00	2,101.89
7251 · Telephone	65.82	0.00	65.82
7256 · Tools & Equipment	179.00	156.00	23.00
7261 · Volunteer Expenses	801.46	1,211.61	-410.15
7266 · Utilities	4,800.00	2,600.00	2,200.00
7271 · Depreciation	323.00	0.00	323.00
<b>Total 7200 · Avalon Expenses</b>	<u>28,073.79</u>	<u>6,185.61</u>	<u>21,888.18</u>
<b>Total Other Expense</b>	<u>28,073.79</u>	<u>6,185.61</u>	<u>21,888.18</u>
<b>Net Other Income</b>	<u>14,026.06</u>	<u>205.89</u>	<u>13,820.17</u>
<b>Net Income</b>	<u><u>14,026.06</u></u>	<u><u>205.89</u></u>	<u><u>13,820.17</u></u>

10:08 PM  
 03/15/07  
 Cash Basis

Village Arts Coalition  
**Income Statement - Festival**  
 March 2006 through February 2007

	<u>Mar '06 - Feb 07</u>	<u>Mar '05 - Feb 06</u>	<u>\$ Change</u>
Other Income/Expense			
Other Income			
4000 · Festival Income			
4006 · Booth Rental	4,968.10	5,596.90	-628.80
4011 · Donations	645.23	432.24	212.99
4016 · Festival Grants	2,200.00	2,200.00	0.00
4021 · Sales	88.00	58.00	30.00
<b>Total 4000 · Festival Income</b>	<u>7,901.33</u>	<u>8,287.14</u>	<u>-385.81</u>
<b>Total Other Income</b>	<u>7,901.33</u>	<u>8,287.14</u>	<u>-385.81</u>
Other Expense			
7000 · Festival Expenses			
7006 · Advertising & Promotion	614.55	190.00	424.55
7011 · City & County Fees	101.50	75.00	26.50
7013 · Depreciation	102.00	0.00	102.00
7016 · Performers	573.00	500.00	73.00
7021 · Security	600.00	720.00	-120.00
7026 · Sound	650.00	650.00	0.00
7031 · Supplies	302.58	226.52	76.06
7033 · Tent & Equipment	1,551.84	1,491.00	60.84
7036 · Volunteer Expenses	198.78	156.88	41.90
7000 · Festival Expenses - Other	0.00	200.00	-200.00
<b>Total 7000 · Festival Expenses</b>	<u>4,694.25</u>	<u>4,209.40</u>	<u>484.85</u>
<b>Total Other Expense</b>	<u>4,694.25</u>	<u>4,209.40</u>	<u>484.85</u>
<b>Net Other Income</b>	<u>3,207.08</u>	<u>4,077.74</u>	<u>-870.66</u>
<b>Net Income</b>	<u><u>3,207.08</u></u>	<u><u>4,077.74</u></u>	<u><u>-870.66</u></u>

## **2007 VAC International Festival Progress Report**

3/19/07

**PERMITS:** I received and filled out the permit applications for the City and Pearl Street Mall permits. Stan gave me the certificate of liability insurance and he also had it faxed directly to the City.

**SECURITY:** Quotes are drifting in very slowly. Four companies have not responded yet.  
(Fri. & Sat. from 9:00 PM-7:00 AM, 20 hours total)

Quotes received so far:

Code-3 Protection \$800 (we used them last year)

Colorado Security Services \$700

Union Security \$1000

Delta Security \$900

**ADVERTISING:** I received an email from Boulder Magazine requesting a listing for the festival. I sent that out to them today.

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### **VOLUNTEER STAFFING:**

Festival Coordinator: Donna Shonle

Vendor Committee: Anne Vickery, Melba Shepard, Robert Schaedla, Stan Wilkes

Sound: Will Crary

Public Relations: Betty England

Dance Schedule: Ilana Bar-Or

Friday night security: Lyn Mead & Friends

Thank You Party: Lyn Mead

Logistics and Floor Crew: Marshall Shapiro & \_\_\_\_\_

Venocks: Betty England

Clean Up Crew: Caroline Stepanek & \_\_\_\_\_

### **DONE:**

The Festival has been scheduled by the City of Boulder for June 16 & 17, 2007

Grant Presentation to Human Relations Commission

Boulder Business Report is listing the Festival (Carol)

Flyers have been completed and distributed

Letters sent out to vendors

Hired Saturday evening band: Barbellfish (Julie Lancaster)

Grant from Human Relations Commission has been received: \$2,200

Received confirmation email from Ellen Cunningham about the festival dates

Rented tent & equipment from Party Time. (Friday 6/15, 3:00 set up - Sunday 6/17, 6:00 take down)

Received permit application from Ellen Cunningham.



**TO DO LIST:**

**PERMITS:** This week I will submit all of the paperwork to the City for the permits.

**EQUIPMENT:** Check and list all festival equipment at Avalon

**VOLUNTEERS STILL NEEDED:**

Logistics & Floor Crew: 1 volunteer so far

VAC Booth: \_\_\_\_\_

Clean Up Crew: 1 volunteer so far

Recycling: \_\_\_\_\_

Decorations: \_\_\_\_\_

Emcees: \_\_\_\_\_

**BUDGET:**

<b>Expenses from last year</b>		<b>Income from last year</b>	
Postage	\$150	Vendors (\$150 each)	\$3,230
Copying	\$150	(2-3 food, 25 trade vendors)	
Advertising	\$400	Cash Donations (last year)	\$350
Envelopes, paper, phone	\$90	HRC Grant (Received 2/9/07)	<u>\$2,200</u>
Decorations: signs, banners	\$550		
Space rental:		Total Projected Income:	\$5,780
Electricity (\$13.50 per day)			
Tent permit			
Bathroom cleaning			
Environmental Enforcement			
County Permit Fee	\$450		
Rentals: Tent (30x50 white frame tent)	\$1,050		
10x10 White frame tent	\$125		
Sidewall, 4 weights, 16 barrels	\$190		
114 chairs, 10 banquet tables	\$192.60		
Sound equipment rental: Will Crary	\$650		
Security: Code-3 Protection & Security	\$600		
Professional band: BarbelFish	\$500		
Health Department Fee	\$260		
Food: Set up crew and			
Volunteer thank you party	<u>\$350</u>		
Total Projected Expenses:	\$5,707.60		
Total Expenses to date:	\$0	Total income to date:	\$2,200

**Subject:** Delegating website work

**From:** "Spencer Nelson" <spencom@msn.com>

**Date:** Sun, 18 Mar 2007 23:35:23 -0600

**To:** "Anne Vickery" <avickery@boulder.net>, "Barbara Roach" <broach650@comast.net>, "Chris Kermiet" <k1@indra.com>, "Illana Bar-Or" <ilana.baror@bvsd.org>, "Ingvar Sodal" <sodaling@norsk.us>, "Jim Borzym" <AVD@Columbine.net>, "Larry Utter" <Larry.Utter@Colorado.EDU>, "Pamela David" <Pamela.David@UCHSC.edu>, "Sheila P. Morris" <spmorris@ecentral.com>, "Susan Frontcak" <susanmarie@storysmith.org>, "Yannick Nelson" <yannick@ix.netcom.com>, "Tom Masterson" <masterst@Colorado.EDU>

**CC:** "Cathy Allen" <bouldercathy@msn.com>

To movers and shakers in the dance community:

Hi.

It has become painfully aware to me that managing the Village Arts Coalition website consumes a tremendous amount of my time and gets in the way of my fulfilling other obligations -- both to others and myself. So, I need to let go of having exclusive control of the site and enlist the help of others.

I have an idea that, in the end, will likely make for an even better site with regard to up-to-date information:

Website design programs exist that have features, or templates, that will allow multiple participants to make contributions while maintaining the central integrity of the website design. Rather than my gathering and putting information on the Special Events and Calendar pages that hopefully cover all categories (ballroom dancing, contras, storytelling, folk dancing, etc.), there would be separate pages on the site, or links to other sites, whose content would be maintained by leaders in the various areas. For example, a folkdance section could be updated by Illana; Jim Borzym would update the Avalon page; Tom Masterson the ballroom and folk dance lessons and events under his control; Barb Roach's classes, etc.

Website visitors would click on a category of interest and be sent to a page within the site, or a separate site, that contains all the latest announcements and other information the visitors need.

Many separate websites already exist. For example, there are separate sites for BIFD, the Avalon, and Storysmith. In these cases, Illana, Jim, and Susan would not need to do extra work since they will have already done what is necessary on their own sites. They'll not need to ask me to put information on the VAC site and then check it for accuracy and content. For situations where there is not a separate site, such as for Scandi dancers, or for Barb Roach, the VAC site can have a page, or pages, set aside for them which they will maintain.

The VAC site will thus serve its function as an umbrella site.

The more I think about this, the more I like the idea: Assuming participants keep their areas up-to-date, much more information would be available to visitors than I am able to provide; the information would be more accurate (no lost-in-translation problems); and, for me, life will be simpler.

legating website work

In fact, starting very soon, I think I will begin directing visitors to existing sites instead of duplicating information on the VAC site, and research the technology for individual pages others to which others can contribute.

Of course, there is a MAJOR DRAWBACK, from my perspective, to all this: I will have to deal with my control issues and LET GO of my need for the creative satisfaction that managing the site provides, not to mention the powerful EGO BOOST I get whenever public thanks and praise is given. But I think I can handle this, especially since I now have an awesome opportunity that fulfills a creative dream I have had for years and provides substantial financial security to boost!

So, let me know what you think.

Sincerely,

Spencer  
Ph 303-466-3339