



Village Arts Coalition

VAC Meeting

Date: 4/16/2007

Location: Avalon Building

Board Attendees: Melba Shepard, Ingvar Sodal, Deborah Howard, Donna Shonle, Steward Hartman, Anne Vickery, Dave Sander, Robert Schaedla, Betty England.

Public Attendee: None

Meeting was called to order by Melba Shepard at 7:40pm.

1. **Past meeting minutes:** The following corrections were made to the 03/17/07 minutes.
 - a. **Stomp Section:** Change Randy Lamb to Randy Lumb, change “and see if he has any” to “and see if he is interested in becoming the editor of Stomp.”
 - b. **Avalon Update Section:** Sign should read “For (Name Here) and Guest Invitees Only”, and “a thank you is needed for Harold and Willard for letting us use their equipment”

MOTION: Betty motioned to approve the minutes as corrected, Debbie seconded and the motion pass unanimously.

2. **Stomp Report:** Melba asked Dave to help her contact Randy Lumb. Until we hear from Randy, we don't know what it might cost for an editor/compositor/layout stipend.

The Board decided by consensus that we do want a Stomp type of distribution on paper to inform people of dance activities, the VAC and VAC member organizations.

3. **VAC Website Report:** Ingvar contacted Spencer who seems to still be willing to do some web maintenance or setup. He also contacted Judy Dressler who created the Avalon website to see if she had any new ideas for the VAC website. In particular, how the VAC site could be easily maintained but still act as a portal to the VAC organizations and possibly have pages for those members who do not have their own web presence. They also discussed moving the website to Judy's hosting services. For this general un-detailed summary discussion, Judy suggested that it would cost the VAC “hundreds” to do the setup. The next step is for Ingvar, Marshall and Chuck (the Website Committee) to meet and decide details of what the VAC website should do and look like and then contact Judy with their proposed website design and intent.

MOTION: Anne motioned that the Board authorized Ingvar to negotiate with Judy to setup the new VAC website with a cost up to \$1000.00. Betty seconded and the motion pass unanimously.

4. **VAC International Festival:** Donna handed out a progress report which explained the current status of the festival. This report is attached. Donna and Steward will get together an inventory of VAC equipment, displays and materials currently stored at the Avalon.

Betty will work with the Camera editors to try and get improved publicity with the new revamped Cameral layout and sections. She will also look into other means (posters, paid ads, articles in other papers) for additional publicity.

ACTION ITEM: Flyers (8.5 x 11, and the dance schedules) will be done by Donna, Robert and Betty.

Robert gave an update of the current vendor response with still many to respond. The deadline is May 15th for vendors to return their applications. NOTE: Food vendors need to fill out a current Boulder City Health Department form.

5. **Avalon Update:** The Board had a long discussion with Ingvar on the proposed Avalon rental policy and rate schedule. Ingvar will revise the policy from feedback provided and will work with Chuck to get a final version of the policy.

Invar also showed the Board a new binder that includes the cleaning instructions and photos of the generic set up for furniture and tables in the Ballroom.

Because of the predicted snow for the weekend of April 14th, Ingvar cancelled the Avalon yard work party which will be rescheduled for more clement weather.

The Board wishes to praise and commend Ingvar for all the work he has been putting into getting the rental policy done and making rentals consistent. THANK YOU, INGVAR!!

6. **Misc.** None.
7. **Next Meeting:** Steward moved to adjourn the meeting, Ingvar seconded and the Board agreed at 9:40pm. The next meeting of the VAC Board will occur on May 21st, 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 9:40pm.

2007 VAC International Festival Progress Report

4/16/07

PERMITS: I received the building permit.

I filled out the paper work for the Pearl Street Mall permit and will be meeting with Ellen Cunningham at the end of May to go over it with her. She needs to see the to-scale drawings at that time.

SECURITY: The best quote we have gotten is from Colorado Security Services for \$700. So I have asked them to provide security for us this year and they have us on their schedule.

PERFORMANCES: Ilana has finished filling up all time slots on both days. She has had so many people requesting time that she would like us to do the festival a third day to accommodate everybody.

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:

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

Received confirmation email from Ellen Cunningham about the festival dates

Received permit application from Ellen Cunningham.

Stan faxed the certificate of liability insurance to the City.

Grant: Grant Presentation to Human Relations Commission

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

Advertising: Boulder Business Report is listing the Festival (Carol)

Boulder Magazine requested a listing for the festival so I sent that out to them.

Flyers have been completed and distributed

Letters sent out to vendors

Hired Saturday evening band: Barbelfish (Julie Lancaster)

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

TO DO LIST:

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:

Expenses from last year		Income from last year	
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