



Village Arts Coalition

VAC Meeting

Date: 06/11/07

Location: Avalon Building

Board Attendees: Melba Shepard, Ingvar Sodal, Marshall Shapiro, Deborah Howard, Donna Shonle, Steward Hartman, Anne Vickery, Jane Bunin, Robert Schaedla, Betty England, Caroline Stepanec.

Public Attendee: Rod Frehlich, Elana Bar-Or, Stan Wilkes

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

1. **Past meeting minutes:** The minutes from the May 21st, 2007 meeting were approved unanimously.
2. **Financial Report:** Deborah reported that Chase Financial wants to offer the VAC a \$100,000 line of credit. The general consensus of the Board was that this line of credit was not needed. Invar suggested that both the VAC and our Avalon activities need new savings or money market accounts.

MOTION: Ingvar moved that the Board authorize Deborah to open a new money market or savings account for the VAC at the Chase Manhattan Bank. Anne Seconded and the motion passed unanimously.

MOTION: Ingvar moved that the Board authorize him to open a new money market or savings account for the VAC Avalon activities at Wells Fargo. Anne Seconded and the motion passed unanimously.

3. **VAC International Festival:** Donna handed out a progress report which explained the current status of the festival. This report is attached. Robert reported that the city only allows vendors to have tents that open on all sides (to allow potential customers to see through the tent to the permanent vendors on the mall). Robert reviewed the 2 festival vendors that could not meet that requirement with the city and the city OK'd the only exceptions we had.

Melba went around to the mall and passed out festival brochures to all of the existing permanent vendors on the mall and reported that the businesses that she talked to were happy that the VAC festival was going to occur.

Stan agreed to perform all of the same services he traditionally did during the festival again this year. Thank Stan!!

Robert handed out the latest vendor listing. This listing is attached. Robert and Stan will review the vendor layout and make any necessary last minute changes. Robert noticed that the Jewish Festival (held last weekend) set up some of their vendors in positions on the mall that he had not realized could be used for that purpose. He plans on walking the mall once more to see if some of those locations could possibly work for the VAC festival as well.

Robert handed out a performance matrix that the city is now using to evaluate how the festival performs from their perspective. A copy is attached.

Marshall displayed the new proposed VAC International Festival banner to the board. Anne suggested that Marshall use "FAST SIGNS" in the Meadows shopping center to make the new banners as they had done so in the past.

MOTION: Marshall moved that the board authorize him to make two 10 foot by 2 foot banners at "FAST SIGNS" to replace the "Boulder International Festival" banners from the past. Approximate cost would be around \$300. Ingvar seconded and the motion passed unanimously.

Betty noted that she had made 40 venocs for the festival this year. The board agreed to try to sell the venocs a the festival for \$15 apiece.

4. **Avalon Update:** Ingvar distributed the revised Policy and Rate Schedule and the Board agreed to review them. The Avalon Policy statement is basically done and is attached. Ingvar noted that a large wedding was recently held at the Avalon building and that it was very successful. In August, Whole Foods will be hosting a large party for 300 employees and family at the Avalon. Ingvar reported that Chuck is preparing more drawings for the County's upcoming special review at the end of the month. There will be an after Festival party at the Avalon.
5. **VAC Website:** Melba suggested that it would be a good idea to notify all VAC member groups of the new VAC website, and how they could benefit from it. Member groups can either provide links to their existing web pages, or they can use the tools provided by the VAC to create a simple web page within the VAC portal.

ACTION: Marshall will put together a letter to the other VAC member groups explaining the features of the new VAC Web Site.

6. **Next Meeting:** The next meeting of the VAC Board will occur on July 16th, 2007, at the Avalon Building at 7:30pm. If you are attending, please park behind the building and use the back door entrance.

MOTION: Marshall moved to adjourn the meeting, Jane seconded and the motion passed unanimously. Meeting adjourned at 9:20pm.

Festival Volunteers

<u>Put floor together:</u> Friday 5:00 pm <u>Take floor apart:</u> Sunday 5:00 pm (bring adjustable torque screwdrivers)	1. Marshall 2. Rod 3. Duffy	4. Alex 5. Phil
<u>Emcees:</u> Announce performance groups	1. Sat 9:30-1:30: _____ 2. Sat 1:30-6:00: Biz Hoskins 3. Sun 10:00-2:00: _____ 4. Sun 2:00-5:00: Polly Reetz	
<u>Load up and transportation crew:</u> 2:00 at the Avalon We need a truck!	1. Jofrid 2. Me 3. Alex 4. Caroline 5. _____ Can Joe Stepanek help? 6. _____	
<u>Set up crew:</u> Friday 3:00 pm at the mall Set up VAC booth, decorations, flags, changing tents	1. Anne 2. Jofrid 3. Alex 4. Chuck will be there after 3:30 5. _____	
<u>Trash Monitors:</u> Trash must be checked throughout festival & removed when full	1. _____ 2. _____	
<u>Clean up crew:</u> Sunday 5:00 pm VAC Booth, decorations, flags, etc.	1. _____ 4. _____ 2. _____ 5. _____ 3. _____ 6. _____	

VAC Booth Volunteers - Saturday, June 16th

Time	Name
9:30-11:30	1. Deborah Howard 2. Ilana 3. Rod
11:30-1:30	1. Melba 2. Betty 3. _____
1:30-3:30	1. John 2. Maureen 3. _____
3:30-6:00 (close VAC booth)	1. Ilana 2. Gloria 3. Rod

VAC Booth Volunteers - Sunday, June 17th

Time	Name
10:00-12:00	1. Gillian 2. Spencer 3. Richard Goldman
12:00-2:00	1. John 2. Maureen 3. Imogene Salva
2:00-4:00 (Close VAC Booth)	1. _____ 2. _____ 3. _____

STILL NEED TO DO:

1. Get some more volunteers
2. Flyer Distribution:
 - Ellen at the City
 - The County
 - Carmen at the Human Relations Commission
 - Chamber of Commerce
 - Libraries
 - Hotels, Businesses, etc.
3. Email/Call all volunteers with reminder of duties, cleanup time, & volunteer party info.
4. Get a write up of the BIFD Steve Kotansky Workshop.

BUDGET:

Expenses 2007		Income 2007	
Building Permit	\$27.35	HRC Grant	\$2,200
Security: Code-3 Protection & Security	\$800	Vendors	\$
Advertising	\$	Cash Donations	\$
Rentals: Tent (30x50 white frame tent)	\$1,050		
10x10 White frame tent	\$125		
Sidewall, 4 weights, 16 barrels	\$190	Total income to date:	\$2,200
114 brown plastic chairs (.90 each)	\$102.60		
10 banquet tables 8' (\$9 each)	\$90		
Sound equipment rental: Will Crary	\$650		
County Permit	\$50		
Electricity (\$13.50 per day)	\$		
Bathroom cleaning	\$50		
Environmental Enforcement	Free		
Professional band: Barbelfish	\$500		
Health Department Fee	\$		
Postage	\$		
Copying flyers – Kinkos	Free		
Supplies: Trash bags, Duct tape, etc.	\$		
Food: Set up crew	\$		
Volunteer thank you party	\$		
Total Expenses to date:	\$		

2007 VAC International Festival

Trade Vendors	Address	Tent - No. of openings	Table & Chairs	Power	Date Rec'd	Amount	Totals
Afrika Mikono Imports	408 Washington Avenue Golden, CO 80403	One tent - all 4 sides	2 & 2	No	3/27/2007	\$169.80	
Federico Cordovez	1326 Pearl Street Boulder, CO 80302	One tent - all 4 sides	0	No	3/22/2007	\$150.00	
Alpaca Connection	6459 Elfinore Drive Colorado Springs, CO 80922	One tent - all 4 sides	0	No	5/14/2007	\$150.00	
Lidia Holl	615 Merlin Drive #104 Lafayette, CO 80026	One tent - all 4 sides	0	No	5/12/2007	\$150.00	
Andes Store Imports	1655 Oak Avenue Boulder, CO 80304		0 & 2	No			
Mario Palomino	4190 W. 111th Circle Westminster, CO 80031	One tent - all 4 sides	0	No	4/30/2007	\$150.00	
(719) 622-1308	2940 Shady Hollow Boulder, CO 80304						
Atlas World Imports, Inc.	1 Aspen Drive Unit 60, Loveland, CO 80538	One tent - all 4 sides	0	No	4/13/2007	\$150.00	
Pam & Zak Tadioui	2767 Greenland Drive Loveland, CO 80538	One tent - all 4 sides	0	No	2/21/2007	\$150.00	
(720) 394-8100	P. O. Box 445 Eldorado Springs, CO 80025	One tent - only front	0	Yes 110	3/19/2007	\$150.00	
Boulder Friends of Darfur (501-c3)	1705 Lyonesse Street Lafayette, CO 80026	One tent - all 4 sides	0	No	5/9/2007	\$150.00	
Rivvy Neshama (303) 444-8201	35102 Boulder Canyon Drive Boulder, CO 80302	One tent - all 4 sides	0	No	4/26/2007	\$150.00	
Bridges Classical Imports	6446 Lee Street Arvada, CO 80004	Two tents - all 4 sides	1 & 0	Yes 110	2/5/2007	\$309.00	
Jim Bridges							
Chinese Folk Arts Studio							
Yibing Qu and							
Yan Huang (626) 262-3492							
Crystal D'illusions							
Bill Duran							
Eldorado Natural Spring Water							
Kate Janssen							
Eisa Hayden Design							
Eisa Hayden							
Enjoyables Glass Jewelry							
Joy Weinstein							
GG Imports							
Gina Guthrie							

Intercambio de Comunidades (501c3)	4735 Walnut Street, Ste. B Boulder, CO 80301 jenna@intercambioweb.org	One tent - all 4 sides	1 & 2	No	5/18/2007	\$50.80	
Jenna Saldana (303) 996-0275 ext. 6							
Lily's Bonsai & Gifts Paul Peng (310) 478-6150	2501 Corinth Avenue Los Angeles, CA 90064	One tent - all 4 sides	0	No	4/2/2007	\$150.00	
Little Buddha Imports Chandra K. Shrestha	1320 Pearl Street, Ste. 100 Boulder, CO 80302	One tent - all 4 sides	0	No	2/23/2007	\$150.00	
Luna Claire Amir lagher (303) 668-5551	421 Concord Avenue Boulder, CO 80304	One tent - all 4 sides	0	No	4/27/2007	\$150.00	
R.U.S.S. Alla Dragomiretskya	6444 High Circle Morrison, CO 80465	One tent - all 4 sides	0	No	2/2/2007	\$150.00	
Salt of the Earth Janine Adair (817) 723-6937	P.O. Box 855 Cedaredge, CO 81413 janine-adair@email.com	One tent - only 2 sides	0 & 1	Yes 110	5/25/2007	\$150.00	
Silks of Laos / Silver Nomad Kirsten Baynham (303) 421-3737	3737 Garland Street Wheat Ridge, CO 80033	One tent - all 4 sides	2 & 2	No	3/31/2007	\$169.80	
Tibetan Sisters Art Palden Hester (303) 588-1730	2817 E. 3rd Avenue Denver, CO 80206 tsisters5454@yahoo.com	One tent - all 4 sides	0	No	3/13/2007	\$150.00	
Timo Andes Maria Farinango	P.O. Box 1069 Fort Collins, CO 80522	One tent - all 4 sides	0	No	4/6/2007	\$150.00	
Tropical Items Madagascar Fanja Rakotonina	3150 Iris Avenue, Apt. 210 Boulder, CO 80301	One tent - all 4 sides	0	No	5/11/2007	\$150.00	
United Nations Association of Boulder county (501c3) Pat Shannon (303) 544-0484	4732 Edison Lane Boulder, CO 80301		0	No	5/16/2007	\$40.00	\$3,289.40

Food Vendors	Address	Tent - No. of openings	Table & Chairs	Power	Date Rec'd	Amount	
Amadeus - A Symphony of Nuts Erich Baumann (970) 471-2743 (cell) (303) 322-0976 (home/fax)	771 Columbine Street Denver, CO 80206	One tent	0	Yes 110	4/19/2007	\$190.00	
Giggling Greek (501c3) Anastasia Alexander (303) 809-5593	234 Terry Street Longmont, CO 80501	One tent	0	Yes 110	5/15/2007	\$100.00	
Himalayas Restaurant Jaya Rai 839-4462	2010 14th Street Boulder, CO 80302		0 & 5	Yes 120		\$219.50	
Jonzin for Ice Robert Jones 720-231-3864	12052 W. DurnBarton Drive Morrison, CO 80465 robert.theiceman@comcast.net	One tent	0	Yes 110		\$215.00	
The Baklava Guy Donald Vukovic (303) 818-3765	P. O. Box 20003 Denver, CO 80308	One tent	0	Yes 120	6/1/2007	N/C	\$724.50
Grand Total			6 & 14				\$4,013.90

EVENT PERFORMANCE MATRIX

Event Name:

Event Dates:

Points

Prior to Event:

- | | |
|---|-----------|
| 1. Completed application submitted 30 days prior to event to include: | 25 |
| • insurance rider | |
| • to-scale drawings/layout including vendor names | |
| • any required payments | |
| • recycling plan attached | |
| • signs to be used (no sandwich boards) | |
| 2. Promoter's vendors are not competing with existing businesses on same block | 10 |
| 3. County contacted for permit to use lawn | 5 |
| 4. Affected Mobile Vending Carts have been contacted by promoter to confirm placement/commitment 1 week prior to event | 20 |
| 5. Public Health has been contacted for food vendor inspection on first day of event prior to event opening | 10 |

During Event:

- | | |
|---|-----------|
| 1. Vendor booths open on all sides | 5 |
| 2. No vehicles on Mall after 10 a.m. or before 5 p.m. | 5 |
| 3. No banners across streets | 5 |
| 4. NO sandwich boards (we will issue a ticket) and deduct 20 points. | |
| 5. All electrical cords must be secured and covered by duct tape | 10 |
| 6. Walkways maintained: nothing in fire lane | |

After Event:

- 1. All trash is picked up and taken away by 6 a.m. the following morning after event. 10**
- 2. Venue is returned to "Normal" 10**
- 3. Keys are returned 24 hours after event is over 10**

Please note: All advertising for this event must include: 10

- "No Pets" allowed on the Pearl Street Mall**
- City Parking Garages are free on Saturday and Sunday**

Perfect Score: 135 points

Events that score under 90 points will go before the city's special event committee to determine if event will continue the next year.

Avalon Policy and Rental Rates

July 1, 2007

(This Policy may be changed at any time without prior notice)

INTRODUCTION

The approximately 4,700 square foot dance floor and the adjacent break room/catering kitchen can be rented for a variety of uses such as dances, parties, family celebrations and music events. It is available on a first-come basis, but dance and music events arranged by Village Arts Coalition (VAC) member groups and other nonprofit groups conducting public dance events have priority. The goal for the Avalon dance facility is to make high quality dance space available to local dance groups at affordable prices. Rental rates are set to accommodate the financial constraints of the dance groups while also meeting the financial needs of VAC, the operator of the facility.

SCHEDULING

Dance events, private parties and commercial activities can be scheduled on a “first-come basis” as time in the schedule allows. Low rental rates for regularly scheduled dance events can only be maintained by also scheduling some higher paying events such as commercial use, private parties, meetings, weddings, and other one-time events. Therefore the groups that have a regularly scheduled dance event every week at a favorable rental rate may have to yield that time if a large event that brings in a significantly higher revenue wants to use the facility. Such compromise should be rare and a minimum of four months advance notice will be given of such change in the schedule. The facility manager will balance the need for increased income with the need of the groups to keep a regular schedule for their dance events. The goal is to limit such interruptions in any group’s weekly or monthly schedule to no more than once in a 12-month period.

Use of the break room/food staging area adjacent to the ballroom is usually included in the rental of the ballroom. This space may also be rented separately from the ballroom rental for meetings and other activities based on availability.

The operation and maintenance of this facility is provided mostly by volunteers, and it is imperative that all users clean up after their events and leave the space in a good condition for the next user by following the “Cleaning Instructions” folder which is placed on the inside of the door to the Janitors Closet. Tables, chairs and other furniture that are moved and used in different locations during an event must be returned to their original place after the event according to the furniture layout pictures in the “Cleaning Instruction” folder.

There is no full-time, on-site manager to oversee the use of the facilities at all times. We therefore depend on each user to follow the “House Rules” and to be considerate of other users of the space. Don’t not disturb the user of the ballroom floor by entering the foyer in front of the ballroom before your scheduled time and vacate the foyer area by the end of your scheduled time to allow another user to get started on time.

If there is excessive neglect or damage to the facility, violation of house rules, failure to pay rent, or interference with other users’ time, VAC reserves the right to terminate any rental agreement and bar the renter from using the facility in the future.

The Ballroom schedule is available at www.boulderdancespace.com and reservations are made by calling **303-440-8303** or by e-mail to: scheduling@boulderdancespace.com The renter is responsible for checking

the accuracy of the scheduled time by looking at the on-line calendar at www.boulderdancespace.com and contacting the scheduler if the time in the calendar is different from what the renter requested.

RENTAL RATES

The scheduling manager will determine the rental price for each scheduled event using a rate schedule developed by the VAC board. Currently this rate schedule is divided into two user categories: One is a lower rate for regular, long-term users and dance events that are open to the public, and the second one is a higher rate for one-time events such as private parties, meetings, weddings, and commercial users. These two categories are each divided into two sub-categories, one for groups of fewer than 75 people, and the second one for 75 to 250 people. The facility manager using this schedule will arrive at a rental rate for medium-size groups in these two categories depending on their size and their particular use of the space.

All leases for ongoing events will be reviewed annually for rate adjustment based on market or change in attendance. Special circumstances such as starting up a dance series, a small group, or a "slow" time of day, may allow the scheduler to apply a reduced rate for a limited period of time.

Rental fees must be paid in advance. For one-time events, 10% of total rent is due when scheduling the event more than 6 months in advance. 50% of the total rent is due 6 months before the event. Full payment is due 30 days before the event. Partial refunds are available only if cancellations are received at least 60 days prior to event date. For long-term regular users, one month's rent is required as a Rental Deposit for scheduling long-term events. This rent deposit may be used as the last month's rent, provided that cancellation notice is received at least 60 days prior to the last event date. Rent payments are due on the first day of the month. There is no refund of rent paid for regular users paying monthly.

The schedule will allow at least a 15-minute gap between renters. If a longer set-up time is needed, the renter is responsible for including that time in the rental period. The renter must schedule enough time at the end of the event to clean up per the Cleaning Instructions placed on the inside of the door to the Janitors Closet.

CONDITIONAL PRACTICE RATES

A special practice time may be scheduled at the rate of \$13 per hour for one couple and at the rate of \$16 per hour for a group of three to ten people. Such practice time is based on availability of the space and is subject to cancellation at any time. These time slots will not be listed in the public web calendar, but will be listed only in the scheduler's calendar. Before each use, the renter is responsible for checking the web calendar to see if the space is still available.

DEPOSIT

A minimum of \$100 janitorial fee may be charged as a damage and cleaning deposit for each rental. This deposit will be returned within 30 days of the rental if there is no damage to the premises and if no additional cleaning service is needed. To insure a full return of the deposit, please follow the instructions posted on the inside door to the Janitors Closet for cleanup.

There is a \$50 key card deposit. The key card must be returned within 7 days after the end of the lease to receive a refund of the deposit.