



Village Arts Coalition

VAC Meeting

Date: 07/16/2007

Location: Avalon Building

Board Attendees: Melba Shepard, Ingvar Sodal, Marshall Shapiro, Deborah Howard, Donna Shonle, Steward Hartman, Anne Vickery, Robert Schaedla, Betty England, Caroline Stepanec, Chuck Palmer, T.L. Hughes

Public Attendee: Stan Wilkes

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

1. **Past meeting minutes:** The minutes from the June 11th, 2007 meeting were reviewed. Ann motioned to approve them, Deborah seconded and the motion passed unanimously.
2. **Financial Report:** Stan handed out copies of the latest VAC financial statement covering March through June 2007. A copy of this statement is available as a separate attachment. Stan mentioned that he had filed VAC's annual tax return. He also mentioned that several past VAC members have failed to submit their annual VAC dues. They are:
 - Colorado Morris
 - DU Dance
 - Hora Romanesca
 - Lloyd Shaw
 - Swining 7
 - Scottish Couples

He went on to say that he will contact each of these past members and remind them to send in their dues.

THANKS Stan for the financial report and for filing VAC's annual taxes!

3. **Ann's Maple Tree:** The maple tree that the VAC board purchased for Ann Vickery to acknowledge her efforts in organizing the VAC International Festival, has mysteriously died. Ann reported that the nursery that the VAC originally purchased the maple tree from has offered to replace the tree at 50% of the original cost. A lengthy discussion regarding how the old tree was watered and the difficulties in doing so followed. Ann feels strongly that we should not plant a new tree, if we cannot agree on a schedule and the proper equipment (hoses) to accomplish the schedule. Melba decided to create a committee to work out a watering schedule. The committee members are:
 - Melba, Ann, Chuck and Ingvar.

MOTION: T.L. moved that the board replace the tree and Deborah seconded. T.L. agreed to amend his motion to include “a watering schedule must be determined first”. The motion passed by a majority.

4. **Insurance:** Stan reported that he and Ingvar responded to an audit by our insurance company that resulted in a jump in our premiums to over \$3,000. Stan went back, repeatedly and discussed our unique situation with our agent and the underwriter and managed to get the premium back to where it belongs (roughly \$500 per year). Upon further review Stan noticed that the language contained in our current insurance contract may preclude the VAC from insurance coverage if the VAC sponsors an event in either the Pearl Street Studio or the Avalon Building. Stan assured us that he has discussed this issue with our agent and the agent has told Stan not to worry. Options to rectify this issue were discussed and Chuck suggested that the VAC should get a legal opinion regarding the insurance contract’s wording. If any VAC board members know of a good attorney that they could discuss this with, please do so and report your findings back to Stan or the Board at the next meeting.
5. **International Festival Update:** Donna handed out a final results paper (copy attached as a separate attachment). Donna also managed to apply for next year’s grant. **THANKS DONNA!**

There was some discussion regarding how to balance Stan’s Balance Sheet to Robert and Donna’s International Festival Budget. It turns out that Stan did not have all of the check stubs to enter. Stan made a request that all check stubs should be sent through Deborah. Robert asked the city about the Festival evaluation that the city said it was going to perform. As of yet, he has not heard anything back from the city regarding the evaluation. Robert then handed out a letter from Ellen. (copy attached as a separate attachment) Ellen of the city agreed that next year she will meet with Robert to better define what competition means.

Stan then handed out his vendor evaluation. (copy attached as a separate attachment)

Caroline suggested that we all write up our “lessons learned” from our experiences with this year’s festival.

6. **STOMP Update:** Melba received an email from Yannick in which she stated that she would create the July-August edition, however up to today no-one has seen it. As the July-August edition was not to the print shop by June 15th, the Board decided not to publish this edition. This decision is in line with an earlier Board motion to not publish the STOMP if it cannot be to the printing shop by the 15th of the previous month. We need a new editor. Several names including Stig, Carolyn Tate, and Susan Jones were discussed.

ACTION: Melba agreed to contact Susan Jones and Carolyn to discuss whether or not they would be interested in becoming our STOMP editor. She would also ask them how much they would charge per issue to create the STOMP.

7. **VAC General Manager Position:** Ingvar handed out a draft job description for the proposed VAC General Manager. After lengthy discussion, it became apparent that the Board had many valuable ideas regarding how to draft this job description. Ingvar asked that the Board review his proposed description (copy attached as a separate attachment) and get back with him in the next two weeks.
8. **VAC Website:** Ingvar coordinated with Judy Dressler to create a draft of the new VAC web portal. The committee (Ingvar, Chuck and Marshall) reviewed the prototype and were generally very happy the overall direction Judy had taken the idea. Key concepts include:
 - a. Keep it simple
 - b. Make the member pages database driven.
 - c. Maintenance of the information will be performed by the member group, not VAC.
 - d. Only VAC member groups and VAC renters are eligible to create/link pages within the portal.
9. **Avalon Update:** Chuck is working with Sarah Watts to create the drawings needed for the county special review. For personal reasons, and for the fact that Sarah has agreed to voluntarily create the drawings, she cannot complete the drawings just yet. Chuck expects to have them done in the next 6 weeks. Neither the county or the Board appear to be overly impatient with the process.

Aces is now renting a full quadrant of the Avalon building. The associated rental rate is now \$5000/month.

Ingvar mentioned that he is getting requests to rent the Avalon building 12 months in advance. He wanted to query the Board to see if they felt answering rental request that far in advance represented any risk. The general consensus was that Ingvar should advise future renters of the current Avalon status and let the renters decide if they are willing to take the risk or not. Ingvar mentioned that we should consider raising our Avalon rental fees to more closely match demand. He mentioned that non-dance events make a significant contribution to the Avalon buildings bottom line.

10. **Next Meeting:** The next meeting of the VAC Board will occur on August 20th, 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, T.L. seconded and the motion passed unanimously. Meeting adjourned at 10:00pm.