



## Village Arts Coalition

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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 Stepanek, Chuck Palmer, Dave Sander

Public Attendee: Stan Wilkes

Meeting was called to order by Melba Shepard at 7:35pm.

1. **Past meeting minutes:** The minutes from the July 16<sup>th</sup>, 2007 meeting were reviewed. Corrections were discussed and Ingvar motioned to approve them as corrected. Betty seconded and the motion passed unanimously.
2. **Insurance Update:** Stan drafted a letter than he wanted to send to all VAC member organizations. He sent his draft to the Board for comments. He then read the letter to the Board. Dave felt the “heads up” letter was appropriate, however Stewart suggested softening the wording so as not to alarm the VAC membership. After Stewart rewrote a paragraph, Stan agreed to the changes.

**ACTION:** Stan will mail the revised letter to all VAC member organizations.

Chuck asked his insurance agent if Boulder Dance’s insurance policy would cover the perceived deficiency in VAC’s policy. His insurance agent said no. He then called around to other dance organizations to see how they covered their insurance issues. From his discussions it became apparent that the VAC’s needs are somewhat unique. He suggested that the VAC investigate taking out a separate policy to cover VAC’s operation and use of the Avalon building. VAC’s rental revenue from the Avalon building should cover the additional cost.

Ingvar mentioned that he met with State Farm. From his discussions he feels confident that FDIG is OK and the Pearl Street Studio is OK. He also recommended that the VAC take out a separate policy for operations at the Avalon building. He suggested a straight liability policy. It was suggested that a committee be formed to investigate this issue. Chuck, Stan and Ingvar are the committee.

3. **STOMP Update:** Melba sent an email out to the Board suggesting that she may have had a new Stomp editor. However, it fell apart. Caroline could not do the editing. Ingvar happened to get a marketing call from PIP (postal instant print) publishing as they are trying to expand their business. They (PIP) thought that they could take on the job of publishing the STOMP if we could get the information collected. They will do the layout. He suggested that each member group would ultimately be responsible for updating their calendar information. When asked about the current issues of the STOMP which is now past due, Ingvar said that he had contacted Yannick and that she promised to get it done by Sunday night. Unfortunately, she was unable to meet that deadline. Ingvar then suggested that we get all the information that Yannick currently has and get it over to PIP ASAP. We really need to get the STOMP out by the end of the week. He mentioned that Spencer had agreed to help Yannick with the special events.

Melba talked to Caroline Tate. It turns out that she uses the same software that the VAC purchased to create the STOMP. As we need a STOMP editor, Melba will talk to Caroline to see if she could do the simplified duties required if we decide to use PIP.

4. **Web Portal Update:** Ingvar mentioned that he has spoken with Judi Dressler. She said that she still had more to do to get the prototype VAC web portal ready. She will still need some more time to be ready. Ingvar said that he will email the Board when the prototype is ready for Board review. Judy mentioned that she has incurred about \$2,000 in expenses so far. She feels that she needs another \$500 to finish.

**MOTION:** Marshall motioned that the Board authorize the payment of an additional \$500 to JudiDressler to finish the web portal prototype. Stewart seconded and the motion passed unanimously.

5. **Anne's Tree:** Anne reported that the original Tree Farm where we purchased the last (now dead) tree has offered to let us buy another tree for half price. Melba has committed to developing a watering plan for the new tree and she will have it available for the next meeting on 9/17.

**ACTION:** Melba will create a watering plan for the new tree and have it ready by 9/17. The tree will need to be watered twice a week for 2 years.

Anne and Melba agreed to be the primary watering people. They would need to contact other Board members from time to time to fill in when they cannot do it.

6. **VAC Manager Position:** Ingvar mentioned that he emailed his last VAC Manager Position draft out to the board several weeks ago and so far he has received ZERO comments back. He then handed out a copy of his latest draft (copy attached as a separate attachment). Ingvar started the discussion by saying that he is inclined to present the VAC manager position as a full time position and

that he was looking for a semi-retired person to fill it. They would start out a 15 hours per week and then expand to full time as the position and the need required. He mentioned that this person would be the focal point of the VAC and that we needed to set up a work space at the Avalon building.

Dave suggested that we consider taking a look at temporary services to initially fill this position. Ingvar suggested that if anyone had comments or changes they would like to see to this draft that they email them to him. A lengthy discussion then followed. The general question is: Is the VAC manager a VAC manager or just a building manager? Another lengthy discussion followed where members of the board suggested to Ingvar to remove paragraphs 3,4,5,6 and parts of paragraph 7. Ingvar mentioned that he did not agree to remove paragraph 3. This started another lengthy discussion.

**ACTION:** Stan will make up a general blue print that incorporates the ideas regarding the job description he heard during the meeting and present the blue print to Ingvar. Then Stan and Ingvar will work this through and report their finding during the next Board meeting.

Ingvar mentioned that he had talked to Max (the manager of the Turnverein). He asked him some general questions about how the management of that building is going. Does the Board want Max to come to one of our future Board meeting to share his experience? The general consensus of the Board is that we would like to wait awhile and first get agreement on just what our expectations of a VAC manager are.

7. **VAC Board Nominating Committee:** The nominating committee members for this year are:
  - a. Chuck
  - b. Ingvar
  - c. Anne
  - d. Carol
  - e. T.L.
  - f. Donna

Potentially leaving Board members include:

- a. Jane
- b. Deborah
- c. Yannick
- d. Melba

#### 8. **Board Attendance Policy:**

**ACTION:** Marshall agreed, upon Stewart's persistence, to develop some draft language changes to the VAC bylaws that describes how often a VAC Board member should attend meetings.

**ACTION:** Stan agreed to email a current, up to date, version of the VAC bylaws to Marshall.

- 9. Next Meeting:** The next meeting of the VAC Board will occur on September 17<sup>th</sup>, 2007, at the Avalon Building at 7:30pm. If you are attending, please park behind the building and use the back door entrance.

**MOTION:** Ingvar moved to adjourn the meeting, Marshall seconded and the motion passed unanimously. Meeting adjourned at 09:57pm.