



Village Arts Coalition

VAC Board Meeting, June 2, 2011 – Minutes

1. The meeting was called to order at 7:10 PM. No guests were present.
2. The following board members were present: Melba Shepard, Carla McKenna, Deborah Howard, Caroline Stepanek, Anne Vickery, Steward Hartman, Robert Schaedla, WillardCrary. Avalon Representative: Hermine Higgins. Chuck Palmer sent a proxy vote. Quorum attained.
3. May board minutes - approved as submitted.
4. Standing reports
 - a. Stomp – Caroline reported that she is looking for an assistant.
 - b. Web Site - Marshall submitted a statistical report on website usage via e-mail to all board members.
 - c. VAC International Festival - Hermine reported that she has received no response to her e-mail call for help with the festival. T-shirts are on order. Debka will play at the festival. Vendors are slow to sign up this year; we still need 2 more to equal the number of vendors that we had last year.
 - d. Avalon report – Hermine reported that a used carpet will be installed at the Avalon. Chuck submitted a report via e-mail to all board members; see attachment.
 - e. Treasurer's report – VAC checking has a balance of \$8,514 and the Avalon account has a balance of \$38,300.
 - f. Financial reports – Stan Wilkes sent in financial statements for the months of March and April, 2011; see attached.
5. The Colorado Sacred Harp/Shape Note, a singing group, was welcomed as a new group member of the VAC.
6. Avalon Working committee – the board discussed Chuck's e-mail requesting help in the following areas:
 - a. Recycling configuration for the Avalon
 - b. Video Security
 - c. Overseeing janitorial performance. Note Melba volunteered to oversee janitorial performance.
 - d. Organizing volunteers for occasional plumbing, electrical, mechanical, & furniture maintenance
 - e. Organizing work parties
 - f. Overseeing grounds maintenance
7. First of Fall Party and VAC annual meeting- Hermine will ask Deb Bowinski about doing a First of Fall Party at the Avalon. The VAC Annual meeting will be held separately at another time.

8. Goals of reorganization – Ingvar and Stan are preparing a broad, high level restructuring of the VAC By-Laws, which can be used as the basis for further reorganization.
9. Annual Nonprofit registration with the Colorado Secretary of State has been completed and VAC has received a certificate of registration which will be stored on the VAC storage site on the Internet. Another report called the Charitable Solicitation Registration is due on July 15, 2011. Robert is responsible as VAC's registered agent for filing this report with the Colorado Secretary of State.
10. The next meeting date was set for July 7, 2011 at 7 pm at the Avalon.
11. The meeting adjourned at 9 pm.

Attachment: Chuck Palmer's Report

1) Permit for On Stage Storage, including chair storage and on stage duct soffit.

I have submitted a response to the county's detailed review. I feel since the county had very specific review items that the detailed responses will be very close, if not final, for acceptance of this permit.

The response included:

Update A1 Floor Plan drawing with detailed Code Review added and other notes and details added

New A3 Occupancy and Egress drawing

Update M1 Mechanical and Ceiling drawing with additional construction details and notes

Update E1 Electrical and Lighting drawing with additional egress circuit clarification

Fire Marshall approval letter

Mechanical Engineer review letter dealing with smoke detector for stage HVAC system

Response Letter with detail comment addressing each review item and indicating how the item was documented on the drawings

2) I am close to signing a contract for roof replacement. Current roof has no insulation (R-3) and new roof will have R-33 insulation. The contractor will not deal with the roof top gas lines, we will. I have talked to Hal and he will help lead that part of the project. I have applied for an Xcel energy Rebate and they have identified about \$18,000 rebate. I had looked into possibility of work parties for old roof removal to save \$28,000 but have decided against that idea. Roof estimate is between \$250,000 and \$300,000.

3) Halina has moved forward with contracting with a carpet person to replace the lobby and bathroom hallway carpet with the carpet tiles that we have on hand.

4) The music guy that was renting the NE office area has moved out.

5) No other tenants are currently identified.

6) Have install a new \$1800 powering monitoring system to better understand building electrical energy usage. Still in the initial testing of the system installation.

7) Have purchase two large BLUE trash carts for single stream recycling. Still need to label communicate with Western Disposal to start using them.