



Village Arts Coalition

Minutes: VAC Board Meeting 5-3-2012 at the home of Susan Smith. Called to order by Willard at 7:07PM

1. **Present:** Susan Smith, Caroline Stepanek, Steward Hartman, Jim Borzysm, Susie Reisser, Willard Crary, Chuck Palmer, Deborah Howard, Melba Shepard, Rick Thompson - quorum
2. **Guest:** Stan Wilkes
3. **Approval of Minutes** of April 5. Deborah motions, Susan seconds. Passes.
4. **Standing Reports**
 - a. **Treasurer** - 7 vendor payments for festival. Chase account holds \$6,759. Deborah does not keep a ledger. Stan keeps it. Rick would like to know what Festival income and expenses are, and what membership has brought in.
 - b. **Avalon** - Rick - do we need a contract with Rick? He needs to get job description to Melba, via Chuck. Caroline will share Hermine's contract to help design one for Rick.
 - c. **Avalon** - Chuck - emailed report is attached. Also, spoke with the county on restroom permit, and they brought up ten items which Chuck thought we'd addressed. Nothing major. Toilet code issue. A building code issue. Has submitted to county about parking. Steward and Chuck had lengthy discussion on Sodal Hall buildout. Tess is doing great job as cleaning person. Rick noted that he has enacted all points on the job description. He stressed the need for Sodal Hall - people need more dance space. Bad smells in ballroom are the result of a sump issue, which Chuck has worked on. Also in bathrooms. Tess is pouring bleach water in drains. We need a better sign out front, and maybe a sign over the entrance, too. Jim, Rick, Susan, and Chuck will work on.
 - d. **Stomp** - Caroline met with Amy, worked out travel issues. New issue is out with membership forms enclosed.
 - e. **Web site** - Rick has tweaked for Festival. Chuck fixed scheduling calendar. Board should think in terms of having our own groups work on their postings.
5. **Reports from appointed committee**
 - a. **Membership** - emails have gone out to all volunteers, members, with thank you's for donations.
 - b. **Marketing** - Rick - strong request for sign. Jim has done centerfold advertisement for Mother's Day tea dance that mentions Village Arts Coalition.
6. **Business**
 - a. **Year end fiscal report** - Stan Wilkes. See file: villageartscoalition.org/VAC Meeting Minutes/2012/Balance Sheets 2-29-2012. Festival lost money. Stan would like to break even. Overall, there has been a considerable drop in income, but there

is still positive income. FDIG income is sustaining us in everyday activities. Avalon will determine whether we have sufficient income to purchase more shares. **Tax return** - has been filed, and is being reported to the board. **VAC insurance** - Stan has book and will give that to Larry. Policy is due August 1. **Group memberships** - turning over. Has a list of groups as of March 1, 2012. **Contributions** - Stan would continue to keep a log of them. Will work with Larry on this. VAC records that Stan has kept- moved into filing cabinet in Avalon. Stan will continue to do financial and tax work. Backing out of Festival. Will handle transfer of that with Hermine and Melba.

- b. **International Festival** - Melba reported for Hermine. Tasks done - Scoot Back is confirmed; Debka Band confirmed, pipe band too. Schedule is made, spots filled. Vendors - 15 confirmed, 2 pending, 2 trades. Wants more vendors, working on layout. *Camera* contact done, ads signed. Needs design for ads. \$1600 grant approved. Permits requested for lawn of courthouse, temporary structure permit, special events permit. Information submitted for ads. Web site info coming. Fliers to be done. Posters to be done. Certificate of insurance has been sent. City - ordered electricity, contacted street vendors. Contacted Lynn Meade about volunteer dinner. Made up volunteer sign up sheets. Needs volunteers. Rick suggests we send requests to membership via email, for both paint parties and festival volunteers. Need to get Hermine ' s replacement, and should request. Someone needs to apply for grant for next year.

c.

- 7. **Goals** - tabled

- 8. **Homeless situation.** Rick - wants board to give input. Chuck will support the board's decision. They should not stay overnight. Tell them they can't be there. Chuck will investigate expense of weeding, mowing, plowing or do we want to get it done volunteer?

- 9. **Key Man Insurance** - tabled

- 10. **Bylaw Amendment** - tabled

- 11. **New Business** - none

- 12. **Next Meeting:** June 7, 2012. Susan Smith ' s home.

- 13. **Motion to Adjourn:** Chuck. Deborah 2nd. Motion passes, 9:24PM.

Attachments:

Chuck Palmer's Avalon Report:

Looking for someone to be in charge for getting the newly finished walls primed and painted. Small work parties or even individuals to come and paint. Find volunteers, provide direction, instruction, cleanup and follow through is what I hope the this leader would do - not necessarily the painting itself.

This LEADER could be one of us or someone else.

Avalon report:

1. Pasted Drywall inspection (also did final on the roof - that had not been finalized).
2. Have drywall finisher working on it now. Should be done by the end of the week.
3. No word from Boulder County on Restroom permit.
4. Provide documents to Boulder County in preparation for a meeting with Planning (Hannah Hippely) to discuss impacts of the proposed leasing to the NE area for a Tango Studio (Gustavo Naveira) and its impacts on parking. This review will address parking on the full building buildout.
5. Rick is proceeding well in learning the accounting details. Next thing to work on is his lawn mowing skills.
6. Faucet replaced in kitchen. Dual handle control (instead of joy-stick single handle). This will allow for only hot water to be turned on without feed through flow of cold water. (More technical detailed description available upon request - but not during the meeting)
7. Commercial dishwasher replaced with normal dishwasher.
8. Steward did a bunch, I'll let him report on that.
9. Taxes done. Property taxes paid \$69,537