



Village Arts Coalition

Minutes: VAC Board Meeting 2 May 2013 at the home of Susan Smith. Called to order by Larry at 7:05 PM.

Present: Susan Smith, Susie Reisser, Steward Hartman, Jim Borzym, Melba Shepard, Caroline Stepanek, Deborah Howard, Willard Crary, Rick Thompson, Larry Utter, Chuck Palmer, Joseph Snowhawk, Mary Kay Gilson. A quorum was present.

Guest: Christina Geck.

1. **Minutes of the April 4 Board Meeting:** - Jim motions acceptance; Susan 2nd. Passes.
2. **Election of Officers:** Treasurer - Deborah – Willard moves; Mary Kay – 2nd. Passes. Secretary – Susie. Jim moves; Rick – 2nd. Passes. VP – Jim. Susan moves; Rick – 2nd. Passes. President – Larry. Willard moves; Susan – 2nd. Passes.
3. **Place and Time of Meeting:** Once/month, first Thursday of month. 7-9PM. Will try the Green Room at the Avalon. Next Meeting - May 30, due to conflicts with the first Thursday in June.
4. **Standing Reports:**
 - A. **Treasurer** - Deborah - We had a good month. She paid personal property tax for both studios, and got the first batch of vendor checks. The Avalon account is high. She wants to know if we can look at an earmark toward our next Avalon purchase. Rick explained that the accounts will look different now that many ballroom renters are paying quarterly instead of monthly.
 - B. **Avalon** - Chuck - At least \$55,000 has been invested in Sodal Hall so far. Last fall he made a capital call that's now fully used. The line of credit to Chuck is currently -\$24,000 due to property tax payment. Next meeting he will announce a capital call, no more than \$50,000, of which VAC's portion would be \$7,000. The hall is moving forward well, floor going in this weekend. Following weekend will put down plywood. After that will be a work party with Steward and Chuck out of town. Rental contract - still needs refinement. Maintenance – we need a work party for grounds upkeep and to address the rest of the building, and we need someone to host it. Chuck will be out of town all of June. We need a volunteer coordinator. And we need someone to coordinate the lunches, esp. Sundays. Mary Kay will do this Sunday. Saturday is covered. Christina will take a lunch the following weekend.
 - C. **Avalon Manager** – See attachments.
 - D. **STOMP**- Caroline - no report. Mary Kay will help her. She is still trying to figure out how many issues to print each time, so fewer will be wasted.
5. **Business**
 - A. **New Accountant** - Dick Buckingham has been proposed and Robert Schaedla has recommended another. Chuck talked to Dick and explained the basics to him. We want to move to quarterly reports, from the monthly. Dick is reluctant. But he might give us a

good rate. The finance committee should meet with both accountants, explore what they recommend and would do, as well as their fees. The accountant is an independent person, without the ability to sign checks. Chair of the committee has been Steward. Susan wants to be on the committee. Steward needs someone to coordinate for June. Won't happen for the next two months, with travel, etc. of committee members. Jim will be point contact for June.

B. **Board Retreat** – Work on goals, ideas. We will try for later in the summer, to be held at Susie's house, and she will send out date possibilities.

C. **International Festival** - Jim Schwarzkopff sent an update; see attachment- Jim has made a brochure and a sponsor form. Wants comments. Mary Kay will help with redesign of Avalon postcard, to be distributed at the festival.

D. **Project Tracking** - Larry listed various projects, checked progress. We need a system to track these. This is something we should consider at the retreat.

E. **Rod Memorial** – A piece of artwork for Sodal Hall has been proposed - Melba suggests a committee decide, along with Sally Sodal and Ilana. Melba and Deborah will be on the committee with Melba at the head. Jim wants to be part of conversation, in terms of acoustics.

F. **VAC Name Committee** - shall it resume? Mary Kay would like to be on it. Will resume. Jim will head.

G. **Wall Art Coordinator** - for posters and signage. Jim will take down the bulk of his collection in May, and will leave some pieces while adding others. He has two artists willing to display artwork, so can arrange new exhibits either in the ballroom and/or the lobby. Steward has folk dance art he can hang in the future. After Sodal Hall opens, we should revisit the lobby art.

H. **Fundraiser with Liquor License** - do we want to do that? Use the profit from selling alcohol for the VAC. Do we need special insurance? This needs a motivated committee to organize.

The meeting adjourned at 9:08. The next meeting will be May 30, at the Avalon.

Respectfully submitted,
Susan Reisser, Secretary

Attachments:

Manager's Report - Rick Thompson

1. Financial Status of Operations: Our recent move to On-Time Quarterly Discount, has helped increase the total percentage of payments that are made on-time or early. Having collected about 60% of the regular rent for the calendar quarter, we have a surge of income for April, [\$25,000]; and since quarterly payments have been received and summer is slower for both regular use and special use, we can therefore expect to collect significantly less rent in the next two months. While we have excellent earnings momentum, which means a slight slowdown in income until Sept. The Avalon checking account is at \$54K once a few outstanding checks clear. The projected earnings outlook is very good. Although we have already collected half of the regular rent money for this

quarter, enough money is projected to come in during the next two months to pay our regular expenses with hopefully a slight profit.

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> 2. The floor in the ballroom needs an urgent plan for a "maintenance coat." A spill from two weeks ago has caused cupping that is still visible. The floor is very difficult to get clean now compared to last year.

The resulting cupping will inhibit and floor resurfacing until floor is fixed by wood replacement or enough time is allow for the floor to dry out. (Wild guess - 3 to 9 months. If we were entering the winter with dryer air it might dry faster). We will get and estimate for floor repair and report next board meeting.

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> 3. Per Stan's comment at the March meeting and Jim's request for compliance, I am reporting to you a change that has been evolving for the current fiscal year. More monthly and quarterly reports are being added to Dropbox, which Larry and presumably, our accountant would have access to. Specifically, the Petty Cash report is available along with PDF's of supporting receipts.

2.

International Festival Report - Jim Schwarzkopff

By way of a progress report, we could say that Bev has commitment from enough acts to have a full performance schedule and is in the process of troweling that into the final line-up.

We have sold 12 vendor slots (three still have a balance due, but 9 have paid and I submitted \$1472.00 to the treasurer on Sunday evening).

I hope you took one of the brochures, which you could pass around (I left a small stash in the info rack at the Avalon) for people to see.

I would also like for board members to have a look at the sponsorship application that is on the website, click International Festival and then click Sponsors. Maybe you could print one ahead of time and pass it around.

Any suggestions for businesses to approach for sponsorship would be appreciated - I'll make "The Ask" all people have to do is point me toward businesses they feel would be a good match for the Festival and the VAC. People came forward at Sunday's meeting with several suggestions! I'm estimating that we can get four sponsors if we are prepared to make 50 requests.

I believe we are in good shape for "logistics" - permits, sound, tents, compliance with City and County requirements, etc. There are many loose ends, but we are not "behind" on anything.

Ask the board to please help generate volunteers for the weekend!