



Village Arts Coalition

Minutes: VAC Board Meeting 5 September 2013 at the home of Susan Smith. Called to order at 7:05 PM by President Larry Utter.

Present: – Susan Smith, Steward Hartman, Rick Thompson, Willard Crary, Deborah Howard, Larry Utter, Caroline Stepanek, and Melba Shepard.

Guests: Maggi Butler, and Christina Geck

1. **Approval of Minutes** of 11 July 2013 on motion by Deborah, second by Melba.

2. **Standing Reports**

- a. **Treasurer** Deborah reported that the Festival check in the amount of \$1,600 arrived from the City of Boulder Human Relations Commission.
- b. Melba reported that Jim Schwartzkoff did submit an application to the HRC for continued funding for next year. It was agreed that the funding request should be increased to \$2100. Melba volunteered to follow up.
- c. Larry announced that it has been determined that the VAC non-profit status would not be jeopardized by interest in the Pearl Street Studio.
Avalon: Larry read the Avalon Report that Chuck Palmer submitted by email today. (See attachment at the end.)
- d. **Avalon Manager Report:** Rick reported that the Avalon continues to be inordinately busy, with programs and construction.
- e. In discussion about the number of 6' and 8' tables, it was acknowledged that we may not have enough when two large events occur at the same time, as will happen on September 14. It was agreed that Rick and Chuck should handle the situation.
- f. Concern was expressed about the door to the restroom off the lobby has been open and unsightly. It must have an automatic closing mechanism installed.
- g. **Web site** is being adapted to accommodate Stomp information.
- h. **Stomp!** Caroline reported that we have a pressing need for an Editor to work with Susan, who will follow up with articles, and Mary Kay Gilson, who will handle graphics. The new Stomp format will be done quarterly, first issue due in January, and deadline for information in December. Larry will send a letter to members, conveying the need for a volunteer editor.
- i. Caroline was thanked for her many years of outstanding work editing the STOMP .

3. **Business (Old and New)**

Festival: Larry reported that Jim Schwartzkoff had sent a final report of the festival to the Festival Committee. Financial report showed a loss of \$60. Caroline reported that she had talked with Lance Landruth of the Downtown Business Administration, who works with Mall Events. He said the International Festival is his favorite and that he enjoyed working with Jim.

Sodal Hall Party: Maggi Butler, volunteer for organizing the party, reported details of plans for the party. Plans met with enthusiastic approval by the board and Maggi was thanked for her participation. Some concern was expressed about allowing this activity to occur in the Hall before an occupation permit was signed.

FDIG/Pearl Street Studio: disposition of economic interest. Larry included, in the agenda, interaction with Ingvar regarding VAC response to the FDIG questionnaire. Concern was expressed about a neglect of board approval for response to that document. There was general consensus that VAC response should be to delay sale of the property for approximately five years. Larry pointed out that, if we want to sell VAC shares before that, there are likely other investors who would like to purchase them.

Village Arts Coalition name change: Susan reported on the deliberation of the Name Change Committee. The Committee recommends that the board approve the change to **Boulder Dance Coalition:** tag line, **Music, Dance & Folk Culture.** Willard moved that the name of the VAC be changed to the wording included in the agenda, with the tag line as included. Rick seconded the motion. Motion passed with 9 in favor and 1 opposed.

Accountant Report: Larry reported that the Finance Committee has offered the Accountant position to Dick Buckingham. He has worked for Chuck and Larry, Jim Borzym also knows and recommends him. The Committee believed that board approval was not necessary for an offer to be made. There was some board opposition to that assumption. It was expressed that the full board has fiscal responsibility for fiscal affairs and that members should be informed as to the terms of employment of the professional handling the finances of the organization. Reference was made to an email memo sent, by Chuck, to the board on July 20, 2013. summarizing Chuck's understanding of terms acceptable to Buckingham. Not all members had seen the memo. (Amendment at the end of these minutes)

Caroline moved that the board authorize the Finance Committee to pursue Dick Buckingham as our accountant and negotiate a contract with him. Seconded by Susan. Passed unanimously.

Level at which decisions are made: The issue is whether or not all committee decisions should be recommended to the board for approval. It will be debated at a later meeting.

Next Meeting 3 October 2013, Susan Smith's home.

4. **Motion to Adjourn:** Susan, 2nd, Rick. Motion passed. Meeting adjourned 9:10PM.

Restart Bylaws review committee: postponed

Respectfully submitted, Melba Shepard (for Susie Reisser)

Attachment: Avalon Report submitted by Chuck Palmer

A) AED (Automated external defibrillator) and mounting cabinet has been purchase but not installed.

B) Sodal Hall final inspection failed:

- 1) Crashbar handles for both exits of the hall. -- Has been remedied.
- 2) Recycling report. -- No progress, but simple to do

This is a new requirement on County building permits (you have to read the permit). The recycling requirement is to collect recycling receipts and present them in a report. Our General Contractor Paul Liscom says that we exceed in recycling.

3) Need final Fire System Inspection by Rock Mountain Fire District. -- Call, Scheduled, Executed and FAILED.

C) Sodal Hall final fire systems inspection (sprinkler) and Boulder Tango Studio rough-in fire systems inspection (sprinklers).

- 1) One sprinkler head hidden behind the ducting in Sodal Hall storage room.
- 2) One sprinkler head too short (to reach down to drop ceiling) in the table storage room.
- 3) Drawing submitted to Fire District is an earlier version than the final version submitted to the county. -- OK

4) Sprinkler work performed by my plumber and not be a certified Sprinkler Contractor -- Need to have Sprinkler Contractor complete "fixes" and verify work done. -- Have contacted and met with two Sprinkler Contractors. The first contractor said that all sprinklers in Sodal Hall were wrong because we reused the existing 1/2" (pipe size) connections to the Branch Sprinkler lines and the current code REQUIRES 1" connections and all modified sprinklers must be made up to current code. He wasn't sure about the other 210 sprinklers in the rest of the building, but thought they might also have to be upgraded to 1" connections. Fire Systems engineer and second sprinkler contractor said that the first guy was wrong. Have selected the second sprinkler contractor for future work and existing work verification.

5) Due to their (the Fire Marshalls) concern with lack of exact documentation and work done by plumber instead of sprinkler contractor, they requested (require) full sprinkler documentation for the building and they would then like to review the full building. -- I have created the full building sprinkler document (mostly previously done for building documentation in my CAD program) and have sent it to the Fire Systems Engineer for review and approval (with Engineer's stamp).

D) Tango Studio floor, wood installed and sanded. A second finish sanding was required because "the grain was raised" due to humid conditions. Stain is 1/2 applied. Floor finish hopefully will be completed early next week.

E) Bathroom expansion is complete with final inspection.

F) Improvement to Kitchen (Break room) exit door permit has finally been reviewed with only 12 items to be addressed. -- Meeting with County person scheduled for Monday 8:30 and later with architect.

G) Avalon management. Had good meeting with Rick before I left for PA and time with my mother after fall. But:

1) Was hoping to wrap up account shortly after or even before the end of the month so to have files for the new accountant. Was told that only a few things need done. Then I could review. Finally received the file 6:26pm today Sept 6th.

2) Receive another email about lack of response from Rick "I have had no response to this email 11 days." Even if Rick can not complete a request to a client he should at least respond.