



Boulder Dance Coalition

Music, Dance & Folk Culture

6185 Arapahoe Road

Boulder, CO 80303

BDC Minutes 10.03.19 at the home of Susan Smith. Vice-president Dorothy Vernon called the meeting to order at 7:03PM.

PRESENT: Dorothy Vernon, Susan Smith, Steward Hartman, Caroline Stepanek, Susie Reisser, Deborah Howard, Chuck Palmer, Bill Johns

ABSENT: Jim Borzým, Larry Utter. Larry assigned his proxy vote to Dorothy.

APPROVAL OF MINUTES: Approval of minutes of 09.05.19. Deborah - Motion to approve. Steward - 2nd. Passed unanimously.

STANDING REPORTS

TREASURER: Deborah – We have \$36,905.46 in the Chase account.

AVALON MANAGEMENT COMMITTEE: Caroline - no report.

AVALON: Chuck – the solar panels are up on east array, but are not yet wired. Regarding worn-out lobby carpet and furniture - someone can call local hotels for availability of furnishings that are being replaced. Halina has found some used church pews that might work in the coat room and the rest rooms. The carpet tiles in lobby are the worst. We could replace the lobby carpet, but we are still facing construction in the ballroom, which will soil the carpets. We should budget to replace the sofas and carpet.

BUSINESS

HARASSMENT POLICY: Susan - MOTION: “I move that we approve the Avalon Harassment Policy as written.” 2nd - Deborah. Motion passed unanimously. **Chuck - MOTION:** “I move that we approve the sidebar information and use where appropriate.” 2nd - Bill. Steward abstained. Motion passed.

FALL VOLUNTEER CLEAN-UP PARTY: Side yard could use clean-up, throw out the picnic tables, clean the ballroom. November 9 will be the clean-up date, 9AM-noon, with Bill in charge. Lunch will be provided.

CHRISTMAS DECORATIONS: December 8, 8:30-noon.

ANNUAL MEETING & INDIVIDUAL VOTE: Steward - Presented alternatives for the quorum necessary for individuals to vote on a group representative. This will be changed to “those present.” Steward will reword for approval.

COORDINATOR OUTREACH POSITION/COORDINATOR FOR COMMUNITY BUILDING EFFORTS: See attached preliminary proposal that Dorothy drafted. Preliminary discussion ensued about

possibilities. Dorothy will look into talking to a university to posit developing this through a student project. This could help us define what might be helpful for us. Chuck would be willing to get feedback from United Way.

NEXT MEETING: November 7 at the home of Susan Smith.

ADJOURNMENT: Motion - Chuck. 2nd - Deborah. Passed. Meeting adjourned 8:36.

Respectfully submitted,
Susie Reisser, Secretary

ATTACHMENT:

Community Outreach Coordinator Job Description

Responsibilities:

- Understand the Boulder Dance Coalition history, mission and purpose, and current operations.
- Design an outreach program, including success measurement criteria and metrics collection strategies, that will result in:
 - Better space utilization
 - More member groups
 - More individual members
 - Increased attendance at member-held events that are open to the public
 - A greater feeling of ownership in the Avalon building among attendees at events
 - Increased participation in Avalon work parties
 - Increased volunteerism in the building between work parties
 - Increased community knowledge about Boulder Dance Coalition and The Avalon
 - Increased financial donations, including legacy giving
- Maintain a calendar of outreach activities, including community events, workshops, appearances and other communication opportunities.
- Prepare an annual budget for community outreach activities.
- Schedule regular outreach activities in The Avalon and educate Avalon users on community responsibility.
- Attend several Avalon events each week, alternating between organizations.
- Prepare accurate records and reports on the results of the outreach plan.
- Maintain the coalition web site and social media presence.
- Coordinate closely with the Communications Committee, the Avalon Manager, and the Avalon Management Committee.

Requirements:

- Bachelor's degree or equivalent experience in communications, marketing, business or related fields.
- Preferred experience of 3–5 years within non-profit fundraising or outreach activities.
- Outstanding written communication and presentation skills.
- Strong experience preparing reports.

- Friendly, enthusiastic and positive attitude.
- Strong knowledge of social media and other basic marketing platforms; WordPress experience preferred.