

Annual Meeting 2023



Boulder Dance Coalition
Music, Dance & Folk Culture

6185 Arapahoe Road

Boulder, CO 80303

Called to order by Larry at 3:36.

Agenda:

1. Welcome
2. Remarks from the President
3. Reports
 1. Financial: Larry
 2. AMC: Caroline
 3. Avalon: Chuck
 4. Jim S.
 4. Q&A
5. Election Results

Remarks from the President: See in the attached PowerPoint

presentation **Financial Report:** See in the attached PowerPoint

presentation

Note that we are in good financial shape.

Avalon Report

- Chuck is working on putting wall wash lights across the front; these will generally be white, but can be colored. Flashing lights are not allowed.
- Ballroom plans have been submitted; many permitting organizations are involved. Chuck hopes to be under construction in the fall. We intend to be fully operational during construction with minimal interruption to events. Construction will include a wall, an elegant ceiling, and a stage facade. A dehumidifier will alleviate the humidity from breathing, plus UV disinfection in ducts.
- Our major tenant moved out in February; Chuck is working on a new tenant who will use the electricity we generate.
 - A new section will be added to the sign to add BDC and the web site.
 - The flag holders were not strong enough and need to be strengthened. We are adding some new flags and will be looking for contributions from organizers to pay for cost and maintenance of new flags. Each flag costs \$200.

- A new door is in progress at the Tango studio entrance.

AMC Report: See attached.

Management Report: See attached.

Jim Shwartzkoff stated that this is his 10th and final year as The Avalon

manager. **Skating:** See in the attached PowerPoint Presentation

A number of concerns were raised; Adrienne from SK8D8 and Dorothy showed their skates, explained that the wheels and toe stops are both non-marking and soft rubber, and explained SK8D8 procedures for protecting the floors.

Q&A

Recognize success of Joseph Snowhawk: driving a lot of traffic here and is key to our operation.

Mary Wohl Haan: noted that Downtown Boulder Partnership is planning an event next to the Dushanbe Tea House, and are looking for dance performances and teachers. Jim Schwartzkoff passed info to people who might be interested.

Chuck will receive a 2023 Living Legends of Dance award from The Dance Archive at the University of Denver.

Everyone loves Kasia and thanks her for her work.

Election:

We had a quorum, and all nominees were elected for 4-year

terms. Adjourned at 5:05 pm.

Avalon Management Committee report to the Annual Boulder Dance Coalition May 21, 2023

The Avalon has been repeatedly voted as the Best Place to Dance and this is due to the coordinated good work of our manager and his assistant, custodial employees, special event managers, dance group leaders, building maintenance crew and dance volunteers. It works because to all the health and welfare of the Avalon is important. The Avalon Management Committee advises and assists and helps in many ways to make sure the flow of Avalon activities go smoothly making the Avalon a better and better place to dance as it grows.

The Avalon Management Committee was created to be a liaison between the Boulder Dance Coalition board and the Avalon management, providing advise and help to Jim and to Chuck and to help manage and oversee the operation of all spaces leased by the BDC and the rental of space to outside special events. The Committee reports at the BDC meetings.

The Boulder Dance Coalition is just that: a coalition of dance groups. The AMC addresses concerns, problems and complaints of the dance groups. We sustain and promote the groups such as reflected in the policies put forth by our manager. We are very concerned about the groups and how best to help them grow and thrive. Discussions continue about the best approach to do this - welcoming community input. Of the outside special events many problems have arisen but these have been reduced and the rental spaces have been kept full.

We try to reduce the burden of management in any way and support management when we can with action and new ideas to facilitate.

The AMC reviews rental policies and rates, maintains the managerial job description and update as needed. We continue to develop policies and procedures that protect our facility and to make it easier for renters to fulfill their contractual responsibilities.

The committee is: Myself, Becky Bragg, Ed Smelko, and Chuck Palmer

The AMC is working well and pursuing new ideas on how to improve the Avalon. Discussions were held about space utilization and priorities. Becky has been organizing group supplies and Steward built new shelves in the kitchen closets to provide better storage. Becky and Dorothy are devising a protocol for charging for storage space for the renters. It will probably be implemented in the Fall. Ed has worked on many small tasks such as installing emergency box for containing drug overdose medicine. The flags are out and rotating by the month. We will be developing a protocol for asking renters to contribute to the cost and maintenance of the flags. We are in the process of installing a web site sign below the main Avalon sign out front.

It isn't easy keeping track of the different dance groups and making sure the special events go smoothly and people are satisfied. It isn't easy to keep the Avalon in good shape with continued maintenance. There are a few that are always involved and are doing a great job. Volunteers are so important whether they contribute large or small. It all helps.

We continue to enjoy the photographic art of Eldon Grimm. Volunteers have kept the lobby plants green.

Thank you,

Caroline Stepanek

Avalon Managers Report go the Annual Meeting
May 21 2023
submitted by Jim Schwartzkopff

It's been an intense decade.

The Avalon was a busy place in 2014 – we thought – and now it is more so

First I'd like to say that working along-side Chuck for these ten years has been a very challenging and rewarding experience. (Titters of laughter thru the audience - “yes, working with Chuck is challenging in the way you are responding to, but also, and I mean it this way for this report, in the way that inspires a person to step up and do their best”) I've never worked with some one who so totally understood the project they were involved in. Chuck – as you all know, knows the building down to the circuits the electrical outlets are on. He types formulas into XL like he's writing a note for the gardener. All of the Avalon's many systems HVAC, the key card and lock system, the plumbing, the software that runs all the back office functions of the enterprise - he's on first name basis with all of it and can make it obey.

Because of the scope of his involvement I always feel like part of the manager's job is to keep the Avalon off of Chuck's back so he could design and build a solar roof or go to Antartica and feel pretty confident that the Avalon would be in good hands.

A quick 10 year retrospective:

In April 2014 I issued 24 invoices and processed 32 payments
This past April 2023, I issued 59 invoices and processed 58 payments
This uptick in volume has to do with the jump in regular renters since Jun of 2021.

In 2014 there were 25 regulars now there over 60 who have skedda access and agreements to self-schedule and use the building unchaperoned.

For the privilege of this level of trust to use the building these renters agree to be part of the management of the building – clean up thoroughly after using a space, put everything back they way they found it to the official “neutral” position. Let the office know if there is anything out of the ordinary with the building – doors not locked, studios out of compliance for whatever reason. This sharing reduces the need for additional staff time and overall helps keep rental rates low.

2014 we had 59 special events. Which is pretty much the number each year – even in 2020 we had 26

At this point in 2023 we have had or are committed to have a total of 45, so it's likely we will get to 60 or more by the end of the year.

In 21 we had 32;

In 22 we had 34

All Avalon staff is part time. Donna our custodian is in the building everyday, but for two to three hours. She has also become the most frequently used special event chaperone.

I get paid for around 28 hours a week and Kasia is committed for 12 hours – so together we are one 40 hour staff person. The addition of Kasai's 12 hours in Oct of 2021 has made a huge difference in the ability of the office to respond quicker to the many cold calls and the frequent contact by regular

renters for various reasons.

Generally Kasia is the first contact with anyone making an initial inquiry, She will work out the details of the rental, issue an agreement which I will review. If it's for a special event I set up the account and issue the invoice. For a skedda user, I set up the account so it agrees with their skedda name so their self-scheduled rentals on skedda pull into quickbooks correctly for their invoice.

Kasia and I both keep an eye on the email inbox and phone message and we each respond to the ones that are in our “area” of responsibility.

The ability to look at something and leave it for Kasia has been very liberating and has allowed me to do more supervising - checking the payment status of renter's accounts, or other big-picture kinds of management

It's worth mentioning that no Avalon employee is able to consider the Avalon their sole source of income. We all have – and need – other sources of income to make our living. Therefore our attention is divided – one foot at the Avalon and one somewhere else. Periodically this could mean that no one is actually paying attention to Avalon business. It's one of the circumstances of how we need to operate. This causes a cognitive dissonance with our customers, who for the most part think the Avalon runs like a business or a large nonprofit, where there is a “front desk” and a receptionist sitting next to the phone waiting to serve them.

We all have to acknowledge that we are not a business and while we are a smallish non-profit, the Avalon is actually a clubhouse. Club members come and go on their own and use the building without major supervision. Our hours of operation are not stated, like 9am-9pm , but rather our stated schedule is: “In Use or Not In Use.” This system of management is a form of anarchy – loose central management and reliance on individual users to understand and believe in the purpose of the building and take direct responsibility for keeping the place clean and ready to use for those who follow. It's a system that is prone to management gaps where something can slip past us either in how the building is maintained or in how fast we get back to people with questions, but if we all pay attention to the needs of the building and our fellow users we can tighten the gaps and reduce the dissonance.