

EMBODYDANCE BOARD OF DIRECTORS

Quarterly Meeting Minutes
Tuesday, August 20, 2013, 10am
Home of Ruth Solomon

The meeting informally commenced at 10:10am without a reading or acknowledgement of the "consensus statement" (Ruth will bring to next meeting). Miscellaneous expenses were reviewed by those involved and a meeting agenda was created. The meeting formally commenced at 10:25am.

Members present: President, Francesca Shradly; Vice President, Ruth Solomon; Secretary-Treasurer, John Meade; Community Council Representative, Patrick McGee-Russell; Dulce Valeverde, new board member. Members not present: Guthrie Miller, new board member.

Board Meeting Minutes: Minutes from our last meeting on March 26 were approved. The longer than 3-month span between meetings was a result of members travelling out of town. John will arrange for minutes from past meetings to get posted on the website and filed in the binder.

Insurance Claims: The status of the recent hearing injury and insurance claim of Joanna Harcourt-Smith was reviewed and the need for clarification of incident reporting and insurance claim procedures was discussed. Patrick will write up an insurance claim procedure for the ED manual and will confer with the community council regarding the list of duties of the dance coordinator and other positions being created for the ED manual. Specifically, it should be emphasized that an incident report is to be completed by the coordinator for any out of the ordinary occurrence and an announcement should be made at each dance requesting participants to report any such incident to the coordinator. Ruth noted that ED had changed insurance carriers to include some medical coverage for any such injury claims. Patrick has requested information from Alec regarding all equipment owned by ED for possible damage and loss coverage.

New Board Members: Requests for new board members had been made at the dances over the last several months and two people have stepped forward to volunteer for these positions: Dulce Valeverde and Guthrie Miller. Their appointment needs to be officially approved at the next Community Meeting scheduled for Sunday, September 15.

Financial Report: The financial report presented by Ruth was reviewed and approved. It was noted that the income and expenses for special events and activities such as T-shirt sales should be clearly separated from the income and expenses for the weekly dance sessions.

Community Council Questions: Patrick will follow up on the following questions with the community council. Community meetings should be set every 2 or 3 months - decide on frequency, set schedule and announce to community well enough in advance. There was discussion regarding possible graded compensation rates for facilitators depending on experience but the CC has approved a flat rate with facilitators-in-training paying for their training by existing facilitators. It was emphasized that trainees need to pay for their training up-front as a number of people have not stayed current with these payments. The CC needs to create and approve a monthly balanced budget in conjunction with any adjustments in compensation for various positions. The CC should be cautioned regarding possible conflict of interest by members who are also facilitators who might benefit from facilitating special events

approved by the CC. The CC is to be encouraged to expedite the completion of the ED procedures manual that is to include position descriptions and list of responsibilities as well as a list of compensations for each position including free entrance to dance sessions or other trade arrangements. The manual should also include all guidelines / procedures and forms required (sign-in sheet, incident report, insurance claim report, meeting agenda proposal, etc). There is a question about the effectiveness of the online election system for CC members and a proposal to hold these elections live at the annual community meeting.

Next Board Meeting: The next board meeting was set for Tuesday, November 12, 2013 at 10am at Ruth's house. Members were reminded to arrive so that the meeting can begin on time with the aim for meetings to last 1.5 hours. We were also reminded to begin meetings with the reading of the consensus statement and to avoid cross-talk.

This meeting was adjourned at 11:50am.

Respectfully submitted by John Meade, Secretary/Treasurer

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