

Embodyspace Community Council Meeting 9-11-13

Attendees: Alec, Tom, Lyric, Ana, Patrick
Minutes taken by Lyric

Consensus statement read by Ana

1. Review of Last Meeting on 8/28/13

- a. Regrouping and reconnecting
- b. Protocol needed for people to participate in meeting—breathe, slow-down, get the lay of the land before beginning, courtesy is waiting for the topic to be brought to the table
- c. Agenda Proposal Form: submission of content needs to be tightened up. There must be an actual proposal to discuss.
- d. Facilitation is important

2. APF: Dance Pass price

Name: John Cavanagh

Email: jcav@606design.com

Subject: Suggestion

Comments: I want to set up the ability to purchase dance passes online via credit card/Paypal. Our current price is \$72 for 8 dances. That is less than one dance savings and not a huge purchase incentive. Would it make sense if it doesn't cause a huge economic hit for Embodyspace to reduce the price to \$70 so that they would get "8 dances for the price of 7?"

- a. This was true when the price of the dance was \$8 and then the price tag never got changed.
- b. How many passes do we sell a year? What exactly is the financial hit?
- c. Look at dance pass logs on Thursday—**ANA TO DO**
- d. CC will make decision via email and get back to John
- e. Ana will relay t-shirt information to John to get those up online for sale

3. Special Saturday: October 19, 2013 from 7–10:30 pm

- a. Since we're operating at a loss—consider making it just one wave. Most people didn't honor the \$15 donation ask even though there was double+ the amount of dance time. Since conversation have already begun with facilitators—let's keep it with a warm-up and two waves.

APF about Special Saturday Theme

Name: Tracy Collins

Email: greatindoors@earthlink.net

Subject: Event Idea

Comments: Greetings All!

Ana contacted me recently about whether I was available to facilitate the upcoming Oct 19th Special Saturday; and if Elizabeth Cervantes would be interested in teaming up with me on that. We both concur it's a great idea and are excited about doing it!

Creative Concept: MAGIC is what came to mind; and getting in the Mood...we found further Muse for the Music and Movement through the Mystical, Miraculous Mystery.... Magnificent Moments of Madness under this full Moooooon!

I would like to request full house facilitator pay (\$175) for Elizabeth since she comes up from Albuquerque and will no doubt advertise and bring many of "her people" up with her for this event.

Thank you for your consideration and just let us know ASAP so we can put it in our books.

Blessings,

Tracy

P.S Happy to work on refining text for promotion and would like to o.k. it before it goes out there too.

P.S.S. Forgot to mention that costumes and multitudes of Masks are encouraged!

P.S.S.S. I can provide an image for the event if you like...

Alec Walling

to ccouncil2013

Just for the record we had decided to pay the facilitators for the special Saturdays \$150 to keep the costs down. We had two paid co-coordinators as well. As it was we did not quite break even.

Peace, Love, Health, and Healing

- **Coordinators:** Find 2 for the event ANA TO DO
- **Greeters/Money:** Ana, Alec, and Patrick
- Email send to Tracy on 9/11/13

Tracy,

Your theme for the Special Saturday is lovely. Please write whatever copy that you deem appropriate for the event for your theme. The suggested donation is \$15. Please also provide a picture with your copy. Once Lyric has that information then she'll put up a Facebook event.

There is a \$50 altar budget. Last time, we asked someone in particular to build the altar. Do you wish to do it this time or do you wish to ask someone? Just let us know. Have whomever, keep their receipts for reimbursement.

The CC will be responsible for finding 2 coordinators. The CC will be volunteering to be greeters/money people for the night to the tune of Ana, Alec, and Patrick.

Timing: 7–11 pm

7pm set-up

7:30 warm-up

8pm First Wave

9:15ish Break

9:30 Second Wave

Share back is optional to facilitators

Please be aware that the transition between waves last time was a bit jerky. We think the following will work, if you would please try this:

At the end of the first wave, lower the volume, but have filler music. Keep the lights low. Facilitator just says, "There will be a 10–15 minute break. Please keep the dance space nonverbal. Take conversations outside and feel free to take care of your body. When the music increases in volume we're beginning the next wave."

The CC will inform the coordinators of this plan.

Just to reiterate, to stay within our budget, the facilitator honorarium is \$150 per facilitator.

Thank you for all that you do! We're looking forward to your creation.

Best,

Ana, Alec, Patrick, Tom, and Lyric
via Lyric's email

4. **Honorarium:** There is no tax difference between an independent contractor vs honorarium according to the IRS. It is a social nicety.
5. **Equipment Rider:** Patrick still in process for cataloging
6. **Vacuum:** Coordinators are responsible for this on Sundays—the vacuum needs to move on Sundays to wherever the kids are not
7. **Coordinator Protocol List Implemented on 9/12/13**
 - All Coordinators have keys now...it is very important that whomever is scheduled...BE THERE 5 minutes before anyone else! Open door and either cool or warm up the space. The fan goes on if needed to clear out instead of opening all doors without a breeze...and is on only when the sound of the music is louder!
 - The sound equipment is the first priority upon arriving so that the Facilitator may test sound etc., we can allow it to take the time it takes, which is usually at least 15 mins. Meanwhile, Coordinator is supervising the floor sweeper, making sure money table and full scene (altar, laser lights on Thurs) is happening. Sometimes, a person doesn't show up and it takes asking people as they walk in to help, or everyone who's there works quicker/faster to create the whole picture. There is a vacuum that needs to be placed AWAY from kiddo room on Sundays.
 - The sign goes outside, the blanket goes in the door so we don't have to hear it slamming, the lights go down, the show goes on.
 - The Coordinator is responsible for MONEY/greeter after the intention circle (after the warm-up); then turns it back over to money person at end of dance so tallies may be calculated.
 - It is helpful to recommend that Coordinators remember that they are acting on behalf of, and in service to, the dance. Sandi: "It has helped me deal with difficult people and situations, to make sure I am coming from my heart."
 - After the warm-up, be introduced to dancers by Facilitator then a READING of the guidelines set out by CC (easy sign at front table).
 - Very Important: If there has been anything out of the ordinary that happens during the dance...an INCIDENT REPORT must be filled out. If this is the case, the Facilitator has the responsibility to hold the space and these details must be carried out while Coordinator is obtaining necessary information to follow up: Names, numbers, times, dates, etc. Then complete the incident form by calling and gathering witness reports in the following days. (This happens maybe once a year).
 - FAN is plugged in as the space heats up, and unplugged at beginning of Stillness.
 - At the end as we go into stillness, the doors are all closed for sound, the lights are down, even the lamp on the entry table, the big fan is off. As we end, the lights come up gradually, the speakers are turned off
 - If people outside are rambunctious, they are asked politely to chill.
 - LIGHTS—raise them a bit for the announcements as many people start to walk about.
 - After, the gear is broken down, the money counted and the deposit handed to the right person, the altar is disassembled, all is put away, the place is swept, the bathroom doors propped open, exterior doors checked, entry vacuumed, water bottles emptied and stashed or recycled, clothes put in the lost and found, lights off, heat set, or not, door locked, porch cleared.
 - -SWEEP the entire building at end of dance...from back door, out the front.
-Start at the back door, open it, make sure the light is on outside. Lock it—just make sure it's securely closed.
-Check the bathrooms, make sure the toilets are flushed, no tp or other litter on floor, lights off, doors propped open.

- Gather all leftover clothing to the lost n found basket. Water bottles in their place on the shelf.
- Vacuum
- Yoga mats, chairs, etc, all in place.
- Make sure fan is on AND Heat is at 65F
- Final sweep the front portal to gather in clothing left by dancers and place in found basket.
- Always be the last one out, unless the next group is already inside the space.
- Lights out.
- Door locked.
- Any issues reported to Elise Her cell phone number is: [505/795-9185](tel:5057959185).
- These are the duties beyond the set up and stuff for our dance, this is just for the space. We love our dance floor and space and wish to keep it in honor and integrity.

8. Rhythm Sanctuary Update with Tia Paganos

From: Tia Panagos
Date: September 10, 2013, 2:29:17 PM MDT
To: Ahva Lenay
Cc: Ana Biele
Subject: RS in Santa Fe?

Hi Ahva!!!

I trust this email find you radiant and knowing it... :)

This long process of seeing if I can get Embodyspace Santa Fe to host Rhythm Sanctuary is finally getting somewhere. Yay!!!

The Community Council is excited about my idea, but just need information about how it can logistically work (the space, the music, the financials, where RS peeps will stay, the timing, etc.) My good friend, Ana, is on the Council and will be our contact person. I need you and Ana to talk about the structure and timing of the dance and I will help in every way I can with implementing the plan.

Her email is agbiele@gmail.com and her phone is [505-660-8841](tel:505-660-8841). (You may be hearing from Ana before you get a chance to reach out to her).

What I understand so far is that we would like to host RS on one of our special Saturdays evening dances, which will allow for a longer time and unique format. The special Saturday dances have just begun to be every 2 or 3 months. This is a new thing Embodyspace is doing outside of their regular Thursday and Sunday dances.

I encouraged Ana to have Council members go to the RS website and to even visit a Denver dance sometime so they can see what I am talking (raving) about! I think they are a little nervous, but imagine they will find the RS to be enriching, delightful and fresh. I have also expressed that we can make this anything we want it to be!

Sending you much love on this fine day,

-Tia

Meeting Adjourned at 11:45 am