

Embodydance Board of Directors
Meeting Minutes – Wednesday, May 14, 10am, Home of Ruth Solomon
Submitted by John Meade, Secretary

In attendance: Francesca Shradly, Ruth Solomon, John Meade, Dulce Valverde and Guthrie Miller.

The meeting was called to order at 10:30am with a reading of the ED consensus statement. The first item discussed was the legal status of Embodydance in response to some queries by dance facilitators wanting to avoid collecting gross receipts tax. It was confirmed that Embodydance chose not to be a religious organization when it was set up as a not-for-profit corporation around 2005. All facilitators are required to register with the state as independent contractors and collect gross receipts tax that they are to report and submit to the state unless their annual charges will be less than \$600.

Guthrie offered to set up a Drop Box for the Board of Directors for ease in reviewing and editing documents such as the board meeting minutes, setting up meeting times or posting weekly attendance / income - bank deposit records, the BOD & CC member contact list, etc. Guthrie also offered to create an Excel spread sheet for Francesca to use for submitting the weekly attendance and income records.

The facilitator training procedure was discussed with regard to some unpaid training fees and the board would like to make clear to the council and the administrator of this program, currently Tracy Collins, that any trainee needs to pay their training fee upon receiving each training session so this program does not become an expense of Embodydance.

The income & expense records from the past year were reviewed. It was noted that the Annual Party cost a total of \$440. The board's understanding is that all Special Saturdays are intended to be break-even financial ventures yet apparently the most recent Saturday event, June 14, experienced a loss. Better efforts need to be exercised in separating general operating income and expenses from income and expenses for "special projects" such as T-Shirt sales and purchases and any contributions to the Angel Fund should also be clearly denoted in any session's income records - if adjustments need to be made on the reporting forms and instructions to money people, the council is requested to make that happen. An annual budget was created on the next page based on the current staff rates and estimated expenses for rent, insurance, tax filing, website, music, equipment, supplies, etc. To date, the income for 2014 shows no improvement over that for 2013 so based on current staff pay rates and other estimated expenses for 2014 which includes a few new budget items approved by the CC, a loss of over \$4000 is anticipated for 2014. The Community Council is requested to review this and make recommendations for either decreasing expenses or increasing income.

This meeting was adjourned at 12:00pm. The next Board meeting is scheduled for Tuesday, September 16, 10am at Ruth's house.

EMBODYDANCE ANNUAL BUDGET - 2014
(Gross Receipts Tax figured at 8.1875%)
(T-Shirt Sales excluded)

Expense Item	Expense / Frequency	Annual Cost
STAFF:		
Administrator (Collins)	\$100/month x 12 + GRT	\$ 1,298
Administrative Asst. (Shuker)	\$15/month x 12 + GRT	\$ 195
Deposits (Shrady)	\$49/month x 12 (no GRT, < \$600/yr.)	\$ 588
Bookkeeper (Solomon)	\$225/month x 12 + GRT	\$ 2,921
Tax Preparation (Solomon)	\$450/year + GRT	\$ 487
Tax Filing (Shelly Felt)	\$100/year (no GRT, < \$600/yr.)	\$ 100
Website (Cavanaugh)	\$115/month x 12 + GRT	\$ 1,493
Coordinators	\$50/session x 104 + GRT	\$ 5,626
Facilitators	\$175/session x 104 + GRT	\$19,690
TOTAL STAFF		\$32,398
FEES & OTHER EXPENSES:		
Rent - \$30/hour x 3 hours/session x 104 sessions + 5 hours/yr. - meetings		\$ 9,510
Insurance		\$ 1,250
Corporate Fees		\$ 45
Website Fees - hosting & domain registration		\$ 81
Music Purchases - \$20/month/facilitator allowance (6 facilitators)		\$ 1,440
Office Expense - form copies, dance cards, promo cards		\$ 60
Supplies?		\$ 180
Equipment Purchase & Repairs		\$ 200
Annual Party		\$ 450
Special Saturday Events		\$ 200
Angel Fund - \$50/month		\$ 600
TOTAL FEES & OTHER EXPENSES		\$14,016
TOTAL EXPENSE		\$46,414
2013 Income		\$42,021
2014 Anticipated Loss (2014 income to date shows no gain from 2013)		\$ 4,393