

Embodyspace Community Council meeting

February 12, 2014

Attendance: Ana, Neal, M., Lyric, Raphael, Tracy

Notes taken by Lyric

Meeting convened at 10:05 am

Consensus Statement read by Ana

- **CC Housekeeping:** Tech issues in regards to email@embodyspacesantafe.org M Receiving. Raphael Receiving. Neal not receiving.
- **Tax issues APF submitted by Lyric Kali for Tracy Collins**
Comments: Tracy Collins will be attending our meeting to request a letter of statement for an audit she is undergoing. This is in regards to CRS taxes. Also in regards to us as a 501c3 spiritual organization.
 - Independent contractors need to report gross receipts—has an interest an penalty letter. Been in discussion with a tax professional in ABQ.
 - There is a special compensation for people “in service”—it cannot be retroactively supported (per tax professional), but contractors can do this moving forward.
 - An official “ordination” (like through the Universal Life Church) has to be provable to the IRS by the contractor, not ED.
 - Can use our Mission Statement to support our contractors
 - All contractors are responsible for their gross receipts.
 - Tax professional prefers a letter on Letterhead from the CC stating our mission and supporting the contractors going forward
 - **Letter to Provide to Tracy: contractual services since ED’s inception in 2005, also includes Mission Statement—Would like to come up with a statement and run it by the Board (Ruth in particular). *Consensus reached.***
 - The Board should be the entity to “approve” this, but the CC will write it.
 - I think it should be offered to all the facilitators for their records.
 - It has been brought to our attention that anyone receiving money for service to ED that they are “independent contractors” and this is what you need to do to be in compliance.
 - It is not the responsibility of the organization to tell an independent contractor what they have to do. It is a personal responsibility. Though it would be nice to inform our contractors.

- **Meeting times and dates for CC**
 - a. M prefers Fridays
 - b. Raphael prefers Wednesdays
 - c. Ana and Neal are flexible
 - d. Lyric can do Fridays, but it has to be earlier, say at 9am
 - e. **Consensed Fridays (every other week, beginning on 2/28 at 9 am for a trial**

- **Independent Contractor VS Employee APF from Lyric Kali**

Email: lyrickaliji@gmail.com

Subject: Meeting Agenda Item

Comments: ED paid individuals as contractors vs. employees. Currently our system has Facilitators and Coordinators as “contractors” but we’re not really operating in that specific way. We need to discuss whether or not our people are employees or contractors from a TAX perspective and shore up our process.

Do we wish to stay on a contractor basis or move to an employee basis?

- We should stay as an independent contractor, because otherwise it is too much for our organization
- I think we should stay as ICs and add gross receipts tax
- I would like to add having a contract—we still need to develop, from observation, that certain protocols and job descriptions need to be agreed upon by the two parties
- We need clear job descriptions.
- Job descriptions imply employees—we need contracts
- ***Consensus that we stay on an independent contractor basis and contracts need to be put into place for facilitators and coordinators. Ana and M to work on contracts.***
- ***Consensus that we add gross receipts on top of the \$175 base pay. ED covers gross receipts for both facilitators and coordinators***
- ***Lyric will send M and Ana some contractual language***

- **Protocols for Volunteer Positions**

- The volunteer protocols are clearly listed on the website and there are sheets in the book that were all updated in 2013
- Coordinators need to ensure that volunteers are comfortable doing their job
- Coordinators need to call volunteers
- It is not going to happen—it is too much management and connecting with coordinator, etc. I’ve had this conversation 6 times.
- The coordinator really needs to be responsible for coordinating. Often the coordinator will jump in to set-up, so they’re not actually monitoring those who have come to set-up.

Perhaps they need to move more in a leadership role. Move Coordinators towards more of a leadership role.

- Current Coordinators: Samwell, Sandy, Doug, Scott.
 - What are the procedures for new coordinators?
 - The coordinators have chosen new coordinators from inside their little “bubble.”
 - You can go to a coordinator and say “I want to be trained.”
 - I asked to be trained and was referred back to the CC
 - How do we know who is in and who is going to be scheduled? How does this all unfold. There are questions about that.
 - We need to encourage coordinator and facilitator meetings—then things can run smoother.
 - We could schedule future meetings with the subject of “Coordinators” and invite the coordinators. Same with Facilitators. Maybe the CC should initiate the meetings and invite the coordinators and facilitators.
 - Part of the contract could be coordinators and facilitators—at least one of them shows up for the Community Wide meetings.
 - Are there ongoing conversations and meetings between coordinators and facilitators?
 - Right now it is on automatic pilot. We do communicate via group emails.
 - Patrick and Ana had a very productive meeting with coordinators prior to the dance—went through the job descriptions and protocols in summer 2013.
 - Issues brought up by Elise. Ana is the liaison and immediately responds to anything Elise has issue with.
 - *Communications: FB missive. Also do a Newsletter Lyric will do this.*
 - *Action Item: Ana to touch base with coordinators about contract deliverables and clarity about training.*
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- **Water Filter:** being installed today 2/12/14 at 2pm. Eric Gent will be the installer. The Gents are responsible for all leaks, all maintenance, all filters. We paid for \$264 for installations.
 - **Repeat Wave:** a dancer experienced a repeat wave. Needs to be addressed in contract
 - a. how often does that happen?
 - b. We're paying for a wave, not a warm-up
 - c. If it is going to be a repeat wave then it needs to be announced as such
 - d. Should ED retain a copy of waves and put in the ED library. That is a whole other can of worms
 - e. Along those lines, we do have an emergency Wave on hand.
 - **Music on Website:** we used to have this on the site. Can we get the music back on the website? Can John put the music back? Is there a legal reason why not? *Neal to check on the legalities of*

playing music on our site that doesn't belong to us—check in with John Cavanaugh

- **Website Disclaimer:** Raphael will look into disclaimers. Lyric will refer him to Terms and Conditions page.
- **Video Editing:** \$200 was the quote from John Cavanaugh to edit the video for a 3-minute vid to get a sense of ED with a flip through link to view the whole video. *Consensus is reached to have this video project move forward. Lyric will communicate with John*
- **Sound Issues from Elaine Bell**
Email: epb86@yahoo.com
Subject: Agenda Proposal
Comments: Hello Embodysound council,

I am submitting a proposal to you; that if ever the volume is so excruciatingly loud that it makes me have to leave the dance where otherwise I would not have (after already speaking with the coordinator and wearing fully inserted earplugs in both ears), that I (or anyone else in a similar discomfort) be either re-imbursed the cost of dance, or given a free dance for the next time.

This has actually happened to me numerous times, and I have never acted out on it before.

Very Sincerely,
Elaine Bell, Embodysounder for 12 years.

- Volume is an issue
- I don't want to make it a policy—I'm shaky on that. If someone doesn't like the wave and they just walk out and say "oh it was too loud" and receive their money back
- Facilitators need to be near the Numark deck for transitions
- When it happened—I would have hit the door. But I was invested in the process
- I have left because it has been too loud
- The Facilitators are getting together in March to go in and test our particular ways we work with it and where the volume maximum should be.
- It might be possible to delineate how many decibels you can't go over
- Is the music filtered through a 432 wave?
- I don't have the answer to that
- the issue is at hand: can a person who walks out because the music is too loud and is wearing ear protection be reimbursed?
- I would not reimburse money. Perhaps give a coupon for the next dance.

- I'm agreement with that, but we should have some sort of abuse clause. No more than three times.
- How are we aware of the sound and volume—the CC needs to be aware of this and connecting with the Facilitators
- We need to not go over a certain amount of decibels
- *Consensus Research decibel meters To do: Raphael*
- *Consensus is also reached that we will not reimburse money at this time. We are shelving this APF until the decibel meter concept is researched.*
- *Action Item: Ana to ensure what equipment gets set-up first to avoid any “sonic” booms during set-up and tear down*

- **Angel Fund Donation Name: Lyric Kali**

Email: pasiondelyrica@gmail.com

Subject: Meeting Agenda Item

Comments: I think ED should give back to the community by making a \$50 donation to the Angel Fund every month in the year 2014. The give-back is a thank you to our long-standing and new members, especially, if times are tough for some. Giving enhances receiving—energetically it can increase the flow into Embodysdance of new dancers who will continue to stay and dance over time. Also, it is a warm hug to our dancers who have, over the years, watched Embodysdance birth, have growing pains, die a little, and rebirth—sometimes with pain. I also think it would be positive for us (the community) to be angels to others in our community—consciously and intentionally.

- a. Angel Fund—people put extra money in to cover other dancers
- b. Use “monopoly” money \$50 per month or just do \$50 at a certain date of each month.
- c. What is the logistical piece of putting the cash in the box each month? Take \$50 out of the till.
- d. *Consensus: We definitely wish to do this.*
- e. *Action Item: Raphael to coordinate this with Francesca. Begin this on the 2/13/14 dance. We'll replace the \$50 at the middle of every month. Most logistical way to do it is to take it out at the end of the mid-month Thursday.*

Meeting adjourned at Noon