

CC 10/3/16 Meeting Minutes

Attending

Jay Lynch, Jay Jackson, Julie Glassmoyer (notes), Duija Ros (facilitator)

TOPICS

Marketing

Duija has printed posters, and applied to post ED announcement in Reporter (takes 2 weeks to appear in print, and will also show-up online), she has also made effort to post ED in Pasa Tempo. Duija will oversee these to insure postings are renewed as needed.

Also, CC discussed continuing to use circle to share/distribute color flyers for posting around town. And, still needing a volunteer to take black and white flyers for online distribution to schools. Jay Jackson will approach Jenn and see if she is willing to help with the b/w flyers via PDF online and/or finding others to do this. Julie will check with "Jeana"/Guthrie.

Re-evaluation of efforts for growing ED attendance will be on the agenda for the first meeting in November.

November is also the month to begin inviting year-end donations.

In early December, the CC will evaluate Sunday viability and facilitator earnings for changes to take effect in January, 2017.

Welcome Note

Tracy emailed the updated version per revisions at last CC meeting, but nobody received it. She will resend for final approval.

Also, Duija will create a welcome note for new dancers; CC will review/revise this at next CC meeting.

Webmaster Update

It was determined that the web job payment will be set at a monthly rate of \$50/month to compensate for regular monthly tasks; \$500 will be budgeted (once funds are verified through review of financial report at next meeting) for initial site update within an agreed time frame, re-evaluation for additional work may occur after 6 months or 1 year. Julie will email resumes to John C for his approval before requesting his assistance of the candidate to be chosen to fill ED web job at the 10/17/16 CC meeting. Julie will schedule the 3 candidates for interviews to be held at 7, 7:30, 8pm (interviews of 10-20minutes each). Lastly, Julie will notify Board Members of 10/17 CC interviews for web position.

CPR Follow-up

Tracy J sent email/invitation for training date that has been set, and will allow a week to let "staff" RSVP before extending invitation to the community at large. RSVP responses have been routed to teacher of class, so not sure how many have already registered. Beginning this Thursday, Tracy/others will announce to group circle that training is set for Monday, 10/24/16.

Bookkeeper

Books have been transferred to new accountant, Joan Stango. She has paid contracted employees for September. Her work contract with ED is awaiting signing as she was heading out of town as she was taking the reins from Kara, who was mostly unavailable during this time of transition. Quickbooks use is another aspect of the work yet to be determined. Once Joan has settled into the role of ED bookkeeper, CC will consult with Joan regarding dance trainee financial policy.

Financial Statements

not available yet due to Kara departure and quickbooks conversion

New Coordinator Key

Coordinator training advised Jay Jackson to talk to CC to obtain a RPC key. CC agrees to reimburse for key fee if there is one. Yet having been already approved as a coordinator, Jay needs to acquire a key in accordance with what is in place amid the coordinator team.

Documents update

Tracy can now scan and place into one document rather than a separate PDF for each page of a document.

Upcoming CC Meetings

Due to circumstance/needs, CC will adjust November schedule to meet as follows:

11/7

11/14

REVIEW OF ASSIGNMENTS

Julie-follow up with Elise regarding sound system at RPC.

Julie will sign contract with bookkeeper, Joan Stango.

Julie will email three web resumes to John C for approval.

Julie will create a web contract in accordance with CC guidelines for the position.

Julie will schedule the 3 candidates to be interviewed for the web position for 7, 7:30, and 8pm at the CC meeting on 10/17/16.

Julie will notify Board Members of 10/17 CC interviews for web position.

Julie will ask Gina/Guthrie about helping with b/w/online flyers.

Tracy J will resend CC Welcome Letter.

Tracy J and possibly others will begin announcing CPR class at circle.
Duija will create New Dancer Letter.
Duija will maintain listings with Reporter and Pasa Tempo.
Duija will continue to distribute flyers for sharing at circle.
Jay Jackson will resolve key issue amid coordinator group.
Jay will seek help with b/w/online flyer distribution.

NEXT MEETING

@Duija home

10/17/16

Julie, facilitator

Tracy J, notes

PROPOSED AGENDA

Interview three web candidates (7, 7:30, 8pm)

Review financial report-verify budget for web update

Web contract revision

Welcome Note Revision/Duija

Bookkeeper transition update