

## CC Meeting Minutes January 13, 2020

Facilitator: Alec, Vicki, Christopher, Scott, Duija

1. Established quorum
2. Read and approve minutes of last CC meeting
3. New business, none
4. APF/Contact items: none

### 5. Action items:

#### a. Manager:

- i. Done: Booked RPC for 2/29
- ii. Not Done: draft Newsletter
- iii. Done: Make task list
- iv. Done: Book co-op
- v. (Pending input) Done: Facilitator Protocols update
- vi. Not Done (new): Guest Facilitator Protocols
- vii. (Pending update) Not Done: update FB link
- viii. Not done: Speak with engineers: Jason, Phyto
- ix. In Progress: get ICA signed, collect W9s
- x. In Progress: updated bylaws

#### b. Duija:

- i. Done: Ask Tracy to merge FB accounts. The link we gave her was for pages, not groups. She will try to look into merging the groups when she has time.

#### c. Scott:

- i. will make and send 2020 poster. Done, added alcohol and drugs free, other updates

### 6. Manager report on other items:

- a. Stats, trends, Financials, we did last week
- b. Saturday rent at RPC is \$200 (We get a discount – and have for a while, therefore Scott made \$67, 40% of which would be \$28.60.)
- c. Authorize D&O insurance payment: Authorized

### 7. Updated Executive Director & Webmaster job description (in detail, then part out during travel)

Financials- Joan will send it

Emails- Chris will keep doing this

Agenda- Facilitators (just use template of old agenda)

Insurance- Chris will do it before he leaves

Corporate reports- Chris will do it before he leaves

Newsletter – Chris will do it before he leaves

Credit card- vice president Scott gets the debit card (email Joan with expenses)

Arrange Coop room- Vicki will approach Mona and arrange it for next week

### 8. 20<sup>th</sup> Birthday Party

No sign in person, just sign in paper and donation basket

Scott will email coordinators about coordinating that night

Scott arranges a cake/plates etc

Alec finds guest dj's

Vickie makes a Facebook event

Thank yous and cake half an hour in the middle.

## 9. CC:

- a. How many members? We continue with 7 members for now, maybe bring it down to 5 (3 quorum) later. Everybody wants to stay on, so if just Daryl wants to join we don't need to do elections. If more people show up we will. Chris will forward the email he sent her.
- b. When did term begin for Duija, Alec, Christopher? Duija 6 years, Alec 5 years, Christopher 3 years
- c. We will develop expectations and tasks for new members, like: Candidate should attend at least 3 meetings over the last six months; have read all minutes of those six months; have read the Bylaws, Mission Statement, Consensus Statement, be familiar with the Org Chart and at least skimmed all documents in the Operating Manual and create welcome package for the candidate with the above materials or list of links; be given access to EmbodyDance Dropbox;

## 10. Annual Meeting

- a. We will wait to set an annual meeting date till after the party

## 11. CPR training

Alec will phone the woman who gave the last training. It won't be through EmbodyDance for reliability reasons.

## 12. next meeting

Feb 10<sup>th</sup> at 6.30pm at the Coop Meeting Room. Alec will be facilitator.

Agenda:

Birthday Party

Annual Meeting/new members

Finances

Christopher's tasks that need to be filled

### Task list

#### Vicki

Coop room

Will make Facebook event

#### Christopher

Corporate report

Newsletter

Insurance

Forward email he sent to Daryl

#### Scott

Contacts coordinators

Arrange cake and plates etc

#### Alec

Finds guest dj's