

## **Community Council Minutes June 29<sup>th</sup> 2020**

Attending: Scott, Allan, Alec, Duija (facilitator), Joan

Minutes prepared by: Allan

### **1. Quorum & Minutes**

We have a quorum (with 4 on CC we need at least 3 for quorum). Minutes of last meeting were read and approved.

### **2. Meet and welcome Joan**

Scott will be liaison to Joan.

Joan will have financials early in each month. These will be sent by email to the CC. Joan has been paid monthly, not hourly. Her hourly rate to ED would be \$30. She has been volunteering since April by her own choice.

Joan will send expenditures to Alec for authorization; Alec will check with the CC as he determines is appropriate.

### **3. New business**

Allan asked who has access to the website? Only Chris.

Who is competent to manage, post and update it? Nobody on CC at present; Scott says it's easy to learn.

### **4. Covid News/Reopening** No change since last CC meeting.

### **5. Insurance**

We now have D&O (Directors and Operations) insurance; we paid \$700 for 2020. We have suspended liability insurance; it can be reinstated. Scott will be responsible for insurance matters, along with Joan.

**6. New manager:** Scott is willing to take on interim manager's role to learn the role. He has concern that his relationship with facilitators and managers would change, not necessarily for the better. He sees manager's role primarily as liaison between CC and staff. Scott will send proposal to CC.

Allan suggested that Scott as interim manager be considered a closed-end role. When we start dancing again, a 90-day closure period begins for him to find and train a manager. Scott could apply to be permanent manager, but it's not assumed he would take on a permanent role.

**Note:** See post-meeting addendum below.

### **7. Manager's tasks for now**

a) Work on bylaws will be on hold for now.

b) Dropbox access, tutorial, passwords: Scott asked Chris for access to Dropbox; no reply yet.

c) Chris is listed as administrator on CRS accounts. Joan will get info on changing this to Alec.

- d) Annual Nonprofit Credit Report and Form 990 are generally submitted March-May; Form 990 (federal tax filing) is due in May. We need to know if this has been handled by Chris.
- e) We need to find out if Chris has CRS login.
- f) Attorney General's report [need additional notes re this].
- g) We need to find out if Chris handled renewal of our annual business license.
- h) Website: nobody on CC has access, only Chris. Need to transfer access to others on CC.
- i) Bank account, credit cards: Chris has keys and codes to bank account.
- j) Mail Chimp
- k) Survey Monkey
- l) Membership details, how does it work?
- m) Google groups, how to add people etc.
- n) How to make APF go to the CC
- o) ED files and records: Allan has boxes at his home now.

**8. APF/Contact items:** None

**10. Financials, trends, statistics:** Per Joan, we currently have \$1,192 in checking and \$3,016 in savings. Joan will send out current financials in early July.

Specific financial issue: How do we address July-forward rent issue with Railyard and Elise? Full rent each month isn't sustainable, and we can't yet know when we'll again dance in community at the Railyard Performance Space (RPS).

We found informal consensus that we can't continue to pay full space rent with no income, and we need now to find common ground that keeps us solvent and also supports Elise at RPS – "if Railyard dies we die".

We agreed to the following approach as a starting point for negotiation with Elise:

1. No rent for July, as we're rapidly depleting our account with no income.
2. We will consider either a deposit or a retainer.
  - a. a deposit of no more than \$300 one time to hold Thursday evening space, for up to one year from 7/1/20;
  - b. a retainer of up to \$100/month to retain the right to Thursday evenings. Subject to negotiation each quarter if closure order continues.
  - c. with either, at least 50% of either deposit or retainer is credited toward future rent, if and when we again have dances. This includes back payments (~March–June). A portion of this future credit may be restricted to special or Saturday events, as a protective step to support Elise.
3. We will discuss with Elise whether entire rent will be applied to future use of Railyard.

**Other business**

All ED mail comes to PO Box at Coronado station on Pacheco. Allan has key and will give it to Scott.

## **Consensus**

No formal consensus actions this meeting.

## **Action Items**

- Joan will get info on changing CRS administrator to Alec. Alec will follow up.
- Items 3. (New business), 7. (Manager's tasks for now) b) and d) through i) must be handled soon by CC. No specific person agreed to take care of these items.
- Alec will talk with Elise about the proposal outlined in these minutes and will send Elise a copy of these minutes.
- Alec will go to Del Norte CU to set up bank access.
- Duija will send manager's job description and Chris's payment history as manager to Scott.
- Duija will attempt to get into Dropbox, and send access to other CC members. She will contact Chris as needed.
- Allan will transfer PO Box key and cash box key to Scott.
- Allan will write up draft minutes, send them to EDCC Current for review and corrections. Final minutes are sent to EDCC Current and EDCC Extended mail lists. This approach will continue following each CC meeting.

## **Next meeting**

July 27<sup>th</sup>, location to be at the same picnic tables in Alto Park, with possible backup at Scott's new home, 1113 Paseo Corason Unit 303. Scott will be facilitating.

**Post-meeting Addendum:** Via email on 7/1/20, two days following this CC meeting, Scott proposed several options on how to proceed with the manager's duties. The CC reached informal (via email) consensus on this option:

I will take over as Interim Manager for the foreseeable future. If I last until operations resume, I will stay on another 45 days unless I am either hired as a permanent replacement or another person is. I will complete as many tasks as possible listed on the Manager's job description. I would like all duties regarding tax filings and banking delegated to Joan with my and/or Alec's oversight (bookkeepers have always done this for us and I think it should remain so).

Considering that many of the listed tasks are not necessary at this point, my role will be to primarily provide maintenance of the organization's existing systems. For this I will require \$99 per month + GRT @ 8.3475%. This is based on an estimated average of 10 hours per month of effort which is very reasonable in my opinion. If we re-open soon and my hours and tasks increase, it may need to be negotiated up.

I have attached the Manager's job description and highlighted those tasks that will most likely need to be attended to during closure. I regret that I am not compelled to take on this responsibility as a volunteer. I will sign an employee agreement if necessary.

Scott's annotated Manager's job description is attached to these minutes by reference. [ED Manager Job Description 2020 (annotated by Scott 7-1).pdf]