

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

1. Established quorum; read and approved minutes of last CC meeting
2. New business: none
3. Treasurer's Report: No donations or income. As of today we have \$2,262.36 in combined savings and checking accounts. Average monthly expenses August-December are \$281.49.
4. Manager's Report: Prior to this meeting Scott prepared a list of essential tasks he was handling in his role as Interim Manager. This list is included as page 2 of these minutes. Notes in this section refer to items on following page:
  - 5) Meetup group: \$50/year to maintain. Concern that if we suspend our subscription we will lose our membership roster and statistics. Scott has contacted them to find out if we can recover it if it closes.
  - 6) Former ED manager Chris bought four ED website names; was wise then but not now. \$14-15 each to maintain; he will look into canceling ownership of unused names. We pay \$60/year to GoDaddy and Cloudnet for our domain name and webhosting.
  - 12-17) These items Joan sent to Scott. None are pressing; manager oversees Joan on these items.
  - 13) Directors and Officers insurance discussion: since we're not operating we can probably postpone renewing this, as our risks are pretty low now. Scott had an exchange with our insurance carrier re what our options are – can we suspend and renew our policy when we again are active? Scott will look into options and report back next month.
  - 14) Liability insurance can be suspended until we again meet in person to dance.
5. Lockdown and hibernation discussion and plans: No changes in lockdown restrictions against gatherings. We agreed to continue as we have, minimizing expenses as best we can, in anticipation of again dancing in community before our savings run out.

6. Consented: We agreed to keep Scott as Interim Manager at current \$99/month rate.
  
7. Next meeting February 8, 2021 (2<sup>nd</sup> Monday in February, to give Joan time to provide monthly financial data). Scott will set up Google Meet; Alec will facilitate.

Below is the final list of essential tasks that I think the CC will need to continue monitoring in the coming months. I am willing to continue doing this as long as I am interim manager. If you wish to split these tasks up to save money, we can do that too but assignments need to be equitable. Joan will take care of some of them but will need some oversight.

1. check emails 2x/mo
2. post CC notes and mtg. times on website and enter into Dropbox monthly
3. periodically check emails for donations via PayPal
4. check PO box monthly, (paid through 6/21)
5. renew Meetup group 2/3/21, \$49 (consider cancelling); monitor and welcome new members
6. monitor GoDaddy accounts for domain names:
  - embodydance.us due 2/24/21(consider cancelling)
  - embodydancesantafe.com due 7/10/21 (consider cancelling)
  - embodydancesantafe.org due 3/21/21 (consider cancelling)
  - email account due 3/3/21 (consider cancelling)costs for renewal unknown, auto renew discontinued
7. renew CloudAccess.net webhosting for embodydancesantafe.org due 3/18/21, \$60.00 (suggest renewal)
8. monitor MailChimp and send out periodical newsletters as member outreach (free plan)
9. compile and send monthly CC agenda
10. update username & password for online systems when necessary
11. interface and some oversight with bookkeeper
12. Business License - \$35. Due around January or February 2021
13. D&O Insurance - \$698 (pd 3/2020) But it could be as high as \$744. Due around February 2021
14. Liability Insurance - If we will be getting it, will possibly be around \$510 as previous years; due April 2021
15. Non-profit Corporate Report - \$10. fee, due May 15th 2021
16. Attorney General Report - no fee, due by June 30th 2021 (\$100 penalty if late)
17. IRS Form 990EZ - no fee, file by May 15th (if late, possible \$20 per day penalty)
18. FYI ... Though we never renewed with JoinIt! current members are apparently still receiving renewal notifications and can renew though I believe new members cannot join.