

FRCB Annual Membership Meeting
January 27, 2018, The Cottage

The meeting opened at 3:14 pm.

In attendance were: Lisa Daly, Cathie Davis, Irene Elliott, Tracy Fitzgerald, Silvie Gallardo, Elaine Gilby, Zhijian Gu, Ganga Keppetipola, Pali Keppetipola, Erin Kwong, Catherine McAlpine, Charles Pavitt, Nancy Popson, Sonvy Waidler, David Walker, Betty Wisda, and Bill Wood. Eleanor Simpson sent regrets.

Bill Wood made a motion to approve the minutes of the 10/21/2017 meeting. Lisa Daly seconded the proposal and all were in favor.

Irene Elliott presented the slate of nominees for the Board (attached): For President, Silvie Gallardo; for Secretary, Nancy Popson; for Treasurer, Ganga Keppetipola; for VP Outreach, Bill Wood; for VP Membership and Fundraising, Lisa Daly. Irene Elliott made a motion to approve the slate. Catherine McAlpine seconded the motion and all were in favor.

Ganga Keppetipola presented the proposed budget for 2018 (attached). The proposal was discussed by the group, in particular plans for set construction. Irene Elliott proposed that the budget be passed as presented; Tracy Fitzgerald seconded the motion and all were in favor.

Reports

- Director's Report: The Director's Report was presented by Erin Kwong. She thanked the FRCB and the City of Rockville for their support for the new Act I Nutcracker set. She reported that the Director would like to seek out corporate grants geared towards increasing exposure and diversity in the arts, and would appreciate the help of FRCB in this area. Silvie Gallardo noted that FRCB needs to find a Fundraising Chairperson to help in these efforts. Bill Wood suggested that Nancy Stevenson would be willing to put us in contact with fundraising experts. The group also discussed past RCB programs at schools and nursing homes. It was decided that these initiatives would need to come from the Director, and FRCB would be happy to support them.
- Treasurer's Report: Ganga Keppetipola shared the 2017 financial report (attached). The group discussed the idea of a Sustaining Fund (initiated with a 2017 donation from Charles Pavitt and Elaine Gilby) and how to grow that fund for the future. There were no questions.
- Membership Report: Ganga Keppetipola reported that as of 12/31/17, FRCB had 9 individual members, 21 family members, and 2 alumni members for a total of 32 members.
- Fundraising Report: Silvie Gallardo reported on fundraising efforts in 2017 through the Go Fund Me page and donations through the Square credit card system. Bill Wood reminded the group to use Amazon Smile to get donations for FRCB. Nancy Popson reported on the plan to sell some of the donated collectible dolls on ebay and at upcoming shows.
- Alumni Report: The group discussed how best to reach all alumni. Lisa Daly reported that she plans to advertise the FRCB website and to create a FRCB Facebook page. Catherine McAlpine suggested using old programs to compile a list of former dancers. Pali Keppetipola confirmed that there is also an Instagram account for dancers.
- Merchandise Report: Sonvy Waidler volunteered to be Chairperson for Merchandise. She will look for more committee members. The Merchandise Committee will review options for T-shirts and other items. Bill Wood suggested design contests for future individual show t-shirts.

- Website Report: Tracy Fitzgerald reported on the website. She suggested it be linked to the Facebook page and that it include more pictures. Tracy will be in touch with Stephen J. Lunsford to get pictures from recent shows, and Lisa Daly noted that alumni could contribute pictures. Tracy confirmed that the website pictures would be open to the public. Nancy Popson added that families can share private pictures on the yahogroup site. Betty Wisda recommended pictures for public consumption be run through the Director to be sure they show the ballet in the best light. The group also showed an interest in videos to highlight RCB work.

Old Business

- Memorandum of Understanding (MOU) with the City of Rockville: Betty Wisda reported that she is working with the new City Manager to write MOUs for all the City's art organizations. She explained that she wants to keep the partnership going forward with everything clear and in writing. She expects to start working on the MOU in February 2018.
- Audit Committee: David Walker and Silvie Gallardo have formed a working group to set up policies and procedures for auditing FRCB finances. Silvie Gallardo reported that they can develop appropriate policies now that FRCB has been functioning for a year. David Walker added that the goal is to have procedures in place before the end of 2018, and that the deadline for audits should be the same as the annual report.
- Annual Report: It was noted that the Annual Report is due within 120 days of start of the calendar year. Catherine McAlpine has agreed to work on the Report and will ask for other members interested in helping. She said that she would look at templates to use and make a proposal to the Board on its content and distribution.
- Other: Nancy Popson noted that Chairpersons for Merchandise, Website, and Annual Report should recruit others to help and that we need people to spearhead our fundraising efforts.

New Business

- Plan for Sleeping Beauty Performances: The Director has confirmed that there will be no large craft table for the show. It was decided that the FRCB table can sell merchandise in addition to T-shirts. The Merchandise Committee will look at options and report to the Board in the next week. Catherine McAlpine suggested a raffle, and the group agreed that raffles should be limited in number. Ganga Keppetipola reiterated the need for a FRCB Table Coordinator.
- Other:
 - Silvie Gallardo discussed the need for a parent orientation for new families and for stage parents. Tracy Fitzgerald volunteered to help.
 - Nancy Popson brought up the idea of offering dancer rate tickets for memberships. Members would need to contact FRCB prior to the show to arrange for tickets, and dancers could get them from the box office at the discounted rate. David Walker suggested they could be offered as "season tickets" although they would not be the same seats for each show. Betty Wisda confirmed this plan should not be a problem for the City or the Theater.

April 7, April 14, or April 21 were proposed as dates for the next membership meeting. A decision will be made based on availability of space and the schedule of the Director.

The meeting was adjourned at 4:33 pm.

Minutes submitted by: Nancy Popson

Minutes approved: 4/14/2018

FRIENDS OF THE ROCKVILLE CIVIC BALLET

Nominations for board positions

January 27, 2018

President – Silvie Gallardo

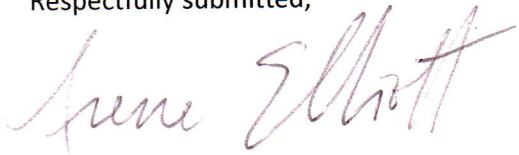
Secretary – Nancy Popson

Treasurer – Ganga Keppetipola

Outreach and Education – Bill Wood

Fundraising and Membership – Lisa Daly

Respectfully submitted,



Irene Elliott

Nominating Committee Chair

**Friends of Rockville Civic Ballet
Budget for 2018**

	2017	2018
	Actual (Since May)	Estimated
INCOME		
Bake Sale	\$ 1,517.42	\$ 1,700.00
Craft Sale	\$ 2,670.00	\$ 3,000.00
Flower Sale	\$ 3,832.48	\$ 4,500.00
FRCB Merchandise	\$ 1,241.00	\$ 1,300.00
Fundraising Programs/Grants	\$ -	\$ 1,000.00
GoFundMe Donations	\$ 736.58	\$ 2,000.00
Individual Charitable Contributions	\$ 5,720.57	\$ 6,200.00
Membership Dues	\$ 715.00	\$ 720.00
TOTAL INCOME	\$ 16,433.05	\$ 20,420.00
EXPENDITURE		
Administration *	\$ 1,217.75	\$ 720.00
Bake Sale Expenses	\$ 165.11	\$ 300.00
Bank Fees	\$ 29.15	\$ 100.00
Craft Sale Expenses	\$ -	\$ 1,500.00
Dancer Gifts	\$ 773.85	\$ 3,000.00
Equipment	\$ -	\$ 900.00
Flower Sale Expenses	\$ 2,228.97	\$ 3,000.00
T Shirts Costs	\$ 852.57	\$ 2,000.00
Other Merchandise	\$ -	\$ 1,000.00
New Set Expenses	\$ 2,500.00	\$ 7,500.00
Printing & Advertising	\$ -	\$ 200.00
Square Fee (For Credit Card Transactions	\$ 93.47	\$ 200.00
TOTAL EXPENDITURE	\$ 7,860.87	\$ 20,420.00
SURPLUS (DEFICIT)	\$ 8,572.18	

Excludes start up costs

Squire Readers, leads, etc.

FRIENDS OF ROCKVILLE CIVIC BALLET FINANCIALS 2017 (03/05/2017-12/31/2017)

TOTAL ASSETS	Checking Account	\$ 9257.10	
	Savings Account	\$ 502.47	
	Total Assets		\$ 9759.57

<u>Checking Account</u>			
REVENUE			
	Bake Sale	1517.42	
	Craft Sale	2670.00	
	Donations	5720.57	
	Flower Sale	3832.48	
	FRCB Sales	1241.00	
	GoFundMe Donations	736.58	
	Initial Deposit	250.00	
	Membership Dues	715.00	
	RCB+Square Deposit	434.92	
	TOTAL REVENUE		\$17117.97
EXPENSES			
	Administration Costs *	1241.60	
	Bake Sale- Beverages and Supplies	165.11	
	Bank Fee (check books)	29.15	
	Bill Presley (Payment for the new Nutcracker set)	2500.00	
	Cost of T shirts	852.57	
	Dancer Gifts	750.00	
	Flower Sale- Flowers and supplies	2228.97	
	Square Fee **	93.47	
	TOTAL EXPENSES		(\$7860.87)
	Ending Balance		\$9257.10

<u>Savings Account</u>		
	Starting Balance	500.00
	Interest Income	2.47
	Ending Balance	502.47

* Administration Costs- Start up costs, Stationery, Web hosting, Square System costs, Printing etc.
 ** 2.75% for each Credit Card swiped transaction