

FRCB Quarterly Membership Meeting
January 26, 2019, Rockcrest Ballet Center

The meeting opened at 4:12 pm.

In attendance were: Johanna Camara, Lisa Daly, Irene Elliott, Tracy Fitzgerald, Silvie Gallardo, Nancy Popson, Stephanie Seaman, Eleanor Simpson, Setu Van Lare-Hodges, Sonvy Waidler, David Walker, and Bill Wood.

MINUTES: Silvie Gallardo called for a review of the minutes of the 10/13/2018 meeting. The minutes were approved with one abstention.

ELECTION: Johanna Camara and David Walker were candidates for Vice President of Fundraising and Membership. Ten members present at the meeting voted in the election. Nancy Popson and Eleanor Simpson counted the ballots and Johanna Camara was elected to the position.

- ACTION ITEM: The Board will work with the outgoing and incoming VP for Fundraising and Membership to transfer all files and knowledge.

REPORTS

- Director's Report: Eleanor Simpson thanked everyone and announced plans for the upcoming production of Don Quixote, which will be on March 16 at 2 pm and 7:30 pm and March 17 at 2 pm. The City of Rockville encouraged RCB to add the second matinee which indicates they are pleased with past successful shows. She explained that RCB will be shifting to a seasonal dancer agreement form and will work out how to request absences. The costume bay has been cleared and is available for RCB storage, and she will be looking to acquire shelves to make it usable.
- Treasurer's Report: On behalf of Ganga Keppetipola, Nancy Popson distributed the financial report for 10/1/2018-12/31/2018, a revised report for 4/1/2018-9/30/2018, and a report for fiscal year 2018 (see attached). Silvie Gallardo explained that the Q4 and FY2018 reports may be adjusted for activity in the last weeks of December while the Treasurer was out of the country. Silvie Gallardo then distributed the proposed budget for 2019. Silvie Gallardo and Nancy Popson pointed out new line items for Master Classes, Student Dancer Support, Professional Development, and Unrestricted Reserves. Nancy Popson proposed that the budget be accepted with the following change: Master Classes be reduced to \$800 and Professional Development be increased to \$400. Lisa Daly seconded the motion and it was approved.
 - ACTION ITEM: The Treasurer will update the 2019 Budget as approved.
- Membership Report: Lisa Daly pointed to the need to remind members that renewal is not automatic. At present we have 14 members: 7 family, 5 individual, and 2 alumni. Suggestions were taken for how to encourage renewals, including: planning for a renewal push at shows; mailing renewal forms to all members or sending them home with dancers; including in the renewal materials information on why RCB and FRCB are important; thinking about ways to make membership more attractive, such as a section of seats reserved for FRCB members in the theater; adjusting what we require for membership.
 - ACTION ITEM: The Board will work with the new VP for Fundraising and Membership to plan a renewal push and Nancy Popson will draft information about RCB and FRCB to include in renewal notices.
 - ACTION ITEM: Silvie Gallardo will approach the city about possibilities for seat reservations at the theater.

- Fundraising Report: Silvie Gallardo passed on information from Charles Pavitt. The Fundraising Committee is working on finding grant money to support scholarships for students in need and will have something concrete prepared for the next meeting. Silvie Gallardo also reported that FRCB was able to make its first need-based scholarship for this class session. Eleanor Simpson requested that FRCB have a procedure in place for scholarship applicants in time for the student performance, as the cost of participating has gone up and the City of Rockville's grants only cover city residents. Lisa Daly suggested we could provide opportunities for people to sponsor a student. Silvie Gallardo noted that FRCB received a donation from a dancer that was tripled by her employer. David Walker suggested that all our volunteers be reminded to check with employers for grant programs, and that FRCB look into joining the Combined Federal Campaign.
 - ACTION ITEM: The Fundraising Committee will (1) work to have a concrete proposal on scholarships ready for the next meeting; (2) propose procedures to the Board for scholarship application in time for the student performance; (3) look into how to join the Combined Federal Campaign.
 - ACTION ITEM: Reminders to volunteers to check for employer matching/volunteer grants will be added to orientation information for parent volunteers.
- Merchandise Report: Sonvy Waidler reported that we have a lot of adult shirts but very few in youth sizes, and that we have drawstring bags left. These are from merchandise purchased to last through 2018. She requested suggestions on how to move the remaining merchandise. Suggestions for future merchandise were discussed, including: pre-ordered shirts for each show; a shirt covering the entire season that could be sold at the summer show and Nutcracker.
 - ACTION ITEM: The Merchandise Committee will propose a plan for 2019 to the Board.
- Website Report: Tracy Fitzgerald requested assistance with the more technical side of website maintenance, in particular a current malware threat/scam.
 - ACTION ITEM: Tracy Fitzgerald will send a note to the Yahoo Group requesting assistance. If necessary, FRCB will contract professional technical assistance.

OLD BUSINESS

- M.O.U.: Silvie Gallardo reported that she has not heard further from the City of Rockville.
- Committee Staffing: Committee chairs have not changed since the last meeting. The Board encouraged members to help on committees.
- New RCB Communication List: Silvie Gallardo reported that the Google Group is still being created. It was agreed that the goal should be to have it available for spring show rehearsals.
 - ACTION ITEM: Silvie Gallardo will reach out to Dinis Camara about launching the group.
- Scheduling of First FRCB Audit: Nancy Popson reported that the first full audit will take place before April 1, 2019. Currently there are seven volunteers. The date will be set once the Treasurer is back in the country.
- Pictures from Nutcracker and DVDs: Nancy Popson reported that Marissa Morris has agreed to make the DVDs available for the Spring Show. Eleanor Simpson suggested using order forms, which would allow for licensing protections. It was suggested that the DVD could be a perk for FRCB members. Silvie Gallardo reported that she has not heard further from Steven Lunsford about the pictures taken at Nutcracker.
 - ACTION ITEM: Nancy Popson will work with Eleanor Simpson and Marissa Morris to create order forms and have the DVDs ready for sale.
 - ACTION ITEM: Silvie Gallardo will follow up with Steven Lunsford.
- 45th Nutcracker Planning: Silvie Gallardo reported that at a meeting with the City of Rockville many ideas were put forth on how to celebrate. Nancy Popson noted that Kathryn

Chongpinitchai has offered to help. Bill Wood indicated that Judy Mangan may be able to use the original RCB silkscreen to make 45th anniversary shirts. Silvie Gallardo, Bill Wood, Tracy Fitzgerald, Stephanie Seaman, and Nancy Popson all volunteered to help plan for the event.

- ACTION ITEM: Formation of the 45th Nutcracker Anniversary Committee.

NEW BUSINESS

- Plan for Don Quixote: Eleanor Simpson confirmed that there will only be the FRCB, Flower, and Bake Sale Tables for the spring show.
- Parent Orientation: Tracy Fitzgerald suggested that parent orientation can be done one-on-one as necessary since there are few new families in the spring show.
- Dine Out: Silvie Gallardo reported that the Dine Out at Chipotle during Nutcracker tech week was a great success. Charles Pavitt will work on a similar event for Spring Show.
- Bill Wood explained that VisArts has purchased the rights to the Arts Festival that will take place in Rockville Town Square on May 4-5, 2019. RCB was asked if they would like to participate. Eleanor Simpson noted that it could be a good opportunity, especially for students to work on their own choreography. The director will consider options and discuss the opportunity with the City of Rockville.
- David Walker noted that he met two new adult students who had specifically chosen to join after seeing the diversity (ethnic, age, body type) displayed onstage at the Nutcracker. He wanted to be sure to highlight this testimony to RCB's success.

DATE FOR NEXT MEETING: The suggested date for the next meeting is April 27, 2019 with an alternate date of April 28, 2019.

The meeting was adjourned at 5:53 pm.

Minutes Submitted by: Nancy Popson

Minutes Approved: April 27, 2019

FRIENDS OF ROCKVILLE CIVIC BALLET FINANCIALS 2018 (06/01/2018-09/30/2018)

TOTAL ASSETS

Inventory On Hand		\$ 619.06
Checking Accounts	\$ 8,879.59 \$ 34.41	\$ 8,914.00
Savings Account		\$ 1,609.90
TOTAL ASSETS		\$ 8,879.59

Checking AC

Revenue

Cash B/F	\$9,718.46	
Amazon Smile	\$ 34.11	
Bake Sale	\$ 348.50	
Donations	\$ 264.00	
Flower Sale	\$1,843.00	
FRCB Merchandise+ Crafts	\$ 579.20	
GoFundMe	\$ 68.47	
Membership Dues	\$ 70.00	
Total Revenue		\$12,925.74

Expenses

Admin Cost	\$ 214.54	
Bake Sale Expenses	\$ 19.60	
Dancer Gifts	\$1,050.00	
Expenses Reimbursements	\$ 656.64	
Flower Expenses	\$1,123.24	
FRCB Expenses	\$ 62.87	
Production Support	\$ 62.53	
Show Expenses	\$ 600.00	
Square Fee	\$ 22.32	
SunTrust Bonus Transferred to Savings	\$ 200.00	
Total Expenses		\$ (4,011.74)

Ending Balance **\$ 8,914.00**

Savings AC

Cash B/F	\$1,005.19	
Reward- SunTrust	\$ 200.00	
Grant-Northrop Grumman	\$ 400.00	
Interest Income	\$ 4.71	
Ending Balance		\$ 1,609.90

FRIENDS OF ROCKVILLE CIVIC BALLET FINANCIALS 2018 (10/01/2018-12/31/2018)

TOTAL ASSETS

Inventory On Hand		\$ 440.35
Checking Accounts		\$15,892.37
Savings Account		\$ 2,121.81
		\$18,454.53

Checking AC

Revenue

Cash B/F	\$ 8,914.00	
Amazon Smile	\$ 26.64	
Bake Sale	\$ 1,538.50	
Craft	\$ 3,322.50	
Donations	\$ 696.75	
Flower Sale	\$ 3,168.50	
FRCB Merchandise+ Crafts	\$ 194.00	
GoFundMe		
Membership Dues	\$ 40.00	
Total Revenue	\$17,900.89	\$17,900.89

Expenses

Admin Cost	\$ 30.00	
Bake Sale Expenses	\$ 132.00	
Dancer Gifts	\$ 400.00	
Expenses Reimbursements	\$ 147.79	
Flower Expenses	\$ 1,211.15	
FRCB Expenses	\$ -	
Production Support		
Show Expenses		
Square Fee	\$ 87.58	
	\$ 2,008.52	\$ (2,008.52)
Total Expenses		

Ending Balance **\$15,892.37**

Savings AC

Cash B/F	\$ 1,609.90
Chiptotle	\$ 511.09
Interest Income	\$ 0.82
Ending Balance	\$ 2,121.81

FRIENDS OF ROCKVILLE CIVIC BALLET FINANCIALS 2018- (01/01/2018-31/12/2018)

TOTAL ASSETS

Inventory On Hand	\$ 440.35
Checking Account	\$ 15,892.37
Savings Account	\$ 2,121.81
TOTAL ASSETS	\$ 18,454.53

Checking AC

	Q1	Q2	Q3	Q4	TOTAL
Revenue					
Cash B/F	9257.1				80.78
Amazon Smile	20.03		34.11	26.64	2544
Bake Sale	657		348.5	1538.5	3322.5
Craft Sale				3322.5	
Donations	875.03	700	264	696.75	2535.78
Flower Sale	1619		1843	3168.5	6630.5
FRCB Merchandise+Speciality items	204	628	579.2	194	1605.2
GoFundMe	299.02		68.47		367.49
Membership Dues	400	25	70	40	535
Rewards/Grants		200			200
Total Revenue					
	\$ 27,078.35	\$ 27,078.35			

Expenses

Admin Cost	\$ 401.56			30	401.56
Archival Project	\$ 20.13		214.54	20.13	20.13
Bake Sale Expenses	\$ 174.34		19.6	132	174.34
Craft Sale Expenses	\$ 1,332.50			400	1332.5
Dancer Gifts	\$ 2,125.00	575			2125
Expenses Reimbursements	\$ 784.30		1050	127.66	784.3
Flower Expenses	\$ 3,154.42		656.64	1211.15	3154.42
FRCB Expenses	\$ 359.12		62.87		359.12
FRCB Merchandise Cost	\$ 1,341.76				1341.76
Production Support	\$ 62.53		62.53		62.53
Show Expenses (Artistic Development)	\$ 1,100.00	500			1100
Square Fee	\$ 130.32		22.32	87.58	130.32
SunTrust Bonus Transferred to Savings	\$ 200.00		200		200
Total Expenses	\$ 11,185.98	\$ 11,185.98			
Ending Balance					
					\$ 15,892.37

Savings AC

Cash B/F	\$ 502.47
Chipotle Fundraiser	\$ 511.09
Donation	\$ 500.00
Reward/Grant-SunTrust/Northrop Grumman	\$ 600.00
Interest Income	\$ 8.25
Ending Balance	\$ 2,121.81
	\$ 2,121.81

Friends of Rockville Civic Ballet
Budget for 2019

	2018		2019		
	Estimated	Actuals	Estimated	Estimated	
INCOME					
Bake Sale	\$ 1,700.00	\$ 2,544.00	\$ 2,800.00	\$ 2,800.00	about 10% increase in all sales
Craft Sale	\$ 3,000.00	\$ 3,322.50	\$ 3,650.00	\$ 3,650.00	
Flower Sale	\$ 4,500.00	\$ 6,630.50	\$ 7,300.00	\$ 7,300.00	
FRCB Merchandise	\$ 1,300.00	\$ 1,605.20	\$ 1,760.00	\$ 1,760.00	
Fundraising Programs/Grants	\$ 1,650.00	\$ 1,111.09	\$ 1,250.00	\$ 1,250.00	
GoFundMe Donations	\$ 2,000.00	\$ 367.49	\$ 550.00	\$ 550.00	50% increase
Individual Charitable Contributions	\$ 6,200.00	\$ 2,535.78	\$ 3,200.00	\$ 3,200.00	about 25% increase
Membership Dues	\$ 720.00	\$ 735.00	\$ 550.00	\$ 550.00	25% decrease
TOTAL INCOME	\$ 21,070.00	\$ 18,851.56	\$ 21,060.00	\$ 21,060.00	
EXPENDITURE					
Administration	\$ 720.00	\$ 401.56	\$ 460.00	\$ 460.00	
Archival Project	\$ 250.00	\$ 20.13	\$ 250.00	\$ 250.00	
Bake Sale (COG)	\$ 300.00	\$ 174.34	\$ 200.00	\$ 200.00	12% increase
Bank Fees	\$ 100.00	\$ 35.95	\$ 100.00	\$ 100.00	
Craft Sale (COG)	\$ 1,500.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	
Costumes			\$ 550.00	\$ 550.00	
Dancer Gifts	\$ 2,200.00	\$ 2,700.00	\$ 3,000.00	\$ 3,000.00	10% increase
Equipment	\$ 900.00	\$ -	\$ 500.00	\$ 500.00	
FRCB Table sales expenses		\$ 804.43	\$ 950.00	\$ 950.00	15% increase
Flower Sale (COG)	\$ 3,000.00	\$ 3,154.42	\$ 3,500.00	\$ 3,500.00	10% increase
Master Classes			\$ 1,200.00	\$ 1,200.00	
T Shirts Costs-FRCB Merchandise	\$ 2,000.00	\$ 1,341.76	\$ 1,350.00	\$ 1,350.00	
New Set Expenses	\$ 7,500.00	\$ -	\$ 3,500.00	\$ 3,500.00	
Production Support	\$ 1,100.00	\$ 62.53	\$ 1,200.00	\$ 1,200.00	
Printing & Advertising(FRCB Expenses)	\$ 200.00	\$ 359.12	\$ 400.00	\$ 400.00	10% increase
Artistic Support	\$ 1,100.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	
Student Dancer Support			\$ 500.00	\$ 500.00	
Square Fee (For Credit Card Transactions)	\$ 200.00	\$ 130.32	\$ 200.00	\$ 200.00	
Professional development					
TOTAL EXPENDITURE	\$ 21,070.00	\$ 11,884.56	\$ 21,060.00	\$ 21,060.00	
Unrestricted Reserve*			\$ 7,542.00	\$ 7,542.00	
SURPLUS (DEFICIT)	\$ -	\$ 7,542.00	\$ 7,542.00	\$ 7,542.00	

**Funds not spent in FY 2018 have been reprogrammed as "Unrestricted Reserves". This money can be used for programming in 2019 and beyond with approval of the Board.