

FRCB Quarterly Membership Meeting  
April 27, 2019, Rockcrest Ballet Center

The meeting opened at 2:35 pm.

In attendance were: Johanna Camara, Irene Elliott, Elaine Gilby, Shauna Hill, Tracy Fitzgerald, Silvie Gallardo, Charles Pavitt, Nancy Popson, Stephanie Seaman, Eleanor Simpson, and David Walker.

MINUTES: Silvie Gallardo called for a review of the minutes of the 1/26/2019 meeting. Johanna Camara made a motion to pass the minutes and it was seconded by Stephanie Seaman and approved.

#### REPORTS

- Director's Report: Eleanor Simpson thanked the FRCB for providing scholarships for the Annual Student Performance (ASP). Ms. Simpson reported on her presentation to the Rockville Cultural Arts Commission, which highlighted RCB's 45-year history, noted the rise of ticket sales, and emphasized the importance of city funding. In the presentation she addressed three challenges: space, funding, and not being plugged into city resources. She told the commission that the biggest issue is one of sustainability, as RCB's structure is based on intense volunteerism and its budget has not changed despite RCB growth. Ms. Simpson has requested complimentary tickets for the Commission members. Ms. Simpson previewed upcoming productions: the Rockville Arts Festival on May 5, the ASP on June 1, and Alice in Wonderland on July 27-28.
- Treasurer's Report: Silvie Gallardo read the report provided by Ganga Keppetipola and distributed the revised 2019 budget and 2019 Q1 financial report (see attached).
  - Taxes: FRCB filed IRS form 990 N for tax year 2018 in February 2019. The Annual Financial Report for Charities Form COF 85 for 2018 was filed in March with the MD State Department of Assessments and Taxation (SDAT). FRCB has been notified by SDAT that the form was not received and Silvie Gallardo is communicating with them.
  - Financial Review: The Financial Review for 2018 was conducted on 2/24/2019 by volunteers (Tracy Fitzgerald, Teresa Hortin, Setu Van Lare Hodges, Stephanie Seaman, and David Walker under the supervision of Nancy Popson). Silvie Gallardo noted that FRCB passed the financial review and the full report is available in the Secretary's files.
  - Don Quixote sales report: the bake sale made \$602 (sales \$617.55 – expenses \$15.55), the craft sale made \$543 (all items were donated), the flower sale made \$908.57 (sales \$1517 – expenses \$801.68), and FRCB sales made \$455. The total income was \$2508.57. David Walker noted that existing inventory costs should be subtracted from the FRCB sales numbers. A written sales report was requested for future meetings.

Nancy Popson explained adjustments made to the 2019 budget by Board vote since the January meeting: changing "Student Dancer Support" to "Claudia Mangan Memorial Scholarship Fund" and adding \$1000 to that line item; changing "Costumes" to "Costume Fund" and adding \$1450 to make it equal the amount taken in for craft sales; and adding a capital reimbursement to the Director in the amount of \$1500. Ms. Popson explained that the change to "Dancer Gifts" shown in the attached budget has not been finalized, so the amount in Unrestricted Reserve will be \$3037.13. Charles Pavitt pointed out that the amount in the savings account is close to the minimum needed to invest. Silvie Gallardo asked for options to be presented at the next meeting, and requested written instructions regarding Mr. Pavitt's Sustaining Fund donation.

--ACTION ITEM: The Treasurer will provide a written sales report for future meetings.

--ACTION ITEM: Charles Pavitt will provide written instructions for the Sustaining Fund donation, and will present investment options for the next meeting.



- Membership Report: Johanna Camara reported that FRCB currently has 5 individual, 13 family, and 3 alumni members. She noted that many families have not renewed. It was suggested that membership be changed from calendar year to twelve consecutive months. Ms. Hill requested a member list for the FRCB table so people could check to see if they were due to renew.
  - ACTION ITEM: Johanna Camara will provide a membership list to the FRCB table and will discuss 12-month memberships with the Treasurer and report to the Board.
- Fundraising and Scholarship Committee Report: Charles Pavitt announced that the recent dine-out fundraiser made \$115, which is less than the first event in part because only those showing a flyer were included. There is a possibility of doing a sit-down restaurant fundraiser. The review committee for the scholarships consisted of Lisa Daly and Charles Pavitt, and two scholarships were awarded so far. The fundraising committee will delay seeking grants for scholarships because we do not currently have enough scholarship applicants. Mr. Pavitt explained that the committee would like to focus on grants to fund items that are currently out-of-pocket costs for the Director. Nancy Popson reported that the Combined Federal Campaign's application fee was too high for FRCB to participate this year.
  - ACTION ITEM: The Fundraising Committee will request a list of items for which FRCB could seek outside funds.
- Merchandise Report: Silvie Gallardo read the report submitted by Sonvy Waidler. The report noted that the free magnet distribution was a success and thanked Shauna Hill and Melissa Perkins for their help with Don Quixote sales. Ms. Waidler noted existing inventory and recommended that this spring FRCB only purchase tank tops using mostly pre-orders and pre-payment (online and with posters at the studio), with a small number of extra tank tops to be sold at the summer show. Silvie Gallardo noted that pre-orders or "reservations" of tank tops would be preferable but with payment on receipt. Shauna Hill explained the frustration of not having the sizes that people need or want. Stephanie Seaman suggested displaying the merchandise at the studio. Silvie Gallardo read requests from Ganga Keppitipola regarding inventory count: (1) that inventory be counted on site after lobby sales (FRCB table staff will take a picture of the inventory count that goes to the Committee Chair so that it is delivered to the Treasurer on site); (2) that the Merchandise Committee Chair send an inventory count to the Treasurer within two weeks of lobby sales; (3) that inventory be counted yearly (David Walker suggested inventory be counted after Nutcracker and sealed through December 31).
  - ACTION ITEM: The Merchandise Committee will request a list of what sizes and styles of merchandise were most requested at the last show. The Merchandise Chair should bring the inventory to the July meeting.
  - ACTION ITEM: The Merchandise Committee will set up a "reservation" system for tank top orders with payment on receipt and will display merchandise in the studio.
  - ACTION ITEM: The Merchandise Chair and FRCB table will implement inventory counting policies requested by the Treasurer.
- Website Report: Tracy Fitzgerald reported that she has updated the website to reflect the summer show and that the dancer page has a link to the ASP website. Johanna Camara reported on the Facebook page, which Dinis Camara has been updating regularly. He has been using the number 45 to link to our 45<sup>th</sup> year, and suggested a Nutcracker 45 challenge where people post pictures with the number 45 (#Nutcracker45). Stephanie Seaman noted that this could also be done in the studio with a corkboard for pictures. Silvie Gallardo thanked Dinis Camara and Setu Van Lare Hodges for their work coordinating Facebook and Twitter. Eleanor Simpson said she will coordinate with them for the RCB Facebook page as well.



--ACTION ITEM: The website coordinator will add the Facebook and Twitter handle to the website and update the merchandise and GoFundMe information. Nancy Popson will provide the meeting minutes and annual report for upload.

--ACTION ITEM: FRCB will set up a new corkboard at the studio and promote #Nutcracker45 on social media.

- FRCB Committee Staffing: Nancy Popson distributed the list of committees for review (see attached), no changes were made.
- Archival Project: Nancy Popson reported that according to Bill Wood, 61 performances are on DVD and about 180 are left to transfer. Eleanor Simpson explained that Kathryn Chongpinitchai is turning the DVDs into digital files and databasing them. She noted that it is important that they be archived in a systemic manner, perhaps starting with the most recent performances. It was suggested that Kathryn Chongpinitchai could organize the work most effectively.  
--ACTION ITEM: FRCB will approach Kathryn Chongpinitchai to see if she will head the committee and organize the work.

#### OLD BUSINESS

- M.O.U.: Silvie Gallardo reported no change in the status of the M.O.U.
- New RCB Communication List: Silvie Gallardo reported that the list seems ready to go.  
--ACTION ITEM: Silvie Gallardo will reach out to Dinis Camara to launch the new list.
- Pictures from Nutcracker and DVDs: Silvie Gallardo has a link to the pictures taken at Nutcracker 2018. Nancy Popson reported that the DVDs of Nutcracker 2018 have not yet been delivered.  
--ACTION ITEM: Silvie Gallardo will distribute the link to the Nutcracker pictures.
- 45<sup>th</sup> Nutcracker Planning: Silvie Gallardo reported that it has been difficult for the committee to meet due to schedules and this is a high priority in the coming month.

#### NEW BUSINESS

- Plan for ASP: Eleanor Simpson explained that the ASP is run through the classes division of the Department of Recreation and Parks. With 108 dancers signed up, experienced volunteers are needed. Ms. Simpson will be in charge in the social hall and will need authorized volunteers to be stage parents. These volunteers must be able to attend both rehearsals and the show.
- Rockville Arts Festival: Nancy Popson reported that the FRCB will be manning an information table at the Rockville Arts Festival on May 4-5. Volunteers are needed.
- Dine-Out: Charles Pavitt reported that the next Dine-Out fundraiser will be July 24 during summer tech week. He will search for the best deal when choosing a restaurant.
- Arts Committee Focus Group: Silvie Gallardo explained that the city of Rockville has hired a consulting group to run a study on the current state of the city as an arts and cultural destination. She noted that the consultants are more interested in opinions of Rockville residents, and suggested that FRCB's Rockville residents make their voices heard. Ms. Gallardo will go to the focus group meetings and will keep FRCB informed if there are public sessions.

DATE FOR NEXT MEETING: The next meeting will fall between July 8 and July 20.

The meeting was adjourned at 4:24 pm.

Minutes Submitted by: Nancy Popson

Minutes Approved: July 20, 2019

Friends of Rockville Civic Ballet  
Budget for 2019

	2018		2019		
	Estimated	Actuals	Estimated	Estimated	
<b>INCOME</b>					
Unrestricted Reserve from 2018				\$ 6,987.13	
Bake Sale	\$ 1,700.00	\$ 2,544.00	\$	\$ 2,800.00	about 10% increase in all sales
Craft Sale	\$ 3,000.00	\$ 3,322.50	\$	\$ 3,650.00	
Flower Sale	\$ 4,500.00	\$ 6,630.50	\$	\$ 7,300.00	
FRCB Merchandise	\$ 1,300.00	\$ 1,605.20	\$	\$ 1,760.00	
Fundraising Programs/Grants	\$ 1,650.00	\$ 1,111.09	\$	\$ 1,250.00	
GoFundMe Donations	\$ 2,000.00	\$ 367.49	\$	\$ 550.00	50% increase
Individual Charitable Contributions	\$ 6,200.00	\$ 2,535.78	\$	\$ 3,200.00	about 25% increase
Membership Dues	\$ 720.00	\$ 735.00	\$	\$ 550.00	25% decrease
<b>TOTAL INCOME</b>	\$ 21,070.00	\$ 18,851.56	\$	\$ 28,047.13	
<b>EXPENDITURE</b>					
Administration	\$ 720.00	\$ 401.56	\$	\$ 460.00	
Archival Project	\$ 250.00	\$ 20.13	\$	\$ 250.00	
Bake Sale (COG)	\$ 300.00	\$ 174.34	\$	\$ 200.00	12% increase
Bank Fees	\$ 100.00	\$ 35.95	\$	\$ 100.00	
Craft Sale (COG)	\$ 1,500.00	\$ 1,000.00	\$	\$ 1,500.00	
Costume Fund	\$ 2,200.00	\$ 2,700.00	\$	\$ 2,000.00	\$1450 unrestricted reserve
Dancer Gifts	\$ 900.00	\$ -	\$	\$ 4,000.00	\$200 Artistic support+\$800 unrestricted funds+1200 show expenses
Equipment	\$ 900.00	\$ -	\$	\$ 500.00	
FRCB Table sales expenses		\$ 784.30	\$	\$ 950.00	15% increase
Flower Sale (COG)	\$ 3,000.00	\$ 3,154.42	\$	\$ 3,500.00	10% increase
Master Classes		\$	\$	\$ 800.00	
T Shirts Costs-FRCB Merchandise	\$ 2,000.00	\$ 1,341.76	\$	\$ 1,350.00	
New Set Expenses	\$ 7,500.00	\$ -	\$	\$ 3,500.00	
Show Expenses (props)	\$ 1,100.00	\$ 62.53	\$	\$ 1,200.00	
Printing & Advertising(FRCB Expenses)	\$ 200.00	\$ 359.12	\$	\$ 400.00	10% increase
Artistic Support (formerly know as Production Support)	\$ 1,100.00	\$ 1,700.00	\$	\$ 1,500.00	
Claudia Mangan Memorial Scholarship Fund			\$	\$ 1,500.00	\$1000 unrestricted reserve
Capital Reimbursement(Eleanor Simpson)			\$	\$ 1,500.00	\$1500 unrestricted reserve
Square Fee ( For Credit Card Transactions)	\$ 200.00	\$ 130.32	\$	\$ 200.00	
Professional development			\$	\$ 400.00	
<b>TOTAL EXPENDITURE</b>	\$ 21,070.00	\$ 11,864.43	\$	\$ 25,810.00	
Unrestricted Reserve*			\$	\$ 2,237.13	
<b>SURPLUS (DEFICIT)</b>		\$ 6,987.13	\$	\$ 28,047.13	
<b>TOTAL</b>			\$	\$ 28,047.13	

\*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.



For Dancer Gifts 2019

Unrestricted Reserve	\$	6,987.13	Dancer Gifts	\$	3,200.00
Claudia Mangan Memorial Scholarship Fund	\$	(1,000.00)	Show Expenses (props)	\$	1,200.00
Capital Reimbursement(Eleanor Simpson)	\$	(1,500.00)		\$	4,400.00
Costume Fund	\$	(1,450.00)	from Unrestricted Reserve	\$	800.00
<b>Balance</b>	\$	<b>3,037.13</b>		\$	<b>5,200.00</b>
Dancer Gifts	\$	(800.00)			
New balance	\$	<b>2,237.13</b>			

**FRIENDS OF ROCKVILLE CIVIC BALLET FINANCIALS 2019 Q1 (March 31,2019)**

**TOTAL ASSETS**

Inventory On Hand	\$ 319.02
Checking Account	\$ 14,678.99
Savings Account	\$ 2,421.89
	<b>\$ 17,419.90</b>

**Checking AC**

Revenue

Cash B/F	\$ 14,810.84	
Amazon Smile	\$ 119.70	
Bake Sale	\$ 617.55	
Craft	\$ 543.00	
Donations	\$ 353.00	
Flower Sale	\$ 1,710.25	
FRCB Merchandise+ Crafts	\$ 282.00	
GoFundMe	\$ -	
Membership Dues	\$ 445.00	
<b>Total Revenue</b>	<b>\$ 18,881.34</b>	<b>\$ 18,881.34</b>

Expenses

Admin Cost	\$ 133.83	
Archival Project	\$ 73.58	
Bake Sale COGS	\$ 15.55	
Craft Sale Expenses	\$ -	
Dancer Gifts	\$ 1,175.00	
Capital Reimbursements	\$ 1,500.00	
Flower COGS	\$ 801.68	
FRCB COGS	\$ 149.67	
Production Support	\$ -	
Scholarship	\$ 320.00	
Square Fee	\$ 33.04	
<b>Total Expenses</b>	<b>\$ 4,202.35</b>	<b>\$ (4,202.35)</b>

<b>Ending Balance</b>		<b>\$ 14,678.99</b>
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**Savings AC**

Cash B/F	\$ 2,121.83
Network for Good donation	\$ 300.00
Interest Income	\$ 0.06
<b>Ending Balance</b>	<b>\$ 2,421.89</b>

## FRCB Committees, Chairpersons, and Current Members

- (a) Executive Committee: President, Secretary, and Treasurer
- (b) Standing Committees:
  - a. Bake Sale: Ganga Keppetipola, Chair
  - b. Flower Sale: Silvie Gallardo, Chair
  - c. Craft Sale: Alicia Trotter and Lisa Tenant, co-chairs
  - d. Communications (under VP Outreach and Education): Tracy Fitzgerald, Chair
- (c) Donor Fundraising Committee (under VP Fundraising and Membership): Charles Pavitt, Chair;  
Members: Johanna Camara, Setu van Lare-Hodges, Nancy Popson
  - a. Dine Out Fundraisers Committee: Silvie Gallardo and Ganga Keppetipola, Co-Chairs
  - b. Scholarship Committee: Charles Pavitt, Chair; Members: Johanna Camara, Setu van Lare-Hodges, Nancy Popson, Bill Wood
- (d) Audit Committee: Secretary, Chair
- (e) Nominating Committee (to be made up of two board members): Nancy Popson and Silvie Gallardo, co-Chairs
- (f) Special Committees
  - a. Merchandise Committee: Sonvy Waidler, Chair
  - b. FRCB Table Sales Committee: Shauna Hill, Chair
  - c. History and Archive Project Committee: Irene Elliott, Chair; Members: Lisa Daly, Kathryn Chongpinitchai, Charles Pavitt, Bill Wood, Silvie Gallardo
  - d. Audit and Financial Policy Committee: Silvie Gallardo, Chair; Members: Ganga Keppetipola, David Walker, Bill Wood
  - e. 45<sup>th</sup> Anniversary Committee: Silvie Gallardo, Chair; Members: Kathryn Chongpinitchai, Ganga Keppetipola, Bill Wood, Stephanie Seaman, Johanna Camara, Tracy Fitzgerald, Nancy Popson, Setu-van Lare Hodges, Charles Pavitt

*Current as of 4/7/2019*