

FRCB Quarterly Membership Meeting  
June 10, 2018, Rockcrest Ballet Center

The meeting opened at 3:05 pm.

In attendance were: Lisa Daly, Tracy Fitzgerald, Silvie Gallardo, Ganga Keppetipola, Pali Keppetipola, Charles Pavitt, Nancy Popson, Stephanie Seaman, Eleanor Simpson, Setu van Lare-Hodges, David Walker, Betty Wisda, and Bill Wood.

Lisa Daly made a motion to approve the minutes of the 4/14/2018 meeting. Ganga Keppetipola seconded the proposal and all were in favor.

#### Reports

- **Director's Report:** Eleanor Simpson reported that RCB is starting to gear up for the next performance, which will be "Lancelot." Rehearsals will start June 24 for adult company and June 30 for young company. She discussed having better signs and information in the lobby about FRCB at the next student performance (ASP), and helping to make the distinction between classes and RCB clear. She also would like to improve the advance orientation for parent volunteers at the ASP, and would appreciate feedback from volunteers at this year's ASP. The group agreed to provide feedback. One immediate suggestion was better communication in advance of what to expect at ASP, perhaps in the form of an invitation from the child dancer.
- **Treasurer's Report:** Ganga Keppetipola distributed the financial report for 4/1/2018-5/31/2018 (see attached). She noted that FRCB filed the 990N tax form in 2017.
- **Membership Report:** Lisa Daly reported one new membership. Ganga Keppetipola confirmed that as of May 31 we have 8 individual, 25 family, and 5 alumni members.
- **Fundraising Report:** Nancy Popson and Silvie Gallardo welcomed Charles Pavitt as the new Fundraising Committee Chairperson. Ms. Popson reported on research done into possible funding organizations. The committee will continue that research and present it at the next meeting. Ms. Gallardo announced that one of the donated dolls was sold at a doll show for \$100 and thanked Gina Marie Tennant for facilitating the sale. Ms. Gallardo also announced that Kevin P. DiBartolo completed 40 hours of volunteer work on RCB sets and has qualified for a grant of \$400 to FRCB from his employer, Northrop Grumman.
- **Alumni Report:** Lisa Daly reported on creation of a Facebook page to use for alumni outreach. The page is ready once pictures are chosen and posted. She suggested organizing another alumni event at Nutcracker but recommended earlier advertising for the event this year.
- **Merchandise Report:** As the Chairperson of the Merchandise Committee was not present, a report on merchandise will be provided to the Board electronically. The group discussed the possibility of adding t-shirts for specific shows or for a season of shows, as well as patches, pillowcases, or buttons that could commemorate each show. These suggestions will be relayed to the Merchandise Committee. David Walker suggested creating a calendar with photos from RCB to sell at Nutcracker. Bill Wood passed around a sample of a past RCB calendar. Nancy Popson was asked to contact Erin Kwong to see if she might be interested in this project.
- **Website Report:** Tracy Fitzgerald reported that the website is up to date with information about Lancelot and pictures of available merchandise. Eleanor Simpson suggested Ms. Fitzgerald contact Steven Lunsford directly to get pictures and gave permission to get pictures from



parents as well (to be checked against photo release forms and by the Director prior to posting). Ms. Simpson suggested that the blog spot on the website be open for other people at RCB to write, including young dancers.

#### Old Business

- Distribution and Posting of Annual Report: Silvie Gallardo thanked David Walker for his work in creating the Annual Report and noted that it is available at the studio and would be posted on the website and on the yahoogroup.
- Financial Review: Ganga Keppetipola reported that the review will be scheduled in the first two weeks of July. Lisa Daly, Elaine Gilby, and Charles Pavitt will conduct the review and Silvie Gallardo, Ganga Keppetipola, Nancy Popson, and Bill Wood will be present.
- Memorandum of Understanding (MOU): Betty Wisda reported that the Director, the President of FRCB, and she agree on how to approach the MOU with the city's attorney, emphasizing that FRCB enhances and promotes the work of RCB and that the city wants it to continue to grow. Silvie Gallardo thanked Ms. Wisda and the city for their support.
- Committee Positions: Nancy Popson confirmed that Charles Pavitt is now the Chairperson of the Fundraising Committee. Silvie Gallardo requested volunteers for the Nominating Committee for January 2019 Board Elections. Setu van Lare-Hodges volunteered. Eleanor Simpson brought up the need to increase awareness of FRCB and its work among potential people for committees and for future board positions. Some of the ideas suggested were: FRCB promoting nights where dancers can watch the video of the most recent show; community building events like coffee for adults during rehearsals or snacks for all after rehearsals; continuing the tradition of older dancers mentoring younger dancers and in this way recruiting more families.
- FRCB Policies Publication: Silvie Gallardo will report on this for the next meeting.
- New RCB Communication List: As Dinis Camara was not in attendance, Silvie Gallardo agreed to communicate with him and report on the progress to the Board.
- Scheduling of Audit: The first full audit must take place in early 2019. Nancy Popson will recruit members for an Audit Committee to be announced at the first meeting in 2019. The committee must complete the audit by the following meeting (April 2019).

#### New Business

- Plan for Summer Show: Eleanor Simpson noted that she has recruited a videographer to record all the rehearsals and shows. She requested funding to purchase a camera and a hard drive to store the video files. Bill Wood agreed to reach out to Marissa Morris and Mike Badamo to get recommendations for the purchase and report back to the Board and the Director.
- Dine Out: It was suggested that a restaurant that also has easy take-out might work for a mid-week fundraiser during tech week. Ganga Keppetipola agreed to look into options.

DATE FOR NEXT MEETING: The suggested date for the next meeting is October 13 at 3:00 with the alternate date being October 14 at 3:00. Betty Wisda agreed to look into venues.

The meeting was adjourned at 4:28 pm.

Minutes Submitted by: Nancy Popson

Minutes Approved: October 13, 2018

