

**FRCB Quarterly Membership Meeting
February 8, 2020, Rockcrest Ballet Center**

The meeting opened at 4:05 pm.

In attendance were: Dinis Camara, Johanna Camara, Kathryn Chongpinitchai, Irene Elliott, Tracy Fitzgerald, Silvie Gallardo, Shauna Hill, Charles Pavitt, Bridgette Pfeufer, Nancy Popson, Stephanie Seaman, Eleanor Simpson, Setu van Lare-Hodges, David Walker, Betty Wisda, Bill Wood

MINUTES: Silvie Gallardo called for a review of the minutes of the 10/26/2019 meeting. Johanna Camara made a motion to pass the minutes and it was seconded by Charles Pavitt and approved.

CONSENT CALENDAR (attached): Silvie Gallardo presented the Consent Calendar for discussion. Nancy Popson made a motion to pass the Consent Calendar and it was seconded by Charles Pavitt and approved with one abstention.

ELECTION OF BOARD MEMBERS: Johanna Camara presented the slate for election (attached). Eleven members were present at the time of the vote. Bridgette Pfeufer was elected to the position of Secretary and Setu van Lare-Hodges was elected to the position of Vice President for Outreach and Education.

2020 BUDGET: Silvie Gallardo passed out the proposed 2020 budget (attached) and noted an added line for rental of storage space for RCB and an increase in the costume line to purchase new and refresh costumes for the year's productions. Eleanor Simpson requested that FRCB revisit the process of creating the budget so that it can be coordinated with RCB planning for the year. It was suggested that an estimated budget be ready earlier in the year so that it can be discussed and adjusted, allowing more time for the Director, Board, and members to process it. Nancy Popson made a motion to pass the budget presented as a provisional budget, which would allow for continued expenditures. Setu van Lare-Hodges seconded the motion and it passed unanimously. Silvie Gallardo made a motion to convene a working group empowered to come up with processes and a foundational plan towards a budget. The motion was seconded by Bill Wood and approved unanimously.

--ACTION ITEM: Silvie Gallardo will convene a working group on budgeting processes that will include the Treasurer, Director, and other interested members.

REPORTS

- Director's Report: Eleanor Simpson noted that rehearsals have started for Swan Lake. There are 35 young dancers in the show, and three new adults joining the company. She announced that Nancy Stevenson, an RCB alumna and active participant in classes, has agreed to help RCB procure new tutus for the swan scene. In discussing costumes sewing needs, Ms. Simpson suggested that more sewing machines or possibly patterns might be helpful.
--ACTION ITEM: FRCB will work with the Director to facilitate purchase of new tutus and equipment as needed.
- Treasurer's Report: Silvie Gallardo presented the FY 2019 financial report (attached) on behalf of Ganga Keppetipola. She asked members to send any questions they have to her by February 22 so that she can compile them for the Treasurer.
- 45th Nutcracker Committee Wrap Up: Silvie Gallardo noted that the 45th Nutcracker Committee has been retired as planned, and thanked Kathryn Chongpinitchai and the members of the

committee for their hard work. She also thanked Betty Wisda for her support. Kathryn Chongpinitchai reported that it was a successful inaugural alumni event with twelve attendees. She thanked Bella Cuisine for donating the catering and Betty Wisda for delivering remarks to the gathering. As we look toward the next milestone event, Silvie Gallardo noted that we will want to start sooner and concentrate on creating a very comprehensive alumni list. David Walker suggested that the archival committee could pull together a roster of current and former dancers. Silvie Gallardo reported that a database management software package would cost \$650-\$1500. It was suggested that we might have a volunteer among our teen or adult members with the skills to create a database. Eleanor Simpson explained that due to technical issues there are missing sections of the Nutcracker performances on the videos. She requested a second camera to serve as a back-up in the future. Kathryn Chongpinitchai brought up the need to have an offsite back up for the video and photo archives. Silvie Gallardo offered a portion of her drop box for that purpose.

--ACTION ITEM: The archival committee will pull together a roster of current and former dancers.

--ACTION ITEM: FRCB will purchase a second camera, and Nancy Popson will talk with Marissa Morris about her needs for the production of the Nutcracker video.

OLD BUSINESS

- Google Group and Membership Lists: Silvie Gallardo thanked Johanna Camara and Dinis Camara for their work creating and maintaining the FRCB Google Group. She asked what decision was made about contacting Supporting Cast members with a separate Google Group. Johanna Camara explained that it would be possible to set up and maintain a separate group.
--ACTION ITEM: Johanna Camara and Dinis Camara will create a Google Group for the Supporting Cast members.
- Financial Review: Nancy Popson confirmed that the review will take place on February 21 at 6:00 pm. Currently the volunteers are: Lisa Daly, John Kirgan, Luca Maro, Bridgette Pfeufer, and Prudence Upton. If other members would like to join they should contact Nancy Popson.
- Financial Policies Update: Silvie Gallardo asked about the status of the financial policy draft, which is being reviewed by the Director. She determined that the deadline for the approval of the policies should be when the bylaw revisions are enacted.
--ACTION ITEM: Eleanor Simpson will review the policies and the Board will post them for review and comment.
- Youth Advisory Board: Silvie Gallardo thanked Dinis Camara for his suggestions on how to incorporate youth voices in the FRCB.
--ACTION ITEM: Silvie Gallardo will create a working group to draft the policies for youth advisory members, with Dinis Camara as a member.

NEW BUSINESS

- Nutcracker DVD ordering: Nancy Popson announced that pre-ordering is now open for Nutcracker DVDs. There are three different versions that will be sold for \$25 each and should be delivered during summer show tech week. The deadline for orders is March 15. Alice in Wonderland DVDs should be ready for delivery during Swan Lake tech week.
- Plans for Swan Lake: Betty Wisda explained that ticket forms are available at the box office and will be delivered to the studio soon. Dinis Camara requested and was granted permission to use the official PDF of the poster and pictures on social media platforms. Eleanor Simpson said she

would report back on the craft sale plans. Betty Wisda requested floor plans for the lobby and social hall, and said she is requesting the social hall for Thursday night of tech week. Bill Wood offered pictures from the Suto collection of past Swan Lakes.

--ACTION ITEM: Table and Backstage Coordinators will provide plans to Betty Wisda.

- Dine Out: Silvie Gallardo thanked Charles Pavitt for organizing a dine-out fundraiser on Wednesday, March 11 at Jersey Mike's in Wintergreen Plaza. The fundraiser will run all day and flyers will be distributed prior to the event.
- SSL Hours Policy: Silvie Gallardo distributed a new policy for SSL hours (attached). She explained the policy formalizes the procedure to get the appropriate signatures for SSL approval. The policy will be posted on the Google Group for review and comment.
- Bylaw Revision Project: Silvie Gallardo requested volunteers for a Bylaw Revision Committee. Silvie Gallardo will chair, and Charles Pavitt, Nancy Popson, Eleanor Simpson, and David Walker volunteered as members. Silvie Gallardo made a motion to create the Bylaw Revision Committee with a start date of February 8, 2020 and an end date of December 31, 2020. Bill Wood seconded the motion and it was passed unanimously.

--ACTION ITEM: Silvie Gallardo will convene the Bylaw Revision Committee.

- Consent Calendar Committee Reporting: Silvie Gallardo and Dinis Camara proposed that committee reports be funneled through the overseeing Board Member for inclusion in the Consent Calendar. David Walker suggested that, in addition, reports for the meeting that are not included in the Consent Calendar be made available prior to the meeting date. The group agreed to try the proposed system for the next meeting.

--ACTION ITEM: Silvie Gallardo will create an organization chart so that Committees will know to which Board member reports are sent.

--ACTION ITEM: All reports not included in the Consent Calendar will be posted to the membership five days prior to the meeting. Reports for the Consent Calendar must be provided to Board members two weeks prior to the meeting and the Consent Calendar will be posted to the membership one week prior to the meeting.

OTHER

- Storage Space: Silvie Gallardo explained that FRCB will be looking for appropriate climate-controlled storage space for RCB costumes and sets. David Walker suggested looking into storage containers as well. Bill Wood noted that a reorganization of the RCB storage space in his house might free up space.

--ACTION ITEM: Nancy Popson will work with Eleanor Simpson to determine space requirements and report back to the Board on options for rental space.

DATE FOR NEXT MEETING: The next meeting was tentatively scheduled for April 18 or April 25.

The meeting was adjourned at 5:52 with a motion by Nancy Popson, seconded by Silvie Gallardo.

Minutes Submitted by: Nancy Popson

Minutes Approved: April 25, 2020