

DRAFT

FRCB Quarterly Membership Meeting
October 13, 2018, Gallardo-DiBartolo Residence
6225 Lone Oak Drive, Bethesda, MD 20817

The meeting opened at 3:07 pm.

In attendance were: Lisa Daly, Irene Elliott, Tracy Fitzgerald, Silvie Gallardo, Elaine Gilby, Charles Pavitt, Nancy Popson, Stephanie Seaman, Eleanor Simpson, David Walker, and Bill Wood.

Silvie Gallardo called for a review of the minutes of the 6/10/2018 meeting. The minutes were approved by unanimous decision.

REPORTS

- Director's Report: Eleanor Simpson thanked the FRCB and Sonvy Waidler for setting up the recent movie night. She reported that she received video of Acts 1 and 2 of Sleeping Beauty and is waiting for Act 3. She requested that the camera be made available for recording rehearsals and suggested it be kept in a locked cabinet at the studio. She also requested larger memory cards for the camera. In the future Ms. Simpson would like to purchase another camera to capture the dancers at both wide and close-up angles. Ms. Simpson reported that she would like formalized volunteer guidelines for performances and a full handbook for dancers and volunteers. Tracy Fitzgerald volunteered to work on combining the documents we currently have into one handbook. Ms. Simpson suggested that FRCB could help dancers in need to pay for classes should City of Rockville scholarships not be available. The group agreed to add a line item to the 2019 budget to support fellowships.
 - ACTION ITEM: The Board will add a line item to the 2019 budget to support fellowships and will convene an exploratory committee to determine how to proceed.
- Treasurer's Report: On behalf of Ganga Keppetipola, Silvie Gallardo distributed the financial report for 4/1/2018-9/30/2018 (see attached). She announced that the format of the financial reports will change in coming months based on the feedback of the membership.
- Membership Report: Lisa Daly distributed the report of current membership (see attached). David Walker brought up the question of dues for membership which may be an impediment to participation. During the discussion several options were proposed: (1) having no dues; (2) having dues with the caveat that those who are unable to pay the dues could get a waiver or reduction; (3) changing it from "dues" to "recommended contributions."
 - ACTION ITEM: The Board will discuss and vote on the proposals for dues.
- Fundraising Report: Charles Pavitt reported that the Fundraising Committee has pulled together a list of possible sources for grants, and needs to talk with the Director to decide priorities before moving forward. Nancy Popson suggested a request go out for members to check for grants and matching opportunities at their places of work. The group agreed we need better advertisement for the Amazon Smile program. Eleanor Simpson reported on plans to renovate the Act 3 sets for the 45th anniversary of the Nutcracker in 2019.
 - ACTION ITEM: The Fundraising Committee will meet with the Director to determine grant priorities.
 - ACTION ITEM: Nancy Popson will advertise both corporate grant opportunities and the Amazon Smile program during Nutcracker season.
 - ACTION ITEM: The GoFundMe campaign should be updated to include the 45th anniversary Act 3 set plans.

- Alumni Report: Lisa Daly reported that she plans to ramp up Facebook postings prior to Nutcracker with pictures from past seasons. She will hold an alumni event in the social hall before or after one of the performances.
- Merchandise Report: Stephanie Seaman read from a report submitted by Sonvy Waidler. Ms. Waidler did not recommend buying additional shirts or bags given current inventory. She proposed that remaining defective car magnets be distributed free of charge. Nancy Popson made a motion to do so, seconded by Stephanie Seaman, and it passed unanimously. Silvie Gallardo suggested decals might replace magnets in the future. The group discussed creating buttons and calendars for sale. Given costs of production it was decided not to move forward on either item. Eleanor Simpson requested that Emily Tenant be given a T-shirt to wear when teaching as advertisement. The group discussed making professional photographs available to families. Eleanor Simpson explained that individual pictures are too disruptive to rehearsals, but that group pictures might be possible. Lisa Daly made a motion that FRCB reach out to Steven Lunsford to explore FRCB purchasing professional photographs for members. Nancy Popson seconded the motion and it passed unanimously. Eleanor Simpson requested that FRCB reach out to Marissa Morris about making DVD copies.
 - ACTION ITEM: Silvie Gallardo will reach out to Steven Lunsford and Marissa Morris about photographs and DVDs.
 - ACTION ITEM: The Merchandise Committee will distribute magnets free and will provide a T-shirt to Ms. Tenant.
- Website Report: Tracy Fitzgerald reported that she has been updating the website regularly, and added a page for dancers and families.
- Nomination Committee: Nancy Popson reported that the position of Vice President for Fundraising and Membership is up for election in January 2019. She thanked Lisa Daly for her work in that position in 2018. The nominees are Johanna Camara and David Walker.

OLD BUSINESS

- M.O.U.: Silvie Gallardo reported that she has not heard further about the M.O.U. from the City of Rockville.
 - ACTION ITEM: Silvie Gallardo and Nancy Popson will follow up with Betty Wisda.
- Committee Staffing: Nancy Popson confirmed that Alicia Trotter and Lisa Tenant will serve as Craft Table co-Chairs and announced that she is recruiting members for the Audit Committee.
- FRCB policies publication: Silvie Gallardo reported that the policies have been drafted and presented to the Board.
 - ACTION ITEM: The Board will vote on edited FRCB policies and distribute them to membership.
- New RCB Communication List: Silvie Gallardo reported that Dinis Camara will be working on this. Eleanor Simpson requested that it be ready for Nutcracker. David Walker recommended that it make use of the electronic calendar.
 - ACTION ITEM: Silvie Gallardo will request a timetable from Dinis Camara on creation of the group.
- Scheduling of First FRCB Audit: Nancy Popson reported that the first full audit will take place between the 2019 Annual Membership Meeting and April 1, 2019. Silvie Gallardo and Nancy Popson thanked Elaine Gilby and Charles Pavitt for their work on the financial review of FRCB's 2017 books and for their recommendations on making the next audit run smoothly.

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NEW BUSINESS

- Plan for Nutcracker: Silvie Gallardo announced that Tracy Fitzgerald will be organizing the stage parents. She will ensure an experienced parent is the coordinator for each night of technical rehearsals and each performance, and will organize an orientation for new parents. Tracy Fitzgerald asked that her name and number be added to information going out to parents at rehearsals.
 - ACTION ITEM: Tracy Fitzgerald will run a mandatory orientation meeting for new parents at the start of the first young company studio rehearsal.
- Dine Out: Silvie Gallardo reported that this effort has stalled with Ganga Keppetipola out of town. However, she plans to approach Chipotle to have an event on one of the show weekends.
- Other: Bill Wood asked about the archival project, noting that he has many VHS versions of past performances. Eleanor Simpson stressed the importance of digitizing all of the videos and programs. Charles Pavitt offered his equipment to start transferring from VHS to DVD. Silvie Gallardo suggested that another large hard drive will be needed, and that the company that hosts the website might have cloud storage options. David Walker suggested a program where alumni could record their stories.
 - ACTION ITEM: Tracy Fitzgerald will research options through the web host for cloud storage. Charles Pavitt will begin digitizing the video currently on VHS. Silvie Gallardo will look into hard drive options.

DATE FOR NEXT MEETING: The suggested date for the next meeting is January 12, 2019 with the alternate date being January 13, 2019.

The meeting was adjourned at 5:02 pm.

Minutes Submitted by: Nancy Popson

Minutes Approved:

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FRIENDS OF ROCKVILLE CIVIC BALLET FINANCIALS 2018(04/01/2018-09/31/2018)

Assets

Inventory On Hand*	\$	1,155.00	
Checking Accounts	\$	8,914.00	(SunTrust \$8879.59 CapOne\$34.41)
Savings Account	\$	<u>1,609.90</u>	

Total Assets			\$ 11,678.00
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Checking Account

Cash B/F	SunTrust	\$	9,564.05	
	CapOne	\$	<u>154.41</u>	
Revenue		\$	<u>9,718.46</u>	\$ 9,718.46
Amazon Smile		\$	34.11	
Bake Sale		\$	348.50	
Donations		\$	264.00	
Flower Sale		\$	1,843.00	
FRCB Merchandise		\$	579.20	
GoFundMe		\$	68.47	
Membership Dues		\$	70.00	
Total Revenue				\$ 12,925.74

Expenses

Admin Costs**		\$	214.54	
Bake Sale Expenses		\$	19.60	
Dancer Gifts		\$	1,050.00	
Expenses Reimbursements***		\$	656.64	
Flower sale Expenses		\$	1,123.24	
FRCB Sale Expenses		\$	62.87	
Production Support ****		\$	62.53	
Show Expenses		\$	600.00	
Square Fee		\$	22.32	
Transfer to Savings Account		\$	200.00	
Total Expenses				\$ (4,011.74)
Ending Balance				\$ 8,914.00

Savings Account

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

*Tshirts and Draw String Bags

**Web Hosting, Stationery

***Table Décor, Show Props, Senior Gifts, Dancer Accessories

****Hard Drive for the Archival Project

Membership Report As of Sep 30, 2018

2 New members joined in July, totalling 40 memberships for the year 2018

Category	Members	@	Dues
Individual	9	\$20.00	\$180.00
Family	26	\$25.00	\$650.00
Alumni	5	\$20.00	\$100.00
Total	40		\$930.00