

FRCB Quarterly Membership Meeting

September 12, 2021

Virtual via Zoom platform

Silvie Gallardo called the meeting to order at 2:07 PM.

In attendance were Silvie Gaillardo, William Wood, Eleanor Simpson, Johanna Camara, Tara Mease, Ganga Keppetipola, Kathryn, Tracy Fitzgerald, Setu van Lare-Hodges, David Walker, Shauna Hill, Bridgette Pfeufer, Irene Elliott

TREASURER'S REPORT:

For this quarter there are only 3 transactions. \$41 from Amazon Smile. Scholarship fund \$335 Blue host \$32.

Budget revision:

David reports that our proposed budget is nearly identical to for FY 20-21. When FY 20-21 was created we were guessing and then it turned out to not be a normal year. We are planning the budget with the premise that this year moving forward will be a normal year. There is an allocation for Claudia Mangan scholarship fund. We are on budget so far this year.

MINUTES:

Johanna outlined the revisions of the minutes from the previous meeting. The minutes that circulated prior to this meeting are corrected.

Motion to approve the minutes – Nancy moves, Setu seconds, motion passes with 11 in favor, none opposed and 1 abstention.

CONSENT CALENDAR:

No items were uploaded to the Consent Calendar, so there is nothing to vote on.

DIRECTOR'S REPORT (Eleanor Simpson):

Senior choreography project

This took place in June and was a successful celebration. Rita Madden, Eleanor Palmer and Eleanor Yee were the seniors running the project. They put on a mini production of the 12 dancing princesses. They incorporated 8 dancers plus Bill Wood who helped out as The King. Ms Simpson was impressed by the initiative that the seniors took and the work the dancers put in. She would like to thank Betty Wisda for

the use of the theater, Kathryn for the support in class, Bill for his support of the performance, and also to Dan Mori with the City of Rockville for his and the City's support.

MEMBERSHIP :

Johanna reports that we are in a holding pattern. Our dancer list is frozen at what we had from the last performance. We are primarily using our contact list for the time being and it won't be updated until a new performance happens. This is the same for the alumni list as well.

FUNDRAISING:

Setu reports there are no updates.

SCHOLARSHIP:

Silvie reports that we did receive requests and approved them. There was a Change of Award request which was approved. Detailed figures are reflected in Ganga's report.

Sarah is interested in applying for a grant, but it needs to be discussed as it is complicated.

ALUMNI REPORT:

Kathryn has been posting things about members who have passed away to memorialize on alumni Facebook page. It was asked of Tracy if there is any natural place for a "in memoriam" place on the website. Tracy suggests placing it under current events/news events.

WEBSITE/SOCIAL MEDIA REPORT:

Setu reports that Dinis Camara has been posting articles on Facebook and Setu has been posting them on Twitter. We are typically most active during Nutcracker and the shows. There hasn't been much to do. She appreciated Eleanor's posts, and thanked Dinis for all his work on social media.

OLD BUSINESS:

Financial policies:

The financial policies update is still important, however, we need to finish the bylaws first. David states that we have one policy that has expired (the sunset clause which is a donation matching policy), but it is not important that it be renewed.

We will be returning to the financial policy project once the budget project is complete. The financial policy project is highly important, but the bylaws need to be completed first. David requests that the

board think about who should be on the committee for the financial policy. Nancy would like the financial policy put on the agenda for the next meeting.

Alumni Database project:

Kathryn – have not made a lot of headway. Still on the list of what we should be working on. Has a list from Charlie Pavitt of dancer names. Looking for database software. Kathryn is working a few angles of how to do this. Data base software is expensive.

Would like to include volunteers. Need to compile a volunteer list. Perhaps Charlie? Kathryn will reach out to Charlie

Membership form update:

Tracy states that she did not get the finalized version. Johanna has a copy and will email it to Tracy.

Bylaws project update:

Nancy had a meeting yesterday about this project. We have a finalized draft of updated bylaws which reflect the way that we work better than our original bylaws. Bill and Erin Kwon offered to be the outside reviewers. Nancy will pass it along to them next so they can look at it. She is hoping to get it back from them then get it out to the membership to get feedback by the next meeting or the following. Silvie requested that Bill and Erin collaborate so one marked up copy can be presented to the membership. A vote outside of a quarterly meeting may be necessary. The current, official version is on our website.

NEW BUSINESS:

Nutcracker:

Eleanor reports that yes, the City is planning on pursuing a Nutcracker this December 2021. Safety continues to be a priority and therefore everything is subject to change. As of now, preparations are underway.

Current protocols in place – requirements for masking and physical distancing on and off stage

Protocols in development - rehearsal check in and symptoms check, and guidelines for reporting and contact tracing

Logistical aspects to look for:

- Strategic rehearsal and performance schedule to max participation and social distancing
- Nutcracker website which will house all relevant information and announcements and serve as a central resource regarding protocols, information and expectations.

What to expect:

- Leadership will continually monitor situations and follow expert guidance and update protocols
- Dancers will be expected to do some at home work to maximize efficiency of studio time (learn dances at home)
- There will be a shared responsibility to manage rehearsal schedules (families will need to drop off and pick up promptly because of a strict capacity at Rockcrest.

Audience and Community Safety

- Proposals are for a half capacity audience
- Masking required

In development

- Livestream options or other recorded/virtual option to view the performances

Logistics to consider

- No bake sale to reduce unmasked guests
- Reduced physical space taken up by flowers and craft to allow for distancing
- Therefore flower and craft sale will look different – still a topic of development)

David proposes deferring to approve the budget by a quarter based on the changes of numbers. There are a variety of options we have. David is willing to undertake revising the budget and bring it back next time. Silvie states that we will need to have a working group. Additionally she will need to meet with Tracy to coordinate dancer monitoring. We need to constantly be in touch with Eleanor. Eleanor reminds us that classes are capped at 12 dancers, so there are fewer numbers of dancers potentially.

Dine out/Fundraising

Charlie organizes these usually. Since we won't be doing a bake sale, we should have a dine-out fundraiser. Silvie will contact Charlie about organizing this.

Nominating Committee:

Silvie states that we will need a nominating committee as some board member's terms will be ending at the end of December. Johanna's and Silvie's terms will expire. Setu will head the committee. We will need one more member, and Charlie was suggested. We would like to try to install the board to start for the next year and may need to call another meeting to vote on the slate.

Proposed date for next official meeting – Oct 17 or 24

Motion to close the meeting – Nancy

Second – all

All approve

Meeting closed at 3:02 PM.

Final Minutes Approved: October 30, 2021

FINAL

AGENDA
Friends of Rockville Civic Ballet
September 12, 2021

AGENDA:

1. Review and approval of Minutes from prior Meeting
2. Review and approval of Consent Calendar
3. REPORTS
 - a. Director (Senior Project)
 - b. Treasurer
 - c. Membership
 - d. Fundraising (Scholarship Committee)
 - e. Alumni
 - f. Communications: Website, Social Media
4. OLD BUSINESS
 - a. Approval of Budget Revision
 - b. Financial Policies
 - c. Alumni Database Project
 - d. Membership Form Update
 - e. Bylaws Revision Project Update
5. NEW BUSINESS
 - a. Plan for Nutcracker
 - b. Plans for Parent Orientation
 - c. Dine Out or other fundraising plans
 - d. Other
6. Propose date for next meeting

FRIENDS OF ROCKVILLE CIVIC BALLET FINANCIALS 2021
Q2 (June 30,2021)

Inventory On Hand \$ 722.82 Checking Account \$14,439.62 Savings Account \$ 4,746.30 **Total Assets**
\$19,908.74

Revenue

Cash B/F \$ 14,766.55
Fundraising Programs(Amazon Smile) \$ 41.06

Total Revenue \$ 14,807.61 \$14,807.61

Expenses

Admin Cost (Blue Host) \$ 32.99
CM Memorial Scholarship Fund \$ 335.00

Total Expenses \$ 367.99 \$ (367.99)

Ending Balance \$14,439.62

Savings AC

Cash B/F \$ 4,746.18
Interest Income \$ 0.12

Ending Balance \$ 4,746.30

FINAL