

## FRCB Quarterly Membership Meeting

October 30, 2021

Virtual via Zoom platform

Silvie Gallardo called the meeting to order at 6:07 PM.

In attendance were Eleanor Simpson, Silvie Gallardo, Stephanie Seaman, William Wood, Nancy Popson, Irene Elliott, Tara Mease, David Walker, Ganga Keppetipola, Sarah Hill, Tracy Fitzgerald, Johanna Camara, Dinis Camara (joined after bylaw vote)

### MINUTES:

- Review and approval of Minutes from prior Meeting
  - Draft minutes from the previous meeting had not yet been circulated to the membership, so this vote was skipped. Silvie will check on the status of the minutes and ensure they are sent out to the full membership soon for review.

### CONSENT CALENDAR:

- Review and approval of Consent Calendar
  - No items were posted to the consent calendar, so this vote was skipped.

### PRESENTATION AND VOTE ON PROPOSED BYLAWS

- David asked if there were any comments prior to the vote; none were offered.
- Vote to accept new bylaws results:
  - Yes-12 (all present)
  - No-0
  - Abstain-0
- It was noted that with the passing of the new bylaws, Eleanor is now a member of the board.
- The date of acceptance will be updated on the bylaws documents and a hard copy will be posted at the studio.
- Tracy asked if all of the bylaws documents can be combined in one pdf for the FRCB website. David offered to compile the documents. Silvie noted that a final copy needs to be sent to the Maryland Department of Assessments and Taxation.
- FRCB hopes to celebrate the revision of the Bylaws in the future.

### DIRECTOR'S REPORT

- Eleanor reported that rehearsals are progressing well, and arrivals and pick-ups has been on-time. There is no word yet on what the lobby at the theater will look like during the Nutcracker. Flyers and ticket forms for Nutcracker have been printed and are at Rockcrest. These have not yet been

distributed. This year, ticket forms may be required to buy tickets. The theater will have social distancing rules in place and we expect the indoor mask requirements to be in effect. Silvie asked if we could use the social hall more during tech week to increase social distancing. It is likely we would still be sharing theater space with the band.

#### TREASURER'S REPORT

- Silvie provided the report for Ganga, who had to depart the meeting early. There have only been a few transactions during this quarter, including maintenance of the website and scholarships.
- Silvie noted that Ganga agreed with previous comments David had made regarding the budget.
- Silvie also noted that the FRCB had also purchased and sent flowers for Tessa Tyler, who had recently passed away. Some FRCB members have offered to make donations specifically to help with the flowers.

#### MEMBERSHIP REPORT

- Johanna stated that the FRCB Dancer form was provided via email to Eleanor and Erin, but she was unsure if the forms have been circulated to dancers, yet. There are plans to update the FRCB Google Groups based on Nutcracker dancer data and emails based once forms are received back from current dancers and their families.
- Silvie asked if there are dancer contract forms yet. Eleanor replied that there are not since they are still figuring out how many tickets should be sold per dancer and expectations for parent volunteers given current restrictions. Silvie, Tracy, and Eleanor will meet separately to discuss parent volunteers, but we currently expect to only need a small group of parents this year.
- Bill asked if the city would record the Nutcracker for the Rockville cable channel. Elea stated that this version is probably not what we want recorded, due to pandemic restrictions. We have been told the city does not have the capability to livestream the performances. It is possible we could live stream ourselves, but we would want to ensure decent quality.
- David pointed out that while the new bylaws redefine the membership types that can exist within the FRCB, that it does not necessitate that we adjust how we communicate with our membership through the current Google Groups, which are separated into dancers and supporting cast.

#### FUNDRAISING REPORT

- Silvie provided the report for Charlie Pavitt, who was not able to attend the meeting. FRCB has awarded scholarships and materials to at least one dancer this quarter.
- Dine-out for Nutcracker, Charlie checking on a take-out dine out fundraiser for Nutcracker tech week.

#### ALUMNI REPORT

- Silvie provided the report for Kathryn Chongpinitchai noting there was nothing to report at this time.

#### COMMUNICATIONS: WEBSITE, SOCIAL MEDIA REPORT

- Tracy stated that in the next week, there will be a lot of updates to the website for Nutcracker and bylaws.
- David will compile bylaws soon and send the files directly to Tracy for posting to the website.

- Dinis noted that there has been a wonderful response to the picture of the ballet center during the first week of ballet rehearsal posted to social media, including interest in future ballet classes and the Nutcracker.
- For this year, there is a plan to photograph and post Clara's magical journey around Rockville, starting at Rockcrest ballet center and ending at the theater, including lots of Rockville locations in between. There are plans to talk to the city about staging photos with other groups, mayor, council, etc. Eleanor noted that she likes the idea. Tracy asked if we could bring other main characters into the photos, if that did not make the process too complicated. David suggested posting a participation list at the ballet center for those interested.
- Stephanie suggested one option would be to get character photos at the dine out to share on social media. Dinis stated that FRCB did not have its own Instagram account, but we can set one up soon.

#### OLD BUSINESS

- In the past FRCB has discussed setting up an Investment Policies Working Group. There are plans to set up a meeting for this group, but it may be done very quickly due to resources currently being dedicated to the Nutcracker. It was noted that Charlie Pavitt wants to be involved in this working group.
- David stated the FRCB will need to create an investment committee, write a charter, and specify a committee contact. David proposed that the committee contact be Charlie Pavitt.

#### ALUMNI DATABASE PROJECT

- Charlie was not in attendance at the meeting. Bill noted that he gave all flyers and programs he had from past shows. There is interest in getting access to Betty Wisda's folders since she should have them all on file. They need to follow up with Betty, who is currently working from home and does not have access to all her files.
- David suggested reaching out to alumni and FRCB members to assist in curating the alumni database, including finding duplicate listings (married/maiden names). Alumni researchers could share databases by email since the source data came from programs that were public documents.

#### PLANS FOR PARENT ORIENTATION

Elea and Tracy still need to discuss plans for this year.

#### NEW BUSINESS

- Nutcracker Fundraising plans
  - Publicity planned through social media.
  - It is possible we could print masks, but we would need to check if that would be allowed.
  - Silvie noted that FRCB members should keep emailing ideas to her if they would like to propose additional ideas for Nutcracker fundraising at her FRCB president or personal email). She has already received several ideas.

- Budget revisions
- David had proposed a two -year budget (current and next year). This would include a mid-year review to assess whether we are still on track. We currently have no budget for next year.
- We cannot see the year clearly enough to forecast ahead. We can adopt a budget from each of the last two years.
- David will submit a budget for 2022.

#### OTHER

- David thanked Silvie as the outgoing president and noted her role deserves recognition.
- Silvie noted she is now planning to stay on as president to finish the term, which has one year remaining.

#### PROPOSE DATE FOR NEXT MEETING

- Johanna noted that 12 weeks from the current meeting would be the weekend of January 22-23, 2022. The following weekend of January 29-30, 2022 is also an option. The meeting needs to be within 45 days of the calendar year beginning, so the latest possible weekend would be February 12-13, 2022.
- We will finalize the next meeting date by December 15, 2021.
- Setu is on the nominating committee and will prepare a slate for the next election.

Tracy proposed that we close the meeting, which was seconded by Bill. All were in favor.

End meeting time: 7:10 PM

Final Minutes Approved: January 30, 2022

**TOTAL ASSETS Checking AC**

**FRIENDS OF ROCKVILLE CIVIC BALLET FINANCIALS 2021  
Q3 (September 30,2021)**

Inventory On Hand \$ 722.82 Checking Account \$13,601.05 Savings Account \$ 4,746.42 **Total Assets \$19,070.29**

Revenue

Cash B/F \$ 14,439.62

Fundraising Programs(Amazon Smile) \$ 45.19

**Total Revenue \$ 14,484.81 \$14,484.81**

Expenses

Admin Cost (Blue Host ) \$ 203.76

CM Memorial Scholarship Fund \$ 680.00

**Total Expenses \$ 883.76 \$ (883.76)**

**Ending Balance \$13,601.05**

**Savings AC**

Cash B/F \$ 4,746.30

Interest Income \$ 0.12

**Ending Balance \$ 4,746.42**

**AGENDA**  
**Friends of Rockville Civic Ballet**  
**October 30, 2021**

**AGENDA:**

1. Review and approval of Minutes from prior Meeting
2. Review and approval of Consent Calendar
3. Presentation and vote on Proposed Bylaws
4. REPORTS
  - a. Director (Nutcracker)
  - b. Treasurer
  - c. Membership
  - d. Fundraising (Scholarship Committee)
  - e. Alumni
  - f. Communications: Website, Social Media
5. OLD BUSINESS
  - a. Financial Policies Working Group, mission, deadline?
  - b. Alumni Database Project
  - c. Plans for Parent Orientation
6. NEW BUSINESS
  - a. Nutcracker Fundraising plans
  - b. Budget revisions
  - c. Other
7. Propose date for next meeting