

## FRCB Quarterly Membership Meeting

January 30, 2022

Virtual via Zoom platform

Silvie Gallardo called the meeting to order at 4:05 PM.

In attendance are: Silvie Gallardo, Setu van Lare-Hodges, Johanna Camara, Dinis Camara, Kathryn Chongpinitchai, Eleanor Simpson, Tara Mease, David Walker, Ganga Keppetipola, Bridgette Pfeufer, Tracy Fitzgerald, Charlie Pavitt, Shauna Hill, Bill Wood, and Irene Elliott.

### MINUTES:

- Review and approval of Minutes from prior Meeting
  - No comments.
  - David makes a motion to pass the minutes.
  - Charlie seconds.
  - All in favor, no opposed, no abstentions. Passed.

### CONSENT CALENDAR:

- No reports were posted so nothing to report.

### PRESENTATION OF VOTE OF BOARD

- The candidate for Vice President of Fundraising and Membership had 14 votes. No abstentions. No votes against.
- Johanna Camara wins re-election.
- She has been re-elected to the board as Vice President of Fundraising and Membership.

### DIRECTOR'S REPORT

- Nutcracker

The performance went well (1) Everyone was safe. Eleanor wanted to thank the volunteers who helped keep the dancers safe. She also wanted to thank the City of Rockville for all of their support.

(2) She noted that the dancers did an especially good job of getting back into shape to perform.

- Cinderella
  - Cinderella will begin rehearsals next week. Eleanor has a meeting with the City coming up this week to finalize plans. Right now, numbers are low for performers, and she wants to recruit. Eleanor also wants to try to recruit new volunteers to move forward as some of the usual recruits may be matriculating out due to graduation and other commitments.
  - Silvie – got an email from the box office asking for feedback on how things went.
  - Cinderella is currently to be 3 shows.

#### TREASURER'S REPORT

- Ganga distributed the notes ahead of time.
- We will possibly add another dine-out.

#### SHOW REPORT

- Flower sales – netted close to what we typically sell.
- Dinis did a huge amount of work in a short amount of time.
  - A big thank you to Wanda (Shauna's mom) who helped immensely.
  - Silvie had multiple folks who she needed a lot of help from and was very appreciative of all of them.

#### FUNDRAISING REPORT

- Charlie – we are currently supporting 2 dancers.
- Dine Out – we will probably do Chipotle again. Jersey Mike's was a good idea, but not necessarily for our group. Chipotle works well.

#### ALUMNI REPORT

- Kathryn – she is waiting to have another alumni event.
- She is hoping to have the alumni directory ready soon to reach out to more alumni.
- She would like to explore fundraising with alumni

#### MEMBERSHIP - Johanna

- Johanna reports that we have 7 new young dancers.
- She is working on getting new membership forms out.
- Silvie suggested perhaps getting a student volunteer to help coordinate.

#### COMMUNICATIONS: WEBSITE, SOCIAL MEDIA REPORT

- Setu would like to thank Dinis for the Clara campaign. It drew a lot of people to the show and our social media. It was amazing.
- David wanted to thank those who took photos and published them to the Drive as well.
- We opened an Instagram account.
- Council Member Mooney follows FRCB on Twitter now.
- Tracy – question for the Board – there is a statement on the front page of our website about Black Lives Matter and other events. The message has been posted for a long time – do we need to make any changes? Tracy keeps the website updated in reference to dates, but do we need to state anything else? Tracy asked who we need to get approval from, for which photos to post. Eleanor said to ask Erin.
- David – we may want to take into consideration that next month is Black History Month and perhaps continue to highlight other black/African dance programs world-wide. Can we continue to develop and embellish this effort?
- Silvie – can someone in Social media perhaps take on adding a calendar?
- Dinis asked if we can find a way to add some of the cultural videos (David mentioned) to our social media websites
- Bridgette asked if we can make a concerted effort to reach out to our Hispanic community.
- Silvie proposed that the board look into a new committee (Cultural Diversity)
- Tracy proposed working on outreach to local schools to help this effort.

#### FINANCIAL POLICIES

- Silvie has nothing new to report at the moment.
- Financial policies need to remain on the forefront of the board as we have new bylaws.

#### DATABASE PROJECT

- Kathryn reported that she has an adult dancer who works for the Library of Congress and is going to see if she can get her to help on the database project. She also requests that Charlie connect with the dancer as well.

#### NEW BUSINESS

- Nutcracker DVD - Marissa says that the DVDs will be completed by June 2022 and available. Silvie is hoping to get Nancy Popson to assist with this effort.
- Show photographs and video - a huge thank you to Dinis for getting the photos out. Silvie reports that Kevin would like to know if the lens rental was worth it as he did not receive feedback. Several meeting attendees reported that the pictures were well worth it. Dinis suggested renting a better video camera for Cinderella. Eleanor said that working with large files was difficult. Silvie suggested having 2 people work on filming - 1 with a camera with a less cumbersome file size, so they are workable for the director during tech week. The other camera for high-quality video purposes. Silvie reports that Marissa is looking into equipment that is archive worthy quality.
- Cinderella fundraising planning - Eleanor will have more bake and craft sale information in the near future, but plan for it to be the same as the Nutcracker. Charlie is planning on coordinating a Chipotle dine-out.

#### INFORMATION PLANNING

- Bridgette has made a sample website that would be an information clearinghouse for volunteers. It can be used for dancer families. Eleanor said this has not been well received in the past. There is support to move forward with this for FRCB purposes. A committee will meet and move forward.

#### GRANT

- Silvie has people asking about pursuing grants. She will discuss this with the board and financial committee.

#### NEXT MEETING

- We propose either April 23 or 30 weekends.  
Setu proposed that we close the meeting, which was seconded by Tracy. All were in favor.

End meeting time: 5:22 PM

Final Minutes Approved: June 18, 2022

DRAFT

AGENDA  
Friends of Rockville Civic Ballet  
January 30, 2022

AGENDA:

1. Review and approval of Minutes from prior Meeting
2. Review and approval of Consent Calendar
3. Election Results and installation of Board Member
4. REPORTS
  - a. Director (Nutcracker report, Cinderella plans)
  - b. Treasurer
  - c. Membership
  - d. Fundraising (Scholarship Committee)
  - e. Alumni
  - f. Communications: Website, Social Media
5. OLD BUSINESS
  - a. Financial Policies Working Group, update
  - b. Alumni Database Project
6. NEW BUSINESS
  - a. Nutcracker DVD, photographs
  - b. Cinderella Fundraising plans
  - c. Information Board, project planning
  - d. Grant applications
  - e. Other
7. Propose date for next meeting

**FRIENDS OF ROCKVILLE CIVIC BALLET FINANCIALS 2021**  
**Q4 (December 31,2021)**

Inventory On Hand \$ 381.91 Checking Account \$16,259.73 Savings Account \$ 4,746.54 **Total Assets \$21,388.18**

Revenue

Cash B/F \$ 13,601.05  
Flower Sale \$ 2,986.00  
Fundraising Programs\* \$ 99.45  
Individual Charitable Contributions \$ 1,138.74  
Merchandise Sales\*\* \$ 402.00

**Total Revenue \$ 18,227.24 \$18,227.24**

Expenses

Admin Cost (FRCB registration renewal) \$ 25.00  
Claudia Mangan Memorial Scholarship Fund \$ 218.36  
Dancer Gifts \$ 350.00  
Flower Sale COGS \$ 1,056.46  
Misc \$ 150.92  
Square Fee \$ 166.77

**Total Expenses \$ 1,967.51 \$ (1,967.51)**

**Ending Balance \$16,259.73**

**Savings AC**

Cash B/F \$ 4,746.42  
Interest Income \$ 0.12

**Ending Balance \$ 4,746.54**

