

FRCB Meeting 2nd Quarterly Meeting  
June 18, 2022 5:00 PM  
Via Zoom

Attending - Johanna Camara, Silvie Gallardo, Setu van Lare-Hodes, Tara Mease, David Walker, Bridgette Pfeufer, Tracy Fitzgerald, Eleanor Simpson, and Bill Wood

Meeting started at 5:03 PM

- Agenda and Minutes from the 1st quarterly meeting went out prior to meeting.
- Nancy Popson contacted Silvie before the meeting (after reading the minutes), and agreed to be the contact person for Nutcracker DVD ordering. The timeline will be similar to prior DVDs.

### **1st Quarter Membership Minutes**

- Setu makes a motion to approve the minutes.
- Johanna seconds to approve the minutes.
- All are in favor, none opposed and the motion passes unanimously.

### **Consent Calendar**

- Charlie submitted one report to the Consent Calendar which contained a report about both the Scholarship committee and the Fundraising committee.
  - Scholarship - 2 dancers are requesting fundraising
  - Next fundraiser will be Wed July 20 - 4 - 8 PM at Chipotle.
- Eleanor makes a motion to approve the consent calendar
- Johanna seconds to approve the consent calendar.
- All are in favor, none opposed and the motion passes unanimously.

### **Director's Report**

#### **Student Performance**

- Great to see dancers back on stage. There were 87 dancers involved, which is a decent level of participation.

#### **Summer show**

- Going well so far and will feature MacBeth and A Fairy Folk.
- Numbers are low - less than 40 participating.
- This production will be selling all tickets in the theater.
- The City is still unsure of whether to run lobby sales during shows. This impacts our Scholarship program, as we cannot continue to

#### **Volunteers**

- Some of our backstage volunteers will be matriculating out, and we need to recruit new volunteers.

### **Treasurer's Report**

- Quarterly reports were sent ahead of time
- The proposed budget was sent now
- Silvie proposes the Board meet for a working meeting, and then we have an extraordinary meeting for the membership to vote.
- Storage line item - David asks, can we take it out now, but put it back in later.
- Bake sale line item - it has still been put in, but we have not been generating revenue.
- Scholarship - (David) are those numbers accurate? Silvie comments that the Scholarship line is fluid.
  - Can we consider altering the Scholarship program to (a) try ballet, (b) support of current dancers from need, and (c) support of dancers from merit (nomination)

### **Membership Report**

- Johanna reports that membership has not changed much.
- Whoever was in the spring show is currently in the summer show.
- If Eleanor and Erin can share the dancer lists, Johanna can update our membership.
- FRCB Table - did not notice anyone taking up membership on the table at the spring show.
- Thank you to Johanna for tracking down all our members

### **Fundraising**

- Scholarship committee - we are looking at spearheading a change in our scholarship policies

### **Alumni**

- Nothing new to report
- Charlie was going to be able to get the last few programs now that Betty has returned to the building. We should touch base with Betty to ensure we have all the information.

### **Communications**

- We picked up a bit of traffic with social media due to the summer show. We will ramp up our outreach on social media during the summer.

### **Website**

- Needs to update the website for the summer show.
- Needs a new ticket form to be added.

### **Other**

#### **Bake sale -**

- Questions arose of why the theater is being sold as full, but we cannot have a bake sale yet.
- Our audience expects a bake sale during the show.
- Can we set up a bake sale around a variety of spaces around the lobby, or outside?
- We will talk to the theater group as well as Betty.

### Photos

- Kevin is processing the Cinderella shows, and will finalize them shortly.
- Members are reporting very much enjoying the photos that they have finished.
- A link to the photos will be sent coming up.
- Renting the lens is very helpful.

### **Old Business**

#### Financial policies

- Working groups are not quite finished. Tentative deadline for pre-summer show.

#### Alumni database

- Kathryn reports that we are working on completing the database project as we get the programs.
- Perhaps we can build our fundraising through alumni networks.

### **New Business**

#### Nutcracker DVD

- Nancy is willing to help with the DVD distribution project. Once they are completed, we will try to set up pick up classes at the studio.

#### **Summer Show Fundraising plans**

- Continued discussion will need to take place for the lobby sales.
- We need to push for pre-advertising that there will be pre-sales for flowers.

#### **Date for next meeting**

- Tentatively Sept 7 Time tentatively 8 PM.

Tracy moved to close the meeting.

Bridgette seconds to close the meeting.

The meeting closes at 5:53 PM

Final Minutes Approved: September 17, 2022

**FRIENDS OF ROCKVILLE CIVIC BALLET FINANCIALS 2022**  
**Q1 (March 31,2022)**

Inventory On Hand \$ 329.34 Checking Account \$13,947.91 Savings Account \$ 4,746.66 **Total Assets**  
**\$19,023.91**

Revenue

Cash B/F \$ 16,259.73  
Flower Sale \$ 1,242.00  
Fundraising Programs(Amazon Smile) \$ 32.22  
Individual Charitable Contributions \$ 420.00  
Merchandise Sales \$ 32.00

**Total Revenue \$ 17,985.95 \$17,985.95**

Expenses

Artistic Support\* \$ 500.00  
Bank Fees \$ 42.95  
Block Grant\*\*\* \$ 2,500.00  
Claudia Mangan Memorial Scholarship Fund \$ 514.34  
Dancer Gifts \* \$ 200.00  
Professional Development \$ 199.00  
Square Fee \$ 81.75

**Total Expenses \$ 4,038.04 \$ (4,038.04)**

**Ending Balance \$13,947.91**

**Savings AC**

Cash B/F \$ 4,746.54  
Interest Income \$ 0.12

Ending Balance \$ 4,746.66

\*Paid for 2021- Q4

**Spring performance 2022**

**Revenue**

Flower Sale\*\* \$ 1,364.00 Individual Charitable Contributions\*\* \$ 770.00  
Merchandise Sale\*\* \$ 133.00 \$ 2,267.00

**Expenses**

Flower Sale COGS\*\* \$ 651.20 Square Fee \$ 81.75 \$ (732.95)  
Net Income \$ 1,534.05

\*\*The following transactions made by check will be included in Q2 statement  
Flower Sale \$ 122.00 Flower Sale INCOME COGS \$ 651.20 Individual  
Charitable Contributions \$ 770.00 Merchandise Sale \$ 101.00

AGENDA

Friends of Rockville Civic Ballet  
June 18, 2022, 5:00 P.M.

AGENDA:

1. Review and approval of Minutes from prior Meeting 2. Review and approval of Consent Calendar

3. REPORTS

- a. Director (ASP report, Summer Show plans)
- b. Treasurer
- c. Membership
- d. Fundraising (Scholarship Committee)
- e. Alumni
- f. Communications: Website, Social Media

4. OLD BUSINESS

- a. Financial Policies Working Group, update
- b. Scholarship Policies Working Group, update
- c. Alumni Database Project, update

5. NEW BUSINESS

- a. Nutcracker DVD, photographs
- b. Summer Show Fundraising plans
- c. Other

6. Propose date for next meeting