

**AACTMAD Board Meeting Minutes  
4531 Concourse**

**July 1, 2009**

**7:36 called to order.**

Attending: Mark Hillegonds, Abby Liskow, Pat Micks, Ruth Scodel, Carolyn Texley, Bronwen Gates, Greg Meisner, Robert Messer. Non Board members: Gretchen Preston, David Pardy, Marty Wilson, David Wilson, Marge Cramton, Arlene Kindel, Don Theyken, Susie Lorand.

Approve previous Minutes.  
Minutes not yet ready for review to be sent out soon.

Agenda items:

Publicize meetings. Discuss under Communications.  
Robt: need to post board and board committee meetings times/locations on the website, and on the Dance Calendar whenever possible. He would like board authorization to write letters of inquiry re: grants. To be discussed under fundraising update.

**Conflict of Interest (COI) Policy**

Another draft came out today. Greg modified article one, except for the word 'fiduciary', which was not necessary to the intent of Ruth's edit of the policy language.

**Greg. Move to accept current edit of the COI. Carolyn 2<sup>nd</sup>. Date will be changed to July 1, which supersedes previous version. David asked if the committee members should also sign the form acknowledging receipt and understanding and compliance with the policy. Passed unanimously.**

Signed documents should be forwarded to the Carolyn (secretary), who will make sure that all board members have provided a signed copy of the form.

**Communications:**

Member meeting tentatively scheduled for Aug. 8, which may not be workable for the entire board. Brooke has been working on the details.

Materials are to be distributed to the membership at the discussion meetings. The first, on July 4, will not be a formal presentation, but handouts will be available. Fifth Friday dance at 8, 6:30 potluck for presentation, and question and answer period. This meeting will be more formal than July 4.

Aug 8 party will be at the Concourse facility. Food will be provided, dance – Contra, English, swing. There will also be a more formal presentation. Mark, Robert, Pat, Ruth won't be able to attend. Greg is proposing to go ahead with the party – not all board members will be able to attend all events. Mark said that the dancing will be more like DITS – because the dancing will be on concrete. Part of the point of having the party at Concourse was to start having an annual get-together of the members. Greg suggested that in future it could happen along with the annual meeting.

The purpose of the membership meetings is primarily informational/educational about the new facility. Informational materials printed and on the website will be available before the informational meetings: Business plan, brochure, FAQ. Final bid from Vanston O'Brien has some options that may not be realized based on fundraising. Mark suggested that there will be a list of features proposed.

Question/request by Marty: initial email to the membership should say that there may/will be a vote on the facility, otherwise they won't come.

Mark: resolution at the last meeting was that the vote would be discussed after the membership informational meetings.

David: tell membership that the meetings are important.

Marge: solicit the membership, tell them that we will explain the project, present all relevant materials.

Greg: we appreciate the input and desire to have a vote. We aren't ready for that, and are communicating as fully and quickly as we can. We haven't rejected the idea of a vote, but haven't committed to it. Ruth: wanted the board to put off the vote. If it happened soon, it would be done without the membership having enough information. The facility is an important issue, and we want the most possible members to be fully informed and eventually vote. She is feeling more that if there is a vote it should have 2 parts: do we support the idea of the building, and do we support that idea made real at the Concourse building. We have to find out what issues members have – general problems, scale, location, specific issues with the Concourse project. Robert.: email should say that one of the issues is whether we should have a membership vote (one of the reasons to come to the meetings and give the board feedback).

David: in 2001 and 2005 there were planning sessions to develop the long range plan that included a new facility. Marge: wasn't a vote, but a resolve to plan for an AACTMAD facility, and adopt a long range plan. All was communicated to the membership and has been available on the website.

After the Wagner Waters project failed, there was a lull in the work toward a new facility until the Concourse property became available. Now things are moving very quickly and concretely. Mark: now that we have the business plan we have a document that will give everyone real information as opposed to rumor and assumptions.

Greg: wants sense of the board on whether to put language in the general membership email about a future vote on the facility. David: suggested the wording “the board wants your opinion, please participate and provide input” before we proceed.

Greg: will communicate our sense of urgency, need to find out how committed the members are to the project. Wants to give them the schedule of the meetings, ask for input. Pat: assess how committed the membership is to the project. What if only 25% responds to the vote – possibly more useful to call it a referendum? David: worried about the precedent of the board not being able to make important decisions. Discussion that the entire membership voted on a name change, but not on a new facility.

Mark: there was a motion at the last meeting that we intend to make a decision about a general membership vote after the membership meetings. Members will also know that some object strongly. Marge: suggested a survey (more objective) Abby: we have a section on the website for members to post questions. Mark: would be interesting to do a survey before and after. Mark will set up something over the next week on Survey Monkey. Greg: we are doing what we had planned to do – informational sessions and improved and extended communications. Mark: devils advocate: how much of membership are we going to reach? Abby: brief survey: do you support a project, do you support this project and maybe one other question? - very brief survey. Marty: would like Greg’s email to ask the members to go to the meetings because there will be a vote.

Greg listed more dates of informational meetings: POB (Pittsfield Open Band)/Cobblestone Aug 15, (between the 2 events). He still wants to schedule with Tuesday night ECD (English Country Dance) – meet early before the dance for a discussion – to hand out materials, information, answer questions, working with the constraints of the ECD location. Aug 1 First Saturday dance will also be scheduled – different group, so worth holding it the day after July 31 meeting. David: suggested presenting something at the Clawson dance. David will talk to the Clawson group.

Ruth: we can say that this project will only happen if there is broad and deep support from the membership and only if we can raise the money. Dave Wilson: by pushing hard for an informed membership we would be strengthening the project. What the board is doing now with the informational meetings, improved communication will be critical for the success of the project and the comfort of the membership. David P.: OCTDS would also like to see more communication. Arlene: her concerns are that the informational meetings include both pros and cons – both sides of the issues. Felt that she didn’t get answers to questions/objections at the annual meeting. Has talked to dancers from other communities (Tapestry, Berea) that have had many unforeseen problems maintaining/funding their own facility, and she would like a realistic presentation of risks, and how risks have been considered. Mark: wants everyone to have complete information, and will respond to all questions. The business plan will demonstrate that the board has considered the risks of the project. Ruth: no way to be certain with a capital campaign. Some risk protection is built in, but it is relatively low risk. . Still, there is risk involved. Robert: that is covered in the business plan. Susie: Springstep in

Medford, Mass. is an example of a dance facility that has not gone well, wants to know the board has investigated other dance facilities.

Gretchen has offered to sponsor the necessary copying/printing of the business plan for the upcoming informational meetings. The Board needs to be fully informed and know the answers to all of the questions. Bronwen: the idea is to get the maximum amount of information out to the members, and we should work to prevent the perception that the board is keeping information from the members.

Gretchen will send on the latest draft of the fundraising brochure. Suggested the board could approve via email. Greg: substantively finished business plan – some typos, minor corrections – all needs to be corrected by Thurs. evening. Abby: wants to remove some appendices – Wagner Waters Crossing building case statement page p. 14-15 and replace it with a case statement that Greg will supply. Brooke was mostly concerned with financials. Abby will complete the edits and send it to Lisa (the brochure designer). Greg will have some time to look it over again with Abby.

Board discussed edits to the Business Plan:

Abby: remove hearing notice from March (p21) keep 22 & 23. Remove budget line item checklist as inconsistent. Gretchen: need to review the main body of the document closely (all except appendices).

Marty and David Wilson left the meeting.

Abby: Replace table on page 5; pp 1-4 no corrections, Rentals not included for the 2<sup>nd</sup> and 3<sup>rd</sup> Saturdays. Weekday rentals and Church rentals on Sundays will be the core of the rental income. Financial projections and Calculations not accurate, should agree with other tables – remove item D (no amounts, included in other areas). Bronwen: wanted as many of the transactions w/ attorney as possible done via email/in writing to increase clarity and keep costs to a minimum. Discussion about the bill for the attorney fees. All work pertaining to the COI policy was approx. \$2000. Brooke is working with Ray Bantle about the outstanding bills.

**Direct Brooke to get in touch with the lawyer and Ray about outstanding bills in order to update the business plan.** Combined budget needs a few corrections (remove facilities manager) total is \$299,670. Also remove item D to agree with previous tables. Correct rent dates: Feb 2010 – Apr. 2011. Correct typo in footnote on p11.

**Greg: Motion to accept \$300k as the total goal. Carolyn 2<sup>nd</sup>. Passed unanimously.**

**Greg motion to approve business plan pending corrections as discussed (except for the appendices) Ruth 2<sup>nd</sup>. Passed unanimously.**

### **Communciations:**

Greg: who will set up info on membership meetings, board meetings, committees?

Robert: information could be posted on Google calendar linked from the AACTMAD website. David: suggested that Greg's email will include the link to the Google calendar info.

Mark: email from Pamela Alberda offering AACTMAD her piano. We should move quickly to decide. Mark will let her know that we can't use it – suggest the possibility of raffling the piano, etc.

### **Agreements:**

David Pardy: not much has happened since the meeting last month. Mark: nice job reminding those notified about the meetings that they are working meetings to create the best documents to support AACTMADs decisions.

David: The committee needs some specific information., will try to communicate as much as possible with the attorney via email and will find out how much further consultation will cost in order to budget appropriately and control costs.

### **Fundraising:**

**Robert: move to seek out granting agencies for the new facility and draft an initial contact letter. Ruth second Passed unanimously.**

### **Design Update.**

No further information.

#### **Other Facilities Sub-Committee Reports:**

Need to have answers for specific facility details – Gretchen will break that out in the business plan and they are listed in the brochure. FAQ will be embedded in the business plan- e.g. dance space is 2800 sf, not 4000 which is the whole facility. Discussion that there is a 2 year fundraising period listed. We need to present the research behind rental assumptions: Details on the Grange, Gretchen's spaces (what groups rent and how much), in order to respond to questions at meetings.

Pat: when will we know when we can go forward? Mark: Our bid is valid through Nov 13, but we hope to have most if not all of the funding by the end of the year – it's a milestone.

**Next meeting July 22, 7:30.**

**Motion to adjourn 9:51. 2<sup>nd</sup>. approved.**