# AACTMAD Board of Directors Meeting Minutes April 28, 2010

4531 Concourse Dr. Concourse Hall

### 7:40

Board members present: Mark Hillegonds, Abby Liskow, Greg Meisner, Brooke Ratliff (8:30), Ruth Scodel, Carolyn Texley Non board members present: David Pardy

## **Minutes**

Mark: Motion to approve minutes as corrected. Abby 2<sup>nd</sup>. Approved.

### **CDSS** visit

Ruth Scodel is working with Bronwen Gates on the visit. Date is weekend of Nov. 13, 2010. The CDSS sent a booklet/brochure about their usual visit routine to Ruth with examples of their activities and past schedules. 8-12 people for their meeting Saturday morning 9:15-4:00 to be held at Concourse Hall. Bronwen and Nancy Meadow have agreed to coordinate housing for the CDSS committee. Greg volunteered housing. Sunday would be a brunch with a diverse group (Detroit, Lansing folk, etc.) for discussion. Ruth will develop a tentative schedule/itinerary for the visit.

At what point do we put out publicity? Ruth and Greg suggested a general announcement on the website immediately, with further details as they develop (include a call for volunteers, etc.). Reserve Concourse Hall for the entire visit – Friday 5-midnight, all day Sat. and Sunday.

## **Insurance Contact**

Brooke will be our contact with Kleinschmidt Agency. Ray Bantle forwarded a contact he received, and Mark recruited Brooke to be the permanent contact.

## **Nominating Committee**

Candidates: Marlin Whittaker, Nelson Bacigalupa, Hal Breidenbach, Cyndy Keesler. Brooke is to send name of possible candidate from swing community. Abby and Greg are not continuing on the board. Joan Hellman is running for nominating committee. Pamela Kittel and Debbie Jackson are also on the nominating committee. Mark will not be able to be president, so another candidate /volunteer is needed. Annual meeting will be scheduled for June 12. (Sat.) Meeting at 5, potluck followed by dance.

Mailing party for annual meeting notice tentatively scheduled for May 14. Mark will check with Bob and copy the board. Ruth will copy bios and ballots and send them electronically to Bob to go up on the website. Greg will send the text of the ballot to Ruth.

# Website

Mark will work with Bob on managing the website and to give him a backup after his term as president

is up.

## **Facilities**

#### Financials review

David distributed his report via email and the board discussed the balance and fundraising needs. David is working on the procedures for rental/Hall income. The facilities account reflects all income, including funds from the AACTMAD general fund.

\$646 admission; \$360 in donations. Expenses for band and callers \$805 and rent for the hall \$255. Net: loss of \$55.

Facilities management committee is working on promoting/renting the Hall. Brooke asked if there was a formal marketing plan, and if all on the list of prospective renters have been contacted. Brooke volunteered to help with writing a marketing plan, Abby volunteered to help with proofreading and editing. Greg suggested that Brooke contact Hal who is taking more lead on the facilities management committee.

## **Sound abatement**

Abby distributed the reports via email from both the testing and abatement vendor. Abby will ask the vendor to meet with us in the space on Saturday, which is also a workday at the Hall.

#### **Taxes**

Brooke: still a problem with 2007 taxes. IRS rejected the return, but Brooke has not received the letter of explanation.

## **Finance**

Brooke financial statements are done. Annual report needed for annual meeting – Brooke suggested bringing a draft to the next meeting. Brooke will develop a format and we can discuss at the next meeting. Mark will contact the committees re: annual report.

Meeting adjourned 9:20

Next meeting May 26, 2010