

**AACTMAD Board of Directors Meeting
Minutes
June 29, 2011**

7:20

Board members attending: Hal Breidenbach, Linda Hanson , Will Jaynes, Bob Messer, Gretchen Preston, Brooke Ratliff, Carolyn Texley, Marlin Whitaker. Others attending: Greg Meisner, Jeff Ziemba

Agenda

Added guest Jeff Ziemba

Minutes

Marlin's corrections (via email) & Linda's corrections

Gretchen: motion to accept the May 25 minutes as corrected. Hal 2nd. Approved. 8-0-0

OLD BUSINESS

Long-range Plan updates.

We need a committee and timeline to draft the updates. Set a meeting date to work on revising the Plan, Mission Statement, etc. Debbie Jackson indicated that she would like to be included in that process (perhaps to lead the meeting). Discussion that we should encourage the membership to be involved. After a brainstorm meeting, we can distribute the ideas to the membership for input. **Hal will contact Debbie for her ideas on first steps.**

4th Saturday in September tentatively scheduled for long range planning membership input meeting.

Facilities

Facilities financial report:

David Parly emailed his report to the Board.

Facilities Committee status: Gretchen Preston

Gretchen emailed a report to the Board.

Goal for finishing the office space is mid-July.

Discussion about some issues with renting the stage: liability issues and all of the parts being returned. Need a manager to handle the rental of the stage (marketing, researching insurance and loss issues, inventory, etc. Delivery and setup could be a separate job. Need a manager to handle the marketing. **Hal will contact the Dawn Dance Committee about our plans for the rental. Hal will outline the manager's responsibilities and present the job description to the Dawn Dance Committee.**

Google task/to-do list items reports:

The Board agrees that board members can update assigned tasks on the Google Document, or give a report at the Board meeting. **Hal will add the unfinished tasks to the agenda for each board meeting. The secretary will organize the minutes so that outstanding tasks will be copied from Hal's agenda into**

the minutes.

Fundraiser

Set for the last weekend in October with Special Events dance weekend. Need to assign a lead person from the board and an ad hoc committee. **Gretchen will schedule a meeting specifically for planning the fundraiser.**

NEW BUSINESS

Budget -Brooke

Budget was distributed, based on David Parady's facilities budget. Every month, Brooke will report on income and outgoing funds. We need a realistic approach to balance accounts. Her budget includes all funds except facilities, which is managed by David Parady, facilities treasurer. Discussion about what should be included in the operating budget and how it should be itemized. Brooke described it as a cash flow worksheet that we can use going forward to track income and outgoing funds. **Brooke will complete the worksheet for every board meeting. Gretchen offered to create a spreadsheet from all of the Committees income and expense forms. Gretchen: will provide a budget for facilities projecting profit/loss income/expense as well as loans repayment. Brooke will add Morris to the cashflow worksheet.**

Roll-over amounts from the previous year should not be considered, we should start from a zero balance. Gretchen: take into consideration what monies were allocated and not spent. Hal: we should start grants from zero each year and allocate for each request received for the upcoming budget year.

Gretchen: need to address all of the outgoing funds for activities and tell the Committees that the board will need to know how the funds will be raised.

Gretchen: motion to allocate \$750 for Young Contradance, \$750 for Old Time Square Dance and \$700 for Scholarships for the coming budget year. Linda 2nd. Approved 8-0-0

Status of 4th Saturday Dance

In planning stages and schedule should be ready by the end of July. Greg Meisner, Faith Furst, Gretchen. Will begin in September. Occasional out of town bands, and a more regular house band is planned.

Process Re-design project

Carolyn is working on this. The focus is how the board can better work with the Committees. She will contact Hal for more discussion.

Jeff re: ARRR form for the Young Contradancers Committee

Delivered the form to the Board. He is asking for \$750 - \$1000 to cover potential short-fall. Gretchen suggested possibly raising the admission from \$9 to \$10. Jeff's received a \$500 grant from CDSS. Other suggestions: advertising in high school newsletters, etc. **Bob will set up a web page on the AACTMAD website for Young Contradancers and include a pdf of the flyer Jeff's created.** He would like the flyer distributed to the other AACTMAD committees/events. He does have a Facebook page and meetup.com account. He's also contacted the University Union about the possibilities of having student organizations host a Young Contradance event.

Discussion that the Board will make the decision after reviewing the 2011-2012 operating budget for all needs. But the Board does enthusiastically support the Young Contradancers Committee.

Gretchen: question about whether to offer AACTMAD rates at Concourse Hall to a non-AACTMAD traditional dance (West African dance) non-profit group. Discussion that the board is in favor, as long as it doesn't conflict, for the cultural exchange value. They could perhaps do a workshop at the Dawn Dance, perform at DITS.

Gretchen: motion to adjourn at 9:45. Linda 2nd. Approved 8-0-0

Next meeting dates: July 27, August 24