

# BALLET WOLCOTT, INC

## Meeting Minutes

June 16, 2017

Present: Heidi Eames, Bill Kimball, Linda Martin, Tim Yarrow, Board Members and Brandy Ofciarcik-Perez, Director

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Bill opened the meeting at 6:20 pm. He welcomed those present and asked for any public comments. No public comment.

### **Amendments to the Agenda:**

- Behavior Policy
- Highland Center of the Arts

**Snow White performance:** Discussion took place on the Snow White performance. Over all it was a positive experience. The shortness of the story helped to keep people longer to watch the dance concert. There were problems with the stage crew at Dibbon Center of the Arts. The board asked Brandy to reach out to them and let them know we were not happy with their work. It was also suggested there be written instructions for volunteers in the front of the House for performances. It is something we can work on later. Brandy handed out the Snow White budget for our review. The T-shirt sales and income still need to be ironed out.

**Feedback from accountant:** Brandy said there were a few more changes suggested by the accountant on our non-profit exemption status. Linda agreed to change the financial page and Brandy will change the narrative to the future rather than the past. She will then email the application to the Board to review one final time. A discussion took place on the pros and cons of non-profit corporate status vs partnerships and profit status. There is a real need for an administrator. If we were to hire someone we should budget 18%-20% of our budget for this position.

**Job description:** Brandy brought copies of our "School Protocol and Policies for Teachers" to review.

**Financial Policy:** Brandy and Board discussed purchasing Quick Books on line. It was agreed this was the way to go. Linda will change over the liability insurance to our corporation status.

Tim agreed to open the new checking account. **Bill motioned to include in the Financial Policy to allow the Executive Director to sign checks up to \$500 and any**

**amount over that must be signed by the board Treasurer. Tim seconded the motion. Motion passed unanimously.**

**Tuition payments:** After some discussion we agreed to include this statement in our literature and website: Payment for tuition is in advance of instruction. If the student is more than one month behind they may no longer take classes until a payment schedule is signed and set up with instructor. A payment plan contract is available on our website.

**Trade for work tuition:** Tim agreed to write a policy on trade for work tuition. The board would like it to include wording that the value of the work will be greater or equal to tuition.

**Budget for 18-18 fiscal year:** Bill agreed to work with Brandy in developing a budget.

Heidi will bring policies on Behavior, Scholarship and tuition adjustments to the next board meeting which is scheduled for **July 28<sup>th</sup>, Wolcott Town Office, at 6 pm.**

**Respectfully submitted,**

**Linda Martin**