

# Ballet Wolcott, Inc.

Meeting Minutes - 10/22/2018

## **Present**

**Board Members:** Elliot Waring, Tim Yarrow

**Administration:** Helene Nielsen

**Artistic/Admin Director:** Brandy Ofciarcik-Perez

**Public:** Heidi Lauren-Duke

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Call to order to 6:06PM

### **1. Welcome/Public Comments**

- a. No public comments

### **2. Adjustments to the Agenda**

- a. Added Google for Nonprofits/Techsoup update
- b. Added electing members into officer roles

### **3. Approval of previous Minutes**

- a. Meetings approve by a vote of 2 - 0

### **4. Vote on new Board Member**

- a. Vote to add Heidi-Lauren Duke as a board member
- b. Approved by a vote of 2 - 0

### **5. Discuss the Budget**

- a. Follow through on hiring a bookkeeper, which Brandy will do

### **6. Discuss Kickstarter Campaign**

- a. Tim to refine the language and then we will run it for November
- b. Highlight the free school show and exposing BW to the community

### **7. Discuss writing Role Descriptions**

- a. Brandy and Helene to write descriptions for Artistic and Administrative Directors, Teachers and share at the next meeting.

### **8. Workers Comp**

- a. Brandy to finish the process

**9. Fundraising Letter**

- a. Helene proposed a twice yearly fundraising letter and will work on the generating an email list and language for the letter.

**10. Video Discussion**

- a. Elliot shared video proposal and the ball is rolling on producing a video by the beginning of 2019.

**11. Nutcracker Performance Update**

- a. Brandy to share an update via email, but all is well

**12. Harvest Dinner Fundraiser Update**

- a. Everything is in order
- b. Proceeds split between BW and the church

**13. Discussion of Contract/Agreement with Vendors**

- a. Established that we need to formalize these agreements and ensure we are doing what is in the best interest of BW

**14. Google for Nonprofits/TechSoup Update**

- a. We are now a registered Google for Nonprofit, so we now have G Suite and Elliot is altering the email so we can use @balletwolcott.com as an email address
- b. Elliot will get QuickBooks for the organization for use with the bookkeeper

**15. Elect members into officer positions**

- a. Tim elected Elliot as Vice-chair and Secretary
  - i. Vote passed by a vote of 2 - 0 with Elliot abstaining from that vote
- b. Elliot elected Tim as Chair of the board
  - i. Vote passed by a vote of 2 - 0 with Tim abstaining from the vote

Meeting adjourned at 7:50PM

Next meeting scheduled for 11/19