

Ballet Wolcott, Inc.

Meeting Minutes - 11/19/2018

Present

Board Members: Tim Yarrow, Heidi-Lauren Duke, Elliot Waring

Administration: Helene Nielsen

Artistic/Admin Director: Brandy Ofciarcik-Perez

Public: None

Call to order 6:13PM

1. Welcome/Public Comments
 - a. None
2. Adjustments to the Agenda
 - a. None
3. Approval of previous Minutes
 - a. Approved by a vote of 3-0
4. Update on Nutcracker
 - a. Things are running smoothly
5. Update on Harvest Dinner
 - a. Made some money and was positively received and the church wants to collaborate again for something in February
6. Update on Festival of Lights
 - a. Performance is set for Saturday Dec 1st.
 - b. Will hand out postcards for Nutcracker
7. Update on written role descriptions
 - a. First pass looks good. Heidi-Lauren suggested looking at an Organizational Chart resource to help better define roles.
8. Update on Kickstarter
 - a. Not going to do it for this year. Shifting the conversation to doing a Kickstarter for next year's performance

9. Update on Bookkeeper

- a. Brandy was unable to contact Kim Gravel. Finally got in touch and Kim had some reservations.
- b. Heidi-Lauren suggested another person who we could potentially hire. She will contact and see about setting up a meeting with Brandy to get the books started.
- c. Elliot will go ahead with getting Quickbooks via TechSoup

10. Brainstorm ideas for fundraising

- a. Equal Exchange is currently running
- b. Facebook fundraiser is running and will end on December 6th and there is now a "Donate" button on the BW Facebook Page
- c. Flipgive has been slow but it will likely pick up as the holidays approach
- d. Elliot is going to register BW with Amazon Smile
- e. Helene is working on a fundraising letter and has gotten quotes for different remittance letters and we will do a mailing fundraiser in March
- f. Heidi-Lauren suggested including simple ways to share shows with family members
- g. Tim brought up doing a Gala again and Heidi-Lauren offered the Lodge as a potential venue in mid June.

Meeting adjourned at 7:34PM

Next meeting is set for 12/10

Agenda items for 12/10

- Nutcracker Post-mortem
- Gala brainstorming