

Ballet Wolcott, Inc.

Meeting Minutes - 1/28/2019

Present

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

Administration: Helene Nielsen

Artistic/Admin Director: Brandy Ofciarcik-Perez

Public: None

Call to order 6:09PM

1. Welcome/Public Comments
 - a. None
2. Adjustments to the Agenda
 - a. Formal receipt of Brandy's resignation notice
3. Approval of previous Minutes
 - a. Tabled for next meeting
4. Establish organization priorities to ensure sustainability for 2019
 - a. Tim shared what came of the board retreat meeting from 1/15/19
 - b. A more solid focus on how we are running the organization and making decisions that are directly impacting the sustainability of Ballet Wolcott
5. Defining Roles and Responsibilities
 - a. We need to create an official organization chart so that we can fully understand who is responsible for elements of the organization
 - b. Plan to do that during the Board/Staff Retreat
6. Quickbooks and consultation with an outside bookkeeper
 - a. We have Quickbooks now so we just need to establish what users we want
 - b. Heidi-Lauren shared her sample budget for 2019/2020 and how we can create our budget in Quickbooks
 - c. Aiming for creating a P&L, draft Budget by March board meeting

7. Schedule a Board/Staff Retreat
 - a. Establish a time that we can all meet for multiple hours to talk Roles and Responsibilities, a Quickbooks primer/walkthrough for staff, goals for organization
 - b. Set a retreat date for 2/17/19 at 12pm at The Highland Lodge and running until 5 or 6pm.

8. Define structure for board meetings and staff reports
 - a. Establishing the board as a support tool for the staff and establishing a structure for staff reports that highlights where support is needed

9. Planning for Upcoming Events
 - a. Student Choreography show to happen at WTH sometime in March
 - b. Spring Show is in the works - March 23rd, 24th at Dibden?

10. Fundraising and Grants
 - a. Helene working on organizing a committee for fundraising
 - b. Helene is working on some grant applications from several organizations and would like some input from others about potential grant opportunities

11. Receipt of Brandy's resignation notice
 - a. Brandy gave her letter of resignation to Tim
 - b. Tim offered his sincere appreciation to Brandy and everything that she has done for the organization

Meeting adjourned at 7:44pm

Proposed next meeting is for 2/25