

# BALLET WOLCOTT, INC

## Meeting Minutes

May 7, 2018

### **Present:**

Board Members: Linda Martin, Tim Yarrow

Administration: Helene Nilsen

Artistic/Admin Director: Brandy Ofciarcik-Perez by phone

Public: None

---

Tim opened the meeting at the Wolcott Town Office at 7:15 pm. He welcomed those present and asked for any public comments.

**Public Comment:** None

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

- Ticket Vouchers

### **Board Membership:**

- Helene has reached out to a number of people asking if they would like to become a board member. Three names were discussed. Tim will reach out and meet with them to discuss the Board's mission. He will report back to the Board at their July 9<sup>th</sup> meeting.

### **Artistic/Administrative Director's Report:**

Brandy was not able to attend the board meeting. She submitted her report in writing.

- **Results of Choreographic Showcase:** The attendance doubled from last year. The show was well received. She is still waiting for all the bills to come in to present financial on the show.
- **Spring Show: Coppelia** Sets are being made and costumes designed. The students are working hard. Tickets will go on sale on May 12<sup>th</sup>. After discussion with Brandy it was agreed that this year there will be General Admission to the Show. We still need to raise between \$2,000-\$3,000 to pay Rob and Charlene.
- **Deadline for adopting budget:** The board would like the 2018 year end budget and the Fiscal Year 2019 budget ready for their July 9<sup>th</sup> board meeting.
- **Fundraiser for Spring Show:** Discussion. Tim and Helene will investigate setting up a Kick starter or Go Fund Me on Face Book.

**Grant Writing:** Helene wrote a grant to Concept II. We were awarded \$500. She has also written a grant to the Green Mountain Fund for \$1000 and hopes to hear shortly if we received it. Discussion followed about grants.

**Strategic Plan:** The Green Mountain Fund strongly suggested the Ballet have a Strategic Plan in place. Helene has ordered some workbooks for non-profits in writing a plan. She will review the workbook and bring information back to the board at their next meeting. Key components are Vision, Mission, Values and Strategy.

**Bookkeeper:** The Board discussed the need to hire a bookkeeper. Tim motioned to hire a bookkeeper for up to 5 hours a month plus the initial set up at \$18 an hour. Linda seconded the motion. Motion passed.

**Dates for Board Meetings:** June 11<sup>th</sup> and July 9<sup>th</sup> at 6 pm at Wolcott Town Office will be our next meetings. The Board will look over our Mission Statement to see if it need to be revised at all for the next meeting.

Meeting adjourned at 8:35 pm

Respectfully submitted,

Linda Martin, Secretary

*Artistic/Administrative Director*

### **Results of Choreographic Showcase**

I am still waiting for bills to come in from this show. Even with the improved attendance (last year was 48 people, this year-100), I know that we spent more than we made. The rent was raised by \$200; although, we should receive that security deposit back since there was no damage and we cleaned well before leaving.

The show was received well. I am still receiving feedback from folks about how much fun it was and how their kids want to be a part of it, next year.

The video will be shown/posted on HCTV. When I get the dates, I will let you know.

### **Spring Show**

Sets are being worked on by Rick Loya. Sets are being refurbished, not created. I have not yet received an invoice from Rick. I hope that this means we will spend less than budgeted. Costumes are being designed & built by Charlene Sroka. She is doing her best to recycle from older costumes; but, some small purchases still need to be made. My hope is to spend less our current budgeted amount.

Photo shoot happened on Saturday. Poster/program will soon be designed.

Students are very focused and hardworking in rehearsals. I think the show will be great!

We still need to raise about \$2-3k to pay Rob & Charlene.

### **Deadline for adopting budget**

July would be best for me. If you need it earlier, I can give a very rough draft and would not advise voting on it until July/August. I am sending our current, unfinished budget. There is a lot to go through. Numbers are not final. Some families are still making payments. I am behind on tallying a few things. I can get this done by tomorrow.

### **Fundraiser for Spring Show**

To raise the funds for the Spring Show, we will need to do a fundraiser. Kickstarter or something like that sounds possible. Or a big donation campaign. I will take any suggestions. I will also need help with simple things like: photos from Helene, maybe a letter written in support of the program to send out to families, help getting the word out....small things that will not take up much of your time, but that would help me to focus on getting the fundraiser up and running.