

AYCO Board Conference Call #12
Agenda
Sunday, October 23, 2005
8:00pm-10:00 pm EST

8:00 Hi & Check-in (Personal highlights from the month)
Conference Call Assignments: Facilitator (David), Secretary (Carlo), Timekeeper (Orlene)

Present: Orlene, Carlo, Peggy, Rick, David, Kevin G, Warren, John!!

17:12:03 David: Any agenda items to add.
 17:12:36 Orlene: Check into David on AYCOcore list.

- 8:10 Reports-Highlights, decision, what's been done, not done**
(5 min or less)
- Festival Update – Save for Discussion Section
 - Website (Rick) Added few things to member news & bulletin board. (Incl. AYCO Board meeting minutes.)
 - Office (Rick?). Nothing to report.
 - Education (John) On track for creating mission statement by Normal. No contact from Doyle Ott.
 - Social Circus (David) David will take on chair of Social Circus committee. Got good feedback from AYCO community.
 - Other? None

- 8:40 Acknowledgments-Successes**
- '06 Educator's Conference Plans Underway: Social Circus
 - Rick: treasury \$19,724.08 not counting payables to Kezar and Circus Center.
 - Orlene: had miscarriage 17:19:08 Ahead of Schedule!

8:45 Discussion (see time allotment for each item)
 Grey = done, purple = future. We're looking at white.

- Task Timeline REVIEW – discuss topics and tasks as needed (see below):
 Complete table with due dates & assignments **20 min**

Task Timeline Table

| X = done | Task | Timeline (deadline) | By Whom? |
|--------------------------|--|---|-----------------|
| BUDGET / Finances | | | |
| | Fundraising conflict of interest Discussion -- This was Jessica's point... to address later. | NOV Board Mtg (Normal, IL) | Rick |
| X | Find & appoint new Finance committee member Rick; has a friend. Wants to pay him small money to double-check books. \$50. Within allowed amount. <ul style="list-style-type: none"> ■ Rick has set up books in Quicken, gets info from bank which is downloaded onto software. Wants to give someone on board the password. KEVIN should get that. Will check with a bookkeeper to see if the books are checked. Friend suggested separate Budgets for Aerial Teachers Conference, each festival, etc. | Oct. 30. Will be ready to transfer the job to Kevin in Normal. | Rick |

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| | Festival finance wrap up. Review next steps from 10-14 meeting Kevin: few things left to do (videographer, invoice people who didn't pay for ads yet); Sara Hylas Peggy: videographer (Ashley Beam not charging us for services) Let's say \$500. Pre-festival accounts were ±17K. | | Kevin, Orlene |
| Membership / Communications | | | |
| | AYCO Gram: No one submitted anything. Wants to feature presenters/workshops with next issue. Rick: found 4 items Orlene: add Social Circus item, presidency item David: wait until after Normal mtg for more news? Rick: NOW. Want monthly message. Festival follow up, quotes, feedback, etc. Before end of OCT. Peggy: suggest mentioning Smirkus | Oct. 7, newsletter out by Oct. 15. | Rick |
| | Announce transfer of AYCO presidency Orlene: email. When AYCO Gram goes out. | Draft by Orlene, edited by Jackie, sent to Rick for e-newsletter Oct. 7 | Orlene, Rick |
| | Newsletter sent to printer Holding for info Orlene – Can we wait and have this on the agenda for Normal in November... Something by Christmas? And future of printed newsletter in general. | Normal, IL | Carlo & Orlene |
| | Email “organizational membership” discussion to Board individually to solicit comments | By Nov. 1 November Board Meeting | Rick |
| X | Board—member relations: post minutes online Secretaries mail the minutes. Warren/Orlene: Sensitive information will be edited at the discretion of the board, noting that something has been edited (for transparency.) | Following each conference call and meeting: ongoing | Rick, Jackie/Carlo |
| X | Post new web page for Board minutes. | Oct. 7 | Rick |
| Education Committee | | | |
| | Education Committee Mission Statement ACTION: Draft Ed. Com. Mission Statement | By November Mtg in Normal, IL | John & Education Committee |
| | Contact Doyle Ott to invite him onto the Ed.Com | Oct. 7 | John |
| | Present draft of Education Committee mission statement to Board | Normal Meeting Agenda | John |

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| Social Circus | | | |
| X | Entering SC roster from SF ; email to BOARD Rick to re-send to board. | RIGHT NOW 9/25 ?? | RICK |
| Festival Concessions | | | |
| | H2O bottles, programs, shirts. Jackie missed the notes on this, sorry. | TBD @ IL | Orlene, Kevin |
| Video / Website Updates | | | |
| | Festival Video Update (Peggy) Announce festival video & photo CD packet; create web page for that; set up paypal to take orders. 2 video set + photo CD, \$29.95 (includes 3.5% paypal fee) PLUS S&H. Peggy: paid sound guy. Will follow up. Ashley Beam has reviewed footage. Expects 2 DVD masters by 18 NOV. Orlene: include this info in AYCO Gram or separate message. | Commerce site available ASAP End of NOV for Product | Rick, John Peggy, Carlo |
| Safety Committee | | | |
| | First Aid/Emergency procedures, Status ?? Peggy: no medical expert would give care to children in situation w/o parents. Orlene: talked to Red Cross. Have Bay Area contacts for RC. Willing/able to do as partners. | See safety committee | |
| Other Festival Activities / Details | | | |
| | Criteria for AYCO Excellence in Service Award as relates to AYCO mission Peggy: suggests Kevin & Erin this year. Later, work on criteria. Jackie: nominate via newsletter | November agenda Normal | Jackie and Tutti |
| Future AYCO Events Planning | | | |
| | Criteria for Regional Festivals (to qualify as an AYCO event) ACTION: JD to pick up thread with Dic and brainstorm ideas re: AYCO-sanctified regional festivals. John wants to help. John: put our feelers among local Southern California circus entities. Good place to make festival happens. Need to meet w/JD and Dic, then AYCO Board. David: Add to AYCO Gram? John: wait. | Oct. 30 | Tutti – thoughts ideas to Jackie Jackie |
| | Create Regional Festivals Committee | November Normal | Jackie*, John (with Dic?) |
| | Send out call in AYCO Gram looking for people to serve on the Regional Festivals Committee – | pending | Rick |

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| | pending Dic's agreement to head this | | |
| Educator's Conference | | | |
| | Prepare 1 page proposal for Gil for collaborative conference. Orlene: not done yet. Summary: Cirque du Soleil social Circus training week preceding Social Circus conference. | 30 OCT | David, Orlene* |
| | Choose site for Conference : Chicago? Orlene: needs to call Paul Miller to verify. David: I'll be liaison until social circus chair comes to be. Orlene: Peggy is trying to contact Karen McCarty as a way to bring her into the organization. David: Reg says I hope they'll pay for him to come. What do we want to do w/scholarships? | 30 OCT | David, Orlene* |
| AYCO store | | | |
| | AYCO store web page – design & function agreement with AYCO page – Rick – design aspects tabled; talking about vendor relationship. Vendor relationship Prenuptial agreement still pending John: need to talk w/Rick. Has been doing membership advocacy. Added product to AYCOstore working w/various vendors. | November 4 First Draft for board review: Dec. 1 Normal | Rick* & John |
| | Work out vendor relationship to AYCO | Nov. 4 | John* & Rick |
| | AYCO/AYCO store Prenuptial agreement | On hold | John* & Rick |
| Board Development | | | |
| | Outline for board packet to board for review ACTION: present draft of Board packet for incoming board members prior to Normal meeting. Still reasonable deadline. P+O just need to meet. | Nov. 1 Draft | Orlene, Peggy |
| | Send names to Orlene for potential Board Members New nominating committee Bring proposal to the board | Nov. 4 | Orlene (new chair), Peggy, Jessica |
| Standards Project | | | |
| | Standards report with update Warren: Will send item to Rick for AYCO Gram. | On Hold | Warren |
| Youth Ambassador | | | |
| | Draft responsibilities of Youth Ambassadors Peggy, Orlene, David will stay on line after call ends to set a date for this meeting. | Oct. 21 | David, Orlene and Peggy |
| | Inform YA's of the aforementioned responsibilities | When 10/21 is complete | Carlo |

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| Board Structure / Logistics | | | |
|------------------------------------|---|------------------------------------|-------------------------------------|
| | Create proposal for term limits: how long? staggering? | Nov. 4 | Executive Committee |
| | Board Structure working document | Nov. 4 | Executive Committee |
| | Make and mandate formal amendments to By-Laws for resignation and removal of Board members | Nov. 4 | Executive Committee |
| | Board standards for committee members | Nov. 4 | All Board members |
| | Schedule breakout sessions for agenda in Normal; set in draft of agenda for Normal | Oct. 15 (for Normal agenda) | Orlene: post draft of Normal agenda |
| | Strategy assignments | Oct. conference call | Peggy, Orlene |
| Travel Plans | | | |
| X | Rent van for Chicago – Normal trip | | Orlene |
| X | Plan to arrive at Midway on Friday, Nov. 4, by 6:00 pm Chicago time. Plan to return from Midway on Sunday, Nov. 6, late afternoon (Jackie & Rick departing 6:00 pm.) | Make plane reservations now | All board members |

- Travel to Normal / Scheduling **15 min**
 - David – who will be staying in Bloomington w/ family? **Everyone (except Warren).**
 - Weekend schedule: Orlene: Arrive 5:30-6:30; pick up van; meet at designated spot; eat dinner; drive to Normal; check in during drive. SAT: reports (board development), discussions, meals. SUN: half day w/short mtg after lunch. Drive to Chicago around 1 or 2pm. Stay up late. Hash things out.

- Strategic Planning **10 min**

Orlene: Reevaluate AYCO goals coming 5-10 years. Inspired by non-profit boot camp. Wants to start a development committee and have an annual campaign. Reach goals (scholarships, grants, etc.)

David: pull info together about boards/board development. What kind of board to we want to have 5 years from now. Examples from other boards.

Peggy: lots of reference books available. Will bring a copy of On Board and give one to everyone on our board. Define goals, values, long range plans of organization process.

Rick: wants to work on development of development committee. Underutilized non-profit status.

Orlene: what is our short message?

Orlene – review Craig’s List Foundation Conference

- Other items:
 - Smirkus. David: Rick suggested we give Smirkus \$1000. D wants to know more about situation. Rick: explains situation. Orlene: want to look

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at mission, goals. Is this in line? KOK wants AYCO to be a granting organization eventually. John: money given to AYCO and money given back is different from giving from our reserves. Peggy: clarity. Did Smirkus give \$1000 to AYCO? Rick: Rob Mermin gave \$1000 of personal funds. Peggy: we all give \$100 essentially giving from people rather than from AYCO as organization. Put this in AYCO Gram? Kevin: \$1K would get lost in \$750K necessary to raise. Put link on website in order to show AYCO's support of Smirkus. David: human element. Better to have human element in donating. Orlene: Proposal: attempt to collect money for Smirkus, then check-in at Normal, IL to see if we have been able to raise any money. Rick: will act as \$ point person. Ask Rob if he wants to add to AYCO Gram.

- Big AYCO Video / Documentary Peggy: what Ashely collected was enough for 1) fundraising, 2) foundations, 3) PSA, 4) documentary. After Normal, IL Ashley will meet w/Peggy RE: priorities. Orlene: Erin is interested in working on this documentary project. Make sure she's included in conversations. Peggy: I'll call Erin to let her know what exists.
- Insurance Has to be someone other than Kevin OK or Pat Osbon. Let's move this to Normal, IL. As a group, let's define what it would take to accomplish this project.

9:55

Reminders

- Review Task Timeline regularly to complete tasks

18:37:44

Normal, IL Potential Topics

Orlene: Board Development, Strategic Planning (incl. fundraising), Social Circus Conference

Rick: Social Circus conference, Development/Fundraising, Communication/Outreach

Peggy: Strategic Planning/Fundraising Plan + Festival Evaluation, Social Circus Conference

Carlo: Abstain

John: general agreement with previous suggestions, outreach, AYCOstore, education how that can help AYCO.

Kevin: clarify mission & priorities, handle fiscal transaction w/Rick, agree to objectives for choosing next festival site

Orlene: there is criteria for festival site. Let's review that.

Kevin: will Normal meet those requirements?

David: Strategic planning approach, clarify role of board & AYCO's mission, Evaluating festival, outreach AYCO goals mission between organization and youth circus.

9:57

Announcements

- See ya'll @ Midway

Rick: added Kevin, David, John to AYCOboard list

10:00

Adjourn