

**AYCO Board Conference Call
Minutes - April 6, 2008**

4:12-6:07pm pacific 6:12-8:07pm central 7:12-9:07pm eastern

Facilitator: David / Secretary: GERALYN / Timekeeper: Donna
Present: Jackie, David, Rick, Kevin, John, Donna, GERALYN
Not Present: Warren, Peggy

4:12 pm The meeting opened w/ Personal Highlights from the Month

David – Circus Bella opens in 2 weeks! David is co-director of this small, new, one-ring circus.

Jackie – received Harvard financial aid package: ½ scholarship + ½ loan. Congratulations!

Donna – started her performance class for a one-woman show. This has been on her wish list for a long time.

Rick – had the most comic event of his life last week at his residency: a young boy accidentally pulled down the curtain; lots of improv. LOL!

4:17 pm Board Guidelines / Happy thoughts / Focal points

Listen with Heart and Eyes; Take Risks; Don't Blame; Don't tell someone how THEY are feeling; Reflect/Confirm what's said without having to agree or disagree; Stay on point; Respect each other, even if we do not agree on statement/issue; Take turns, Give turns; Have Accountability (Follow through); Communicate outcomes: How? Why? Amplify; Don't interrupt; Don't negate; Don't block; Be part of the Solution; Delegate; Gather ALL opinions before deciding; Don't Pounce/Reflect; Give benefit of the doubt: Ask Questions / Not Attacking; Engage in Non-violent Communication; Email correspondence should be limited as much as possible to information/facts; The only dumb question is the one you don't ask.

4:20 pm Reports and Updates

- **Finance Report – KG**

\$8,822.76 – Balance; includes \$2,500.00 donation from Cirque du Soleil for the Educator's Conference. Net loss from the 2007 Festival = \$16,391.55.

Orlene spoke to Al Light to debrief. She will type notes and forward to the Board. To date, these have not been received.

- **AYCO Store – JW**

The checking account has a balance of \$3,930.18. The current debt is -\$14,778.00. An order was received for the 2005 Festival video. Sales are slow.

ACTION: John will submit a paragraph to Rick for the next AYCOgram RE: the store. He has suggestions for updating the AYCO store website. He will assess with Rick what's on-hand for 2001 festival video footage; perhaps call Bruce in Florida.

- **Festival '07 Wrap-up – DH + KG**

Covered in Finance report.

ACTION: Dave will contact Al Light by May 1st re: 2007 Festival debrief.

- **Website + Communications- RD**

Rick updated the website to include the 2008 Educator's Conference; registration is active; includes housing and transportation information; bulletin board is getting more usage; AYCOgram went out; Donna added a link to AYCO on her website.

ACTION: For all...the new forum is active; explore the forum and give Rick feedback; spend 3 minutes – tops! Give feedback on the first minute on each forum.

ACTION: Rick will invite AYCO "core" to participate on forum feedback.

- **OTHER??**

Donna: August Circus Festival Follow-Up: The LA guy is waiting to hear from McDonald's to sign on. This will make or break his event. She doesn't think it will happen.

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4:35 pm Accomplishments / Successes

- John has a “mystery project” for the AYCO store.
- Donna is working hard to recruit membership for AYCO!

DISCUSSION

4:36 pm Hampshire College Circus Conference Report – DH, JD, RD

DH highlights: This is David's alma mater. It was a student conference: Collegiate Circus Resurgence Conference; low attendance; no skills presented due to liability; other colleges represented were: Oberlin, Bard, Wellesley, and St. Rose College.

JD highlights from Sunday: attended two round-table discussions:

1. *Style & Discipline Fusion* – the students definitely wanted storylines; Bard has a post-apocalyptic theme.
2. *How to Deal with the 4-Year Rotation of Students* – Arlie Hart represented the New England Circus School. He offered AYCO as a base point. College students are underrepresented in AYCO. They have a problem with the chaperone requirement for students less than 21 years of age. This doesn't make sense for them and the festival cost is prohibitive. What can AYCO do for them financially? AYCO needs to be inclusive of this population. Arlie told them they would be viewed as peers not as students.

ACTION: Jackie promised to review the board's chaperone protocol for festival participation.

JW Footnote: Jessie Alford's internship email shows that he is college-age, ripe, and interested.

DH responded to Jessie's email offering him an opportunity at Circus Bella + Aileen Moffit, and an opportunity to help with AYCO directly and specifically.

Donna: Do we need a “youth person” on the board? They have one foot in school and one foot in the professional arena.

John: Jessie would be a great youth representative.

Rick: We had a youth person on the board in the past. Jacob ___?___ had duties. There is no liaison from the board to the youth. Need to elect a liaison.

ACTION: Rick will forward the document on the Youth Board Member.

JD: Bobbie Hartman volunteered to do this at the 2007 festival.

ACTION: David will have a phone conference with Jackie and Rick regarding college outreach; how to approach accessibility for them. John wants to participate!

5:57 pm Cirque du Soleil, Social Circus Collaboration – DH

Review of phone meeting with Michele Lafortune and Gil Faveau: Dave made a request for funds for Teacher Training @ Ed Con. Cirque would like AYCO to initiate a Social Circus Network; their resources are depleted and they want to collaborate/network.

Discussion ensued re: developing a formal social circus network – using social circus for youth intervention. AYCO needs a plan + goals to present to Cirque.

It was suggested to develop a Social Circus Task Force to report back to the board. Involve people outside the board. Donna, Rick, and Jackie want to participate on the task force. Other possible contacts: Lily Blue, Carrie Heller, Aileen Moffit, Paul Miller (does he have the time or inclination?), and someone from the international community who attended the international meeting.

ACTION: (DH/Donna?) Draft email to invitees stating the plan and purpose of the Social Circus Task Force and inviting their participation. Send to the board for review and editing. A request was made to keep the subject line: SC Task Force for consistency and ease of retrieval.

Gil and Michele suggested an informal gathering of social circus educators from AYCO and Cirque du Monde with discussions about common struggles and techniques for working with various populations.

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DH: Can we tack this on to the Ed Con on Wednesday/Thursday? Meet another weekend in March or April in St. Louis? Jessica is interested in hosting social circus training.

Donna: Why can't Cirque du Monde teachers come to Ed Con?

Rick: Broader question: How fast/slow does Cirque want to move on developing the Social Circus Network?

DH: We need to identify the steps to develop the task force: identify need; more organized communication; etc.

JD: AYCO set the time frame; six months until Ed Con; invite Cirque to dinner at Ed Con; Cirque wants us to develop ideas on our own.

DH: Get going within 4 weeks; have 4 conference calls

Donna: Define what does the task force want to accomplish? plan? purpose?

ACTION: Donna volunteered to be the Social Circus Task Force Leader: define the shape; identify needs; ways to meet those needs; vision.

ACTION: (DH/Donna?) Draft a letter to Cirque to requesting Cirque du Monde teachers attend Ed Con; tell them about the task force.

6:20 pm Festival '09 Planning

- Site Criteria Document – DH; not done
- Committee Assemblage – DH + JW
 - Follow up on interested individuals (see list) – Personally connect on follow through for '09 Festival.

Rick: A phone call is a duplication of effort. They have already volunteered. Will they be at Ed Con? Can we do '09 Festival planning as part of the programming in October? (Likely location of '09 Festival is Sarasota, FL.)

ACTION: DH/RD to develop committee lists for '09 Festival by next board meeting and propose committee chairmen.

Donna: We need to be specific in the asking of volunteers.

- Divide names and set deadlines for contact – on hold

6:36 pm Educators Conference, Oct. 10 – 12

- Revised Budget – based on 70 attendees; 45 participants at full price.
- Programming update
 - First Aid Certificate & Renewal – Pre-conference workshop on Friday morning. A private instructor has been hired vs. the Red Cross. The Red Cross program is longer because it offers a 1.5 hour review. DH suggested adding \$5.00 to the \$60.00 fee for AYCO costs. Total additional fee = \$70.00.
 - A suggestion was made during the fundraising brainstorming session (later in the minutes) to invite Peggy Williams from Ringling to be a presenter at Ed Con on "Circus Fit."
- Board fiscal participation discussion
 - Contributed income: Mystery donor committed \$875.00.
 - Proposal by DH: In lieu of the AYCO Board requirement to contribute \$300, ask the Board to pay to attend the conference. No decision was reached.

Donna: As a non-profit you need a record to show 100% Board giving in cash.

Kevin: We have a lot of presenters. Do we have to give them transportation reimbursement?

Answer: There has to be a benefit to the presenters. Can we just feed them?

DH: Network for "home-stay." Ed Con is the money-maker for AYCO. What about waiving the membership requirement + ½ price registrations? In the past volunteers received free registration.

Donna: Volunteers = presenters. Are we going to charge presenters? In the past they received free meals + \$0 admission. What about a grant?

- Programming discussion (see Cirque du Soleil, Social Circus Collaboration)

Fundraising

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- Brainstorm session
Donna: Circus Fans Grant; Spectacle Magazine gives free advertising; Do circus museums have foundations?
ACTION: JD will apply for Circus Fans grant. (Jim Cole)
ACTION: RD will contact Spectacle and will call Peggy ___?___ to identify people for sponsorship.
Baraboo – any thoughts as host for the next Festival and next Ed Con? There is a space issue: open barn, no sides.
ACTION: Rick will ask Scott O’Donnell (Ringling Talent Scout) for a \$500 donation.
ACTION: DH will ask Karen McCarty from the Big Apple Circus for a \$2,000.00 donation.
ACTION: DH will send Rick information about the First Aid course.

7:06 pm Meeting Adjourned
Next Meeting: May 4 ? This time?

Reminders

Review Task Timeline regularly to complete tasks.

Tasks & Timeline

Who	Task	Timeline (deadline)	
David	Contact Al Light re: 2007 festival debrief	May 1st	
David	Phone conference with Jackie and Rick regarding college outreach		
David or Donna?	Draft email to invitees stating the plan and purpose of the Social Circus Task Force and inviting their participation. Send to the board for review and editing		
David or Donna?	Letter to Cirque to inviting the Cirque du Monde teachers to attend Ed Con; tell them about the task force		
David & Rick	Develop committee lists for '09 Festival by next board meeting and propose committee chairmen	May 4	
David	Ask Karen McCarty from the Big Apple for a \$2,000.00 donation		
David	Send Rick information about the First Aid course		
Rick	Invite AYCO “core” to participate on forum feedback	now	
Rick	Forward the document on the Youth Board Member to everyone		
Rick & David	Develop committee lists for '09 Festival by next board meeting and propose committee chairmen	May 4	

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Rick	Contact Spectacle Magazine for free Ed Con advertising; Call Peggy ___?___ to identify people for sponsorship		
Rick	Ask Scott O'Donnell for a \$500 donation for Ed Con		
Jackie	Review the board's chaperone protocol for festival participation by college students		
Jackie	Apply for Circus Fans grant	May 1	
John	Submit a paragraph about the AYCO Store to Rick for the next AYCOgram		
Donna or David ?	Draft email to invitees stating the plan and purpose of the Social Circus Task Force and inviting their participation. Send to the board for review and editing.		
Donna	Volunteered to be the Social Circus Task Force Leader: define the shape; identify needs; ways to meet those needs; vision	Current	
David or Donna?	Draft a letter to Cirque to inviting the Cirque du Monde teachers to attend Ed Co tell them about the task force		
EVERYONE	Explore the new forum on the website; spend 3 minutes – tops! Give feedback on first minute on each forum	now	

Former Tasks:

David	Flesh out internship ideas; email to board	ongoing	
David	Contract with Boulder Circus Center	current	
David	DH to forward site criteria to Jackie Davis All board to review draft	3/16	
David	Contact Rick	now	
David	Get Chicago Ed Con contacts to Geralyn	?	
David	Contact Cindy and Carter about local sugar daddies.	?	
Rick	Contact Scott O'Donnell, Baraboo — preliminary way. Re: Festival hosting		

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Rick	Ed Con web page, registration form, designing post card, with Board's and Kevin's approval	March 9	
Jackie	Review and edit David's Site Criteria document for Board review	ongoing	
Donna	get a rough draft of Boulder Ed Con programming	March 16	
Geralyn	I agree to take the list from the community meeting and merge it with the evaluation form of people willing to volunteer. Will divide it up geographically per board members... so they can make personal contact with these people to see if there's interest in the 09 festival.	March 23	
General	Create Exit Document/Evaluation Template for festival Host post-fest Create pre-nuptial agreement btwn AYCO and Host for pre-fest	allocate	
EVERYONE	Board bios need updating. Re-do yours by Christmas.	URGENT	
Orlene	contact Juventas? Peru, Wenatchee re: Festival hosting '09		
Orlene	Contact Sailor re: Festival hosting '09 – with questions and site criteria OG to revise site criteria, send updates version to Patti with Sailor.		TBD
Orlene	Follow through with AI for post-fest host feedback		In progress
Orlene	Snail mail Letter to warren Bacon regarding Board participation	11/08	
Orlene	Letter of Recognition, Regional Youth Circus Festival		
Jackie	Write Gala Director's report with draft for new performer application	Oct. 12	
Jackie	Pending Board approval of Ed Con '08 proposal, put feelers out to AYCO Directors Group for feedback.	TBA	
Jackie	Email final filed evaluations to AYCO Advisors (those present at final festival meeting)		
Jackie	Create timeline, content outline, and tasks for AYCO journal. Submit to Board by next conference call.	suspended	
John & Kevin	Create Ad Hoc Vendor Committee to draft vendor policy for future festivals. Present to Board for approval.	?	
John	Send Jackie names and info re: regional festival	?	

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John	Send Rick new member info on Christina Barnum Barner	?	
John	Meet with DH and OG for Board Transitions planning	revisit	
John	John will send Rick the 2007 DVD and we'll send Charles all of them, and a card from the board.	?	
Orlene & Kevin	Prep phone call with AI	URGENT	
Kevin	Call Rick after hearing from ISU; forward invoice to RD		