

**AYCO Board Conference Call
MINUTES
June 9, 2007
5:00 pm EST**

**AYCO Board Meeting
Saturday, June 9, 2007**

Facilitator (Orlene), David (Secretary), Timekeeper (Rick)
Present: Orlene, Jackie, David, Rick, Kevin John till 9:30 am, (Peggy on leave)

ACTION ITEMS THIS MEETING:

Board Guidelines / Happy thoughts / Focal points

Highlights from meeting

Meeting focused primarily on Festival business. Concluded with discussion and ideas regarding the open board presentation to take place at the festival.

Decisions made

- 9 Scholarships available for the Festival. 5 – Arches; 2 – Prescott; 1 – Donna Wood Babcock; 1 – Dic Wheeler
- Festival Board presentation / Community Meeting to be held Saturday night, August 7th after Gala – off of the ice-cream social
- Confirmed that we will include articles in the Gala Program. Size of program TBD
- Next board meeting, Saturday, June 30th – same time? 9am pacific, 11 central, 12 eastern, 6pm Switzerland.

ACTION ITEMS – Please also see table of action items below.

OG-

- Send to Rick, Nancy Smith's contact of Aerial Dance Conference for insurance inquiry
- Connect with Rick RE: printing service in Normal

DH-

- John R contact from Jackie
- Contact JW re: have programs sent up
- Michel w/ Cirque

RD-

- Contact Nancy Smith regarding insurance
- Connect with Orlene RE: printing service in Normal
- Send out printing service links to determine price options for program.

JD –

- Report on program size/price options
- T shirt design and printing options

JW-

- Look into insurance needs for passenger van

KG-

- Ice cream options for IC social.

AYCO Board Conference Call
MINUTES
June 9, 2007
5:00 pm EST

Festival 2007 **(15 min)**

- **Workshops** – **DH** - Xelias on board, waiting on other proposals to come in
- **AYCO STORE** - **JW**- best placement for store at Festival TBD, relative to the shows. **OG** – we can do it in the facility where we are having a show – enough room where it won't have to move. **JW** - Will be present at festival
- **Registration, publicity and insurance** -- **RD** -. Registration - 15 people signed up. 55 others who say they are coming – not yet signed – and others **DH** mentioned. Projection is now 75 – 80 people. Website to check on registrations – **OG** – please email. **RD** – insurance – 4 rejections, 11 not responded, 2 co.'s positive, waiting on details – \$6.80/person, \$2.80/ person. Hold up is to see if they will cover aerials or not. Technically we do not have insurance now. **DH** – contact Aerial Dance Fest. for insurance. **OG** – send Nancy Smith's contact. **RD** – will do on Monday. **RD** – directors and officers insurance – application in for that, very expensive - \$2000 for 5 days – not for physical injuries but more for discrimination, etc. **OG** – doesn't make too much sense. **RD** publicity – AYCO gram just to ayco core through yahoo groups – so format is thrown off – actual ayco gram out tomorrow – send in last minute notices if need. Publicity in Normal – will put together something for AL. use same internet printing service to go directly to AL – **OG + RD will work it out.**
- **JW** – Take on programming, will to do that. From office – email from Wennatchie – wondering if check had cleared. Saw John R – planning to come to festival – willing to be involved in someway. Been to every festival. **DH to get contact for John R from Jackie.** **OG** – give contact for Jim Alison to JD for documentation. **JD** – do we have budget for this? **OG** – yes, money and travel expenses possible. (waiting to discuss more when Kevin on line)
- **Scholarships --OG** -- meeting with **KG** - \$1800 in scholarships available based on board fundraising goals – for **9 scholarships so far. Suggesting we give 5 to Jessica Hentoff (planning to bring up to 20 – 25, 9 of which need scholarships), and Aileen Moffitt's bringing 6 kids – suggesting giving 2 – Give 1 to Donna and 1 to Dic Wheeler based on past needs. Move to grant this. Board approves** Met a girl from youth circus festival in Switzerland interested in presenting and bringing some kids. Jenny Johnson not attending festival but willing to help with festival
- **Budget** -- discussion: questions **RD** – revised forecast shows 0 income for gala ticket sales, program sales, etc. can't we project something. **OG** – based on past experience, we have to do this. **RD** – I agree. **OG** – the 1000 for marketing item, how **does that sound. RD** – I think we probably won't spend that much . **OG Al puts a lot out b/c so many business sell tix. Please check in with AL.** **OG** – Lighting, **Al** looking into lighting alternative out of Peoria. Waiting to hear back from **Al** on this. **JD – van – will looking into insurance needs for the van.** **OG** net income is - 12325. we've done a lot of fundraising – actual and making profits – at the last conferences. My thought, it should go to programs, to pay for the festival. Jackie _ **RD** – we have 21,000 now, even if we go into the red at the festival, we still have a cushion,. **KG** – I was really looking for a break even festival – hopefully more registrations, ticket sales, etc. **OG** – important to market shows locally to get folks there as much as possible. **RD**- look at expenses and consider fixed vs. flexible: meals, t shirts, expenses may go up or down by 3500. **JD** – questions – don't see a line for the video expenses. Even if person volunteers, we still have hard costs – **OG** – that can fall under "other" – **JD** , is there a program line? **OG** I don't know how that got cut out. **JD** – still considering idea about a few articles. **OG** I think we should do a program and add a line item for the program. **KG** have it hear. **JD** do we know how to temper our costs – **OG** – we don't need as many as we printed in SF. We can do 4 to a

AYCO Board Conference Call
MINUTES
June 9, 2007
5:00 pm EST

page, like a magazine instead of a hard cover. JD – do we need writings. OG – I think it would be nice. OG – we can find a reasonable budget to do this – b/w and color vs. all color JD – **action small version then medium version of program – number of articles – then if we have budget – we can go with the bigger.** RD – **I have an online quote for catalogues printing – will email links** JW – gala director position question – where Jessie is at on this. If I did this, I would waive the 500 dollars as I'll be there already. DH – **I haven't been in touch w/ Jessie will call him asap** OG – line item for program – we need \$1000 – 2000. KG we need to check with school as they have access to printing. KG – revenues – that we will sell only 100 for \$5. OG all attendees receive programs and T shirts. DH – **I'll check in with John about getting a program – for ad sales KG to send out revised budget.** OG – everyone understands that there is a deficit KG – we're hoping to meet that with ticket sales, ad sales, fundraising, etc. OG - Al going to contact Ringling, Big Apple, and Cirque – for money / keynotes waiting to hear back from him.
DH – **to contact Michel Aaron Davis – t shirt designer. JD – check on t shirt printing costs in NH. And turn around time. 6/16**

- **Board meeting – topics to be covered – Saturday night after gala – during off of icecream social**
 - **History of Organization**
 - **Current Status of organization**
 - Board state
 - Financial
 - JD – we need a picture of growth that we envision, people need specific area: 3 areas where we can [invite involvement] – documentation, people who want to see circus in schools, etc. legal expertise, professionals to help guide our growth. Specific targeted requests for help. Ed committee – specifically. Membership help, etc.
 - RD – should concentrate on talking where we want to go in future.
 - Leadership role – “these are areas where we want to expand”
 - Insurance issue, helping finance programs? Umbrella, charter membership – training regionally for those who want to approach circus but are not.
 - KG – Future – continue getting out ahead cities for EdCon, and 2009 festival – expertise, cpa willing to volunteer would be helpful.
 - DH - Festival suggestions feedback –
 - Fundraising – expertise. Apprentice Break out session.

OG – presenting us as board and ayco **and** foster community – making it a community meeting – facilitating this.

Will keep discussion open on this topic.

Saturday, June 30th – same time? 9am pacific, 11 central, 12 eastern, 6pm Switzerland.

**AYCO Board Conference Call
MINUTES
June 9, 2007
5:00 pm EST**

- **Discuss topics and tasks as we move through the list below:** Complete table with due dates & assignments

Task Timeline + Topic Table

X = done	Task	Timeline (deadline)	By Whom?
Festival 2007			
FESTIVAL BUDGET / FINANCES			
	Send Deposit to Conference Services	X	KG (OG)
	Contact Amber regarding deadline for ordering meals	5/20	OG
	RD to send updated projected attendance to KG for budget revisions	ongoing	RD
	Revised budget based upon organizational contacts	5/20	KG
	Shuttle option with Jessica. OG not chartering a bus. Can talk with her about if we can use those as shuttles. Check in with Jessica regarding use of vans as shuttles for festival	X	OG
PROGRAMMING			
	List of known workshops for web to Rick	6/19	DH
	Workshop Schedule Online, keep updated	ongoing	David
	Workshop Registration Online	X	Rick (David)

**AYCO Board Conference Call
MINUTES
June 9, 2007
5:00 pm EST**

FESTIVAL COMMITTEE DEVELOPMENT -			
	CFA involvement?		Warren, Jackie
	Status on Gamma Phi Interns – Their availability before and during the Festival.	6/19	David
	Meeting with Jessie Drydan	ongoing	OG, DH
	David meet phone with Zach Warren as potential keynote speaker and communicate with Kevin and Orlene to discuss budget.	X	OG, KG, DH
	Check in with Al Light regarding ring curb for performance, and ask him to email Warren .	6/19	DH
	Meeting and report with Richard Kennison	6/19	DH
GALA PERFORMANCES - 8:10 (5 min)			
LOGISTICS - 8:15 (5 min)			
	Get estimate for liability insurance for festival. \$3 million RD – no estimate yet. Have 5 feelers out there. Folks who work through Gamma Phi cannot do it because of state (NH) Prospect will insure by the person (\$6/ person). Learning for Life carrier. Will give more report.	??	Rick
	Waivers		Rick, OG
MARKETING / PROMOTIONS -			
	Printed Flyer – OG and RD will email / communicate regarding deadlines for local flyers and postcards.	5/25	Rick, OG
	Set deadlines OG can't set deadlines yet w/o knowing what we are printing		
	Online promotions IJA, circus news, etc.	ongoing	David
	Post 3 minutes of 2003 Festival on U-Tube	X	Rick
FUNDRAISING - 8:35			
	Auction Discussion (Needs)		JW
	\$300 Encouraged from Each Board member. Raised by August 8 th to be used for scholarships at the Festival.	8/8	All Board

**AYCO Board Conference Call
MINUTES
June 9, 2007
5:00 pm EST**

MEMBERSHIP / COMMUNICATIONS - 8:45			
	Outreach at Festival (How do we Present ourselves as a board/organization?) SEE ABOVE		
EDUCATION COMMITTEE			
	See above		John (Jackie)
AYCO STORE			
	See above		John
Standards Project			
			Warren
OTHER -			
	Board Insurance (follow up with Carlo P) Rick to email board regarding information around Board Insurance.	Report above	Rick
	Board Insurance		

Reminders

- Review Task Timeline regularly to complete tasks
-

Announcements

-
-

5:40pm Adjourn