

**AYCO Board Conference Call #11  
Agenda  
Sunday, September 25, 2005  
8:00pm-10:00 pm EST**

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

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

Note: Dialing everyone is taking a ton of time, very complicated. Kevin suggests for next call we use 1-800-conference call service. Everyone has the same number and they enter a conference code. AYCO gets billed. (Orlene says we used to do that – it was like \$45 for an hour. This way, using cell phones, it's free on weekends.)

**8:10 Reports-Highlights, decision, what's been done, not done  
(5 min or less)**

- Festival Update
- Documentation (Peggy)

Peggy: Ashley, who shot the fundraising piece, agreed to put together the show tapes. Carlo has been in touch with her. He has the tapes, and we need to get them to Ashley. I can keep you posted but I just got back on Friday.

- Show Video (Carlo)

Carlo: I will be involved in duplication & distribution, but Ashley will make show video (for Free!)

- Website (Rick) Rick wants to put out another page... People should send news to Rick at any time.
- Office (Jackie) Sent roster, please complete.
- Education (John) Carlo Pellegrini is now on our committee, sharing resources. Building the mission statement.
- Finances (Rick & Kevin) R-In a nutshell, we made money! From Jan-Aug. we'll net approx. \$2,000-3,000. I made a full report in detail, just emailed today. More conversation
- Social Circus – Lilly Blue will chair, but needs more info... Lilly will be in Australia: perhaps David Hunt!
- Other?

**8:40 Acknowledgments-Successes**

- Great job EVERYONE! The Festival was a huge success!!! – David: Tremendous praises!
- Carlo Pellegrini is now on the Education Committee!
- Others? John – AYCO store made a little money! Rick and I spoke about it, more to come.
- ORLENE – Carlo – Going to have a baby! Due End of April!!!

**8:45 Discussion (see time allotment for each item)**

Grey = done, purple = future. We're looking at white.

- Task Timeline REVIEW (see below): Complete table with due dates & assignments  
**20 min**

## Task Timeline Table

<b>X = done</b>	<b>Task</b>	<b>Timeline (deadline)</b>	<b>By Whom?</b>
<b>BUDGET / Finances</b>			
	Fundraising conflict of interest Discussion -- This was Jessica's point... to address later.	<b>October Board Meeting</b>	Rick

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	<p>Find &amp; appoint new Finance committee member Rick; has a friend. Wants to pay him small money to double-check books. \$50. Within allowed amount.</p> <p>-- 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.</p>	<p style="text-align: center;"><b>Oct. 30.</b></p> <p style="text-align: center;"><b>Will be ready to transfer the job to Kevin in Normal.</b></p>	<p style="text-align: center;">Rick</p>
	<p>Festival finance wrap up. Kevin, Orlene will meet on post mortem; then will contact Rick.</p>	<p style="text-align: center;"><b>Oct. 5</b></p>	<p style="text-align: center;">Kevin, Orlene</p>
<b>Membership / Communications</b>			
	<p>AYCO Gram: No one submitted anything. Wants to feature presenters/workshops with next issue.</p> <p>-- David asks: is the request for news going out to people at large? -- Rick will send AYCO gram requesting news for the AYCO gram! Goal is once per month. David – This is the first one coming out after the festival. Rick – Everyone send a favorite story -- Use the ones that came by email.</p> <p>Orlene – Mike Gorman invited people to Circus Chimera from Circus Center, Prescotts, and Trapeze Arts in Oakland.</p>	<p style="text-align: center;"><b>Oct. 7, newsletter out by Oct. 15.</b></p>	<p style="text-align: center;">Rick</p>
	<p>Orlene: send those communications to Rick re: Chimera.</p>	<p style="text-align: center;"><b>Oct 7</b></p>	<p style="text-align: center;">Orlene</p>
	<p>David – Maret lost her home and lots of circus history in New Orleans. Acknowledgements and call for support for south eastern US/Katrina victims.</p>	<p style="text-align: center;"><b>Oct. 7</b></p>	<p style="text-align: center;">David</p>
	<p>Announce transfer of AYCO presidency Include in welcome packet. Orlene: email.</p>	<p style="text-align: center;"><b>Draft by Orlene, edited by Jackie, sent to Rick for e-newsletter Oct. 7</b></p>	<p style="text-align: center;">Orlene, Rick</p>
	<p>Newsletter sent to printer Holding for info</p> <p>Orlene – Can we wait and have this on the agenda for Normal in November... Something by Christmas? And future of printed newsletter in general.</p>	<p style="text-align: center;"><b>ON HOLD</b></p>	<p style="text-align: center;"><b>Carlo &amp; Orlene</b></p>
	<p>Email “organizational membership” discussion to Board individually to solicit comments</p>	<p style="text-align: center;"><b>By Nov. 1 November Board Meeting</b></p>	<p style="text-align: center;">Rick</p>
	<p>Board—member relations: post minutes online</p> <p>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.)</p>	<p style="text-align: center;"><b>Following each conference call and meeting: ongoing</b></p>	<p style="text-align: center;">Rick, Jackie/Carlo</p>

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	Post new web page for Board minutes.	<b>Oct. 7</b>	Rick
<b>Education Committee</b>			
	<p>Education Committee Mission Statement Not complete. Emailed each other, have draft</p> <p>John – Will start this up, Carlo p is on board; would like to start conference calls. Doyle Ott is offering... Did his PhD in youth Circus, directed programs with Mega Circus before... did some education-related writing for conservatory. John – will follow up with him. I'd like to have everybody involved with the mission statement. Try to have it together by Normal</p> <p><b>ACTION:</b> Draft Ed. Com. Mission Statement</p>	<b>By November 1</b>	John & Education Committee
	Contact Doyle Ott to invite him onto the Ed.Com	<b>Oct. 7</b>	John
	Present draft of Education Committee mission statement to Board	<b>Normal Meeting Agenda</b>	John
<b>Social Circus</b>			
	Entering SC roster from SF ; email to BOARD	<b>RIGHT NOW 9/25</b>	RICK
<b>Festival Concessions</b>			
	H2O bottles, programs, shirts.  Jackie missed the notes on this, sorry.		
<b>Website Updates</b>			
	<p>Announce festival video &amp; photo CD packet; create web page for that; set up paypal to take orders.</p> <p>2 video set + photo CD, \$29.95 (includes 3.5% paypal fee) PLUS S&amp;H.</p>	<b>Date not determined</b>	Rick
<b>Festival Logistics</b>			
	<p>First Aid/Emergency procedures</p> <p>Orlene – I want to make sure this is addressed and documented so its not so crazy next time. Jackie had worked on those; we didn't implement them. We have what we need but need to use the ones Jackie edited. In terms of having a first aid procedure:</p> <p><b>ACTION:</b> Must budget a medical person, even as a stipend, whose job it is to staff volunteers or whatever to man the first aid area.</p>	<b>See safety committee</b>	

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	<p>Peggy – Tag in with medical person to check the liability issues. David – Is the Red Cross for hire for things like this? We're a non-profit, something nice could come out of this.</p> <p>J- I suggest Warren take this on as part of Safety Committee. David – I'll take it on with Warren, put me on that committee</p>		
<b>Safety Committee</b>			
	<p>Check with Red Cross to see if their volunteers would take on the medical aspects of our festivals. SEE "FESTIVAL LOGISTICS," above, for specifics on this. (Note: Warren's phone had cut out by this point so he will not know what we're referring to.)</p>		David, Warren
<b>Other Festival Activities / Details</b>			
	<p>Criteria for AYCO Excellence in Service Award as relates to AYCO mission Peggy: suggests Kevin &amp; Erin this year. Later, work on criteria. Jackie: nominate via newsletter</p>	<b>November agenda Normal</b>	Jackie and Tutti
<b>Future AYCO Events Planning</b>			
	<p>Criteria for Regional Festivals (to qualify as an AYCO event) Jackie – Dic Wheeler is already willing to serve on this ; I should meet with him and start pitching ideas.</p> <p>ACTION: JD to pick up thread with Dic and brainstorm ideas re: AYCO-sanctified regional festivals. John wants to help.</p>	<b>Oct. 30</b>	<p>Tutti – thoughts ideas to Jackie</p> <p>Jackie</p>
	Create Regional Festivals Committee	<b>November Normal</b>	Jackie*, John (with Dic?)
	Send out call in AYCO Gram looking for people to serve on the Regional Festivals Committee – pending Dic's agreement to head this	<b>pending</b>	Rick
<b>Educator's Conference</b>			
	Email Gil's assistant; 1. Give the woman our phone numbers; 20asking about previous conference topics, get an agenda for that meeting on Tuesday.	<b>RIGHT NOW 9/25</b>	Orlene
	After receiving SC roster from Rick, quickly and urgently poll the SC round table participants to learn what topics they would like discussed at a joint AYCO/Cirque social circus educator's conference.	<b>Prior to Tues. 9/27 phone conf. With Gil</b>	Orlene

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<b>AYCO store</b>			
	<p>AYCO store web page – design &amp; function agreement with AYCO page – Rick – design aspects tabled; talking about vendor relationship.</p> <p>Vendor relationship</p> <p>Prenuptial agreement still pending (Jackie thinks this is still a good idea in that John has stock and if he leaves AYCO what happens to it?; John wants to do it sequentially and take that on later.)</p> <p>Rick – we don't need a design agreement, written and signed. If I'm the webmaster, I do the design, John helps with content, we go back &amp; forth until it looks good.</p> <p>John – It will be too difficult to work out individual relationships to the store... Relationship to those vendors would be such that members get discounts. Anyone who goes to a website get a 10% discount. Gets the word out about us...</p> <p>Orlene – so give all this in a report.</p>	<p style="text-align: center;"><b>November 4</b></p> <p style="text-align: center;"><b>First Draft for board review: Dec. 1</b></p> <p style="text-align: center;"><b>Normal</b></p>	<p>Rick* &amp; John</p> <p>John &amp; Rick</p> <p>Rick &amp; John</p>
	Work out vendor relationship to AYCO	<b>Nov. 4</b>	John* & Rick
	AYCO/AYCO store Prenuptial agreement	<b>On hold</b>	John* & Rick
<b>Board Development</b>			
	<p>Outline for board packet to board for review</p> <p>Orlene – I should be working on this too. ACTION: present draft of Board packet for incoming board members prior to Normal meeting.</p>	<b>Nov. 1 Draft</b>	Orlene, Peggy
	<p>Send names to Orlene for potential Board Members</p> <p>New nominating committee</p> <p>Bring proposal to the board</p>	<b>Nov. 4</b>	Orlene (new chair), Peggy, Jessica
<b>Standards Project</b>			
	Standards report with update	<b>Nov. 4</b>	Warren
<b>Youth Ambassador</b>			
	Draft responsibilities of Youth Ambassadors	<b>Oct. 21</b>	David, Orlene and Peggy
	Inform YA's of the aforementioned responsibilities	<b>When 10/21 is complete</b>	Carlo
<b>Board Structure / Logistics</b>			
	Create proposal for term limits: how long? staggering?	<b>Nov. 4</b>	Executive Committee
	Board Structure working document	<b>Nov. 4</b>	Executive

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			Committee
	Make and mandate formal amendments to By-Laws for resignation and removal of Board members	<b>Nov. 4</b>	Executive Committee
	Board standards for committee members	<b>Nov. 4</b>	All Board members
	Schedule breakout sessions for agenda in Normal; set in draft of agenda for Normal	<b>Oct. 15 (for Normal agenda)</b>	Orlene: post draft of Normal agenda
	Strategy assignments	<b>Oct. conference call</b>	Peggy, Orlene
<b>Travel Plans</b>			
	Rent van for Chicago – Normal trip		Orlene
	<b>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 &amp; Rick departing 6:00 pm.)</b>	<b>Make plane reservations now</b>	<b>All board members</b>

- Festival video sales / ordering **5 min**

Orlene: We needed to have a price and deadline for orders.

Peggy: We need to contact Ashley with a real timeline. She will edit the gala tapes for free!

Rick – will have online ordering, will take credit cards and paypal service which charges extra fee. Add 3.5 %.

Two videos With still, \$29.95 + S&H.?

Rick – Build in credit card fee. Orlene: Rick, go ahead and start setting that up on the web. What is the cost: Orlene: Ashley is donating. We're paying for disks, printing, cases, then S&H.

- Next Educator's conference & Next Festival hosts **10 min**

Orlene: Ed. conference: Gil Favreau is interested in partnering with AYCO on social circus/teacher training. Spoke again on Friday, Cirque is interested, they're doing their 2006 calendar now. I'd like to meet with David and Gil for a phone conference Tues. Sept. 27, 11:00 am PST, 2:00 EST.

Rick – are they thinking of hosting it as well?

Orlene – They want to do this as partners with us; on Tues. we'll talk about overreaching goals and global logistics. Where? 2 in 2 locations? Before the fall in 2006... What are our/their expectations? It would be great now if you think of something, or email/

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Rick- did they have any idea specifically about how they want to partner – people, money, places, all of the above?

Orlene – all. They want to make sure its in their budget.

Peggy – Do they expect us to pay for it?

Orlene – they know we don't have any money, we're all volunteer. We don't have a budget for this. We spoke of this at dinner, with Gil and Kevin O'Keefe.

Kevin – What are the board's goals and objectives?

David – Off the top of my head, American social circus needs infrastructure for statistical data, assessment re: academics, self esteem... tools for fundraising in general. Also helpful, more resources on working with kids in difficult situations. None of us can get a reading on different ways to work...

Peggy – breaking it out in terms of different populations. SC covers so many broad areas.

Orlene – David please email that list to me. So, other things to talk with Cirque about on Tues is what do they expect from us, what are each of our respective organizations' responsibilities; place, and time.

Rick - We can offer communication; and promotion.

Peggy – They have a specific teacher training that they do and have had a couple conferences. I would guess that there are people who could present from AYCO membership... Jessica, Aileen, Pickle members who are resources for presenting.

Orlene – Seems like the conference would be somewhere in the US. They might want to reach to those people.

David – Because they've held these before, they can help us plan the overall conference in general.

Peggy – Could there be a certificate where by attending this conference you have a paper to attest to it? Their name carries weight, could help people get money.

David – In the long term, AYCO will carry weight...

Jckie – yes, certificate of participation. Also CEUs etc.

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Orlene – Gil was asking us what we thought the SC people wanted to talk about. There were many different things. What specific things within social circus do we want to address? I'll email Gil's assistant, I'll ask her for the topics they've had before.

Kevin – we should understand what they've offered before the meeting.

Jackie – Get the list of the people from the SC discussion and quickly, urgently poll them about what they would like to discuss.

RICK - TO DO: see tasks chart

Orlene: Next Festival Host – we are still considering Normal, that's why we're going there. I'll also email Ed LeClaire at Smirkus, though it sounds like they're in a lot of trouble. Also, Boulder is also interested. In November we need to seriously look at some sites.

David – My parents have offered to host the people who are staying there.

- Board development **10 min**

Carlo Pellegrini Orlene: I talked for 1.5 hours with Carlo, he's interested not just education but in fundraising, he would train people to write grants. Can't make it to Nov. 6 meeting; we'll be in touch with him. Must discuss this later (time constraints).

- Karen McCarty – She's with Big Apple, ... must discuss this later (time constraints).
- Bobby Hartman? Maybe for education committee? (Jackie – we have enough people on education, can he serve elsewhere?) For later discussion.

- Travel to Normal / Scheduling **5 min**

Orlene: I'll rent the van, everyone needs to be at Midway NOT O'HARE by 6:00 pm. Chicago time. Coming back ? Look for action item on return flight.

- Youth Representatives Title, Liaison & Responsibilities **10 min**

CARLO is volunteering to be the board rep to them. AMBASSADORS. Carlo will contact them.

Action – David, Orlene and Peggy to draft responsibilities. Oct. 21.

Carlo to contact the youth thereafter.

- Strategic Planning **10 min**

David is attending a board governance conference in a few weeks. Orlene too.

Peggy: CC is entering a strategic planning process, get us copies!

- Other items?

Festival finance wrap up. KEVIN – ACTION: Oct. 5 Kevin, Orlene will meet on post mortem; then will contact Rick.

**9:55**

**Reminders**

- Review Task Timeline regularly to complete tasks

**9:57**

**Announcements**

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- Next Conference Call date: 23 OCT 2005 (4<sup>th</sup> Sunday of the month); 8:00 p.m. EST (Conference call was aborted suddenly before date and time was finalized but this should work. Jackie will try to make the call from Mechanicville NY but may not be able to participate in this conference.)
- Others?

From Secretary of these minutes: As call was suddenly cut off, I'd like to say Thank You to David for ably facilitating our discussion; and Welcome to Kevin G to his first phone conference; and YAHOO to Carlo and Orlene on being selected by a certain Celestial Circus Being to be his/her parents in this lifetime!

**10:00      Adjourn**