

AYCO Board Conference Call Minutes
Sunday, November 20, 2005
8:00pm-10:00 pm EST

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

JD –Thank you Carlo for 30 pages of minutes in Normal!!

Present: Orlene, Carlo, Peggy, Jackie, Rick, David, Kevin G, John, Warren (signed off after ~20 minutes.)

8:10 AYCO Board Guidelines

Listen with Heart and Eyes (**Ears**)

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

The only dumb question is the one you don't ask. (WB)

8:15 Reports-Highlights, decision, what's been done, not done
(2 min or less)

OG –TY for reports sent ahead of time.

Summary of Action Items

- research IJA membership model [John] **JW –I'm looking at IJA membership form right now. \$2200 for a life membership. A couple pages for members on website: personal place to share pix and videos, private discussions, festival, oppor. For membership roster; magazine, 6 issues per year; discount at store; right of entry to festival; onsite gallery.**

OG – what are the different membership levels?

JW – Adult, youth,. \$30 for adult; \$23 for youth 17 or younger; youth members not eligible to add family members. For \$5 you can add family members that are 13 or older. FM 12 and under are free; FM must be under 22; FM do not receive their own copy of magazine.

OG – Don't they have an affiliate?

JW – I can look further. They don't have to pay more to be an affiliate. 10 members make an affiliation, they buy it with the IJA

RD –Yes, I researched it as well.

- research USA-Gymnastics model [Rick] **RD – I looked at 5 orgs, USA Gymnastics, American Gymnastics Assoc, Clowns of America, World Clown Assoc, IJA. The 2 clown orgs had only 2 levels according to age, no organizational membership. American Gymnastics Assoc had no membership that I could find. USA Gymnastics Had clubs... They are hugely complicated, individual members, team, professional teams, introductory, on and on, 12 different pdfs on the site, but no place to**

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actually sign up! I asked the q whether to have organizational membership or not. IJA had the affiliate, I liked that idea much better. I'll do an ACTION ITEM on this and report: proposal for next conference call (Jan.)

- research model self-evaluations by JAN. [Peggy] **AI-PF – will give in January.**
 - Research other organizations for removal of board procedure and report back to board by JAN meeting. [Rick] **RD - January**
 - add “correspondence limited as much as possible to information/facts for the most part” to Guiding Principles (formerly Ground Rules) **OG – This means EMAIL correspondence. ACTION ITEM I will add that to guidelines.**
 - Add Resignation/Removal procedure to Board Standards / Board Packet. **OG- Anything that we have in terms of board procedure I'll have this in. ACTION ITEM – Jan.**
 - standardize format for reports by next conference call (JD, DH) **ACTION ITEM – David send out by DEC 22**
 - OG: I will be Warren's buddy for follow-up to this weekend's meeting. **Done.**
 - research IJA Excellence Award in Education. **JW – AI January.**
 - give personal check to Rick Davis today or mail to AYCO office by 20 NOV 05 **OG – All checks should be in. Comments?**
 - Email AYCOcore site criteria. (OG) **OG – This is a work in progress. Other things to report? PF – Our video tape... Ashley is struggling with some sound issues, will be done at end of November. Will send it directly to John. DVD.**
- WB – I need to sign off.**
JD – CFA video idea – Jim Cole, Bruce Johnson, president of CFA – wanting to help, to work together, lots of energy and more importantly people to help.
KG- It'll be more helpful once we have an actual proposal from them.

- Other?

8:35 Acknowledgments-Successes

JD – Rick and I did the NHAHPERD conference, we're waking up the east coast to circus education!

- Great meeting in Normal **OG – So many thanks!!**
- Thanks again to the Hunts! (gift package)

PF – Send a gift package to the Hunts.

DH – By Wednesday it will be done! AI – 23rd.

- Thanks to Al Light (send card?)

OG – And thanks to Al Light, he would be a great partner. Let's send him a card.

PF – Remember that binder from CC, I'll send it to him. And a card. AI

CG – AI RICK - Send AI a receipt for festival attendance.

OG – AI send PF AI's address.

8:40 Discussion (see time allotment for each item)

OG – Hold over from last time. Paying individuals for projects. Can we take this up first.

PF – Resuming the discussion we started in Normal for paying the people who worked on the festival.

OG – And other future projects as well. Let's go around and have people make a 1-minute comment about their thoughts, paying people past present and future.

PF – I think everyone needs to be paid, amount of work and commitment is worth money. I think we should pay people, we did in the past, we should keep doing it.

KG – I like the concept of it, but only if we're making money on a festival. We could forecast it, but they don't get paid unless we make money on the festival. Until we learn our way there, we just haven't proven that we can throw these festivals and do it prudently.

RD – 2 issues: pay for the past festival, and for future festivals. The past one, it was specific to OG, RD, DH, the question was put to the board as to whether we should be paid. If it was in the original budget to pay the festival director (OG), and then was removed for an erroneous reason, then found out that reason was incorrect, we can justifiably put it back and pay

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Orlene, an amount commensurate to her services. The figure \$5000 was put out there, provided, as KG said, we can afford it. By the same token, I feel I should not be paid, because that was not in the original budget. Fiscally that wouldn't be a good thing. I'll let DH speak for himself. Future: future things should be decided on a case-by-case basis, in line with our projected budget.

JW – Regarding the past, I agree with RD and KG. We should make sure that there's financial incentive for folks who are going to take that kind of work on. The financial management of the project, if it's in the budget, the budget can be met. If it's not possible to pay that person, they should understand the risk. Or, have a back-up fund to dip into for this reason. Should not have to take a financial hit to do something like this.

CG – Obviously we're talking about 2 things. 1, the past precedent, and 2 the future. If we're talking about our conferences, whether we pay those people or not... I think it's hard to ask people to walk onto a project and not get paid. It is legitimate to budget certain paid position, expenses, whether it's a conference or a festival. I think Orlene should get paid \$5000 for her festival directing for the last one. That's the heart of the issue, or one of the major debating points.

DH – Going backwards. The notion of paying people to work is an important goal for AYCO, specifically re conferences and festivals, I think case by case for where we are now, but the long term agenda the first year-round employee , part time.... Salary Part of their job is to budget. Put the person who will get paid in charge of the budget. It's their job to see that the money is allocated to them. Until then, we have to do it case by case. There are lots of people who are putting in free time, which are worthy of payment, which aren't. Must have people who know what they're doing. I never festival directed before; I shouldn't be paid for the last one, AYCO shouldn't pay for a gamble, while I was learning, wasn't qualified, luckily I pulled it off. Regarding paying OG < RD < and I getting paid, how can we not bring Warren into that? That was his work! It's criminal, unethical not to include him. I'm not attached to getting paid, I wasn't expecting it. As to \$5000 going towards the director, I would stand behind a majority vote.

KG – I need to speak to this... I can't condone paying OG \$5000, that would deplete our current account by 25%. I could see giving a token \$1,000. When I look at SC budget, I see we haven't learned from our past mistakes. Until we prove that we can do it, until we have a track record, we shouldn't do it.

OG – I agree that main organizers/directors should get some sort of compensation. People give everything they have and get burned out. Not that they're expecting to get compensation, but some kind of value on their time and effort, makes a difference in terms of burnout rate. Taking that kind of time to put into their lives, as opposed to taking paying gigs. In terms of past payments, I felt like all 3 – DH, RD, and I should get a gesture "thing" – and I was talking to Warren, I don't want to put words into his mouth – he saw it as putting in his time. I know he really did do a lot, I would want to give him something as well... next time we should plan it so he doesn't have so much to do. In terms of the past, can someone make –

KG – I move that we table this issue until we settle current outstanding invoices.

JW – I second.

RD – Discussion. It would be useful to spend another few minutes reacting to what others have said. In terms of budgets for past festivals, we've made money/broken even (I can't speak to SF), but if we include the \$5000 that Cirque offered, we will break even or come out on top. I think future conferences and festivals will be more supported by grants and other funding not dependent on registrations. Salaries or festival directors and others can be paid out of the program budget from the grant.

PF – RD's point is well taken, we tried hard to get sponsorship. We learned a hard lesson, got a slap of reality. We're all excited to fundraise, and we can build that into our budget a year or more

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in advance.

OG – I agree to keep these other options open. I'll take the vote to table this discussion.
MOTION CARRIED to table the discussion until books are balanced.

- Social Circus Budget (25 min)

OG – These proposals don't work, that's why we want to discuss them.

DH – Things are changed since we spoke with Gil for 30 minutes on Friday. Cirque right now is planning their 2006 trainings around the world and USA. They're having a shift in their priorities. Social Circus training... they're postponing giving us a decision until mid-January, so the week long training is on hold at this time. But we are planning to do the weekend conference.

OG – DH and I said we could offer intensives, training a few days ahead. We'll go ahead with the project but don't know what Cirque's involvement will be. Gil said it would be either the training, or support for the weekend. I took that to mean financial support.

DH – As it stands now, we're planning an 3-4 day AYCO educator conference. As we know, no Cirque, so now we know how to proceed.

RD – In terms of budget, was all the \$ for the training going to Cirque?

OG – No, it was all going to us.

PF – Would Cirque be expecting something?

DH – No.

OG – So that changes our focus for this budget. Let's see how we can revise. Kevin, as new treasurer...

KG – I'm all for forecasting paying people who work for this conference. But only if we have the revenue. Secondly, I would like to try to write a grant proposal ASAP if we think we have a right to receive funding for this type of festival.

PF – I think this is a major change. We can look at this in a different way – we can reduce expenses, less space rental, less time. So the budget will reduce. KG is 100% right, we need to get a fundraiser out, this is a good time, shouldn't wait at all. ASAP, the sooner the better.

RD – Grants should be a significant portion of revenue for the next conference. Payment for the directors, forecast \$2500 each for OG and DH, we can propose this in the grant, as being a percentage of the director's salary. Pay the person... \$5000 for one year, and if there's \$2500 for that person not in operational budget, but in program budget, mark it as being 50% of the person's salary. If you get the money, they are paid; if not, they aren't, meeting KG's criteria.

DH – The budget will be revised as we move along. We have to keep in mind, this is only a few days.

PF – Even if you think of a hotel expense, people are happy to do 3 days. We might get home stays.

JD – Do we have anyone among us who has the time to put grants together?

DH – There is a fundraising committee and we started that process.

PF – 2 things are immediate. Different deadlines. 1. Fundraising letter, appealing to individuals, right before Xmas is a great time. Orlene, net flicks?

OG – POO, we're talking about the budget, not fundraising. One final comment: this budget will really change, we can look at who we are paying, that will be reduced. Certain line items should be noted. Food etc. should be taken from the revenue. AI – DH and OG will

JD – Is it possible to offer a percentage of revenues?

KG – If we agree to pay 3 different people, we would approve of it in context of the budget.

CG – are these AYCO people, or pros?

CG – We don't know

RD – could also offer a flat fee. Can I email comments about line items?

OG – Yes. And did everyone get Warren's comments? (yes)

- Festival 2007 host site (10 min)

OG – We're looking at Normal. Comments?

PF – I think we should do Normal. We should make the deal and start working on it now. We'll be doing SC in Chicago, we'll be right there. Their facilities are good, housing is there, and we have a person who really wants to do it.

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RD – I agree. Hotels good, local population support, proximity of St. Louis, St. Paul, Midwest, all pluses, plus social circus before that. The final plus is – it's the only option we have! We would have to move very quickly. Negatives I thought were the costs, the \$10,000, I don't think we can do that. If we can get a deal, as AI suggested, they might donate it. Or a tent. I personally didn't like that airplane hanger as an arena for our gala, but I wouldn't cancel Normal if we had to have it in there.

KG – On the surface it looks good. We need an actual proposal to see what the true costs are. If we were going to be in the hanger, in the tent, what would the University going to charge us? Security? Let us put up the rigging, or are we going to have to hire union contractors? They could really bite us in the butt. #2, I'd like to understand, have we solicited any other people?
OG – We had an open board meeting at the festival, we asked everyone there. There's been an open call at all times. We had other offers from Smirkus, they're a mess right now; Boulder, and Peru. Not offer, interest.

KG- Have we followed up with them to find out what they're costs look like?

OG – No.

CG – AYCO is looking for a partner, not just a site. Maybe we should review that. At this point we're lloking for partnerships, AI is the only one who expressed an interest in that. Boulder ws on offer to use the site, not be a partner, it was a cursory remark from Peru, and mid-festival there was an extension: if you're serious about this offer, let's talk, but nothing happen.

OG I did email Smirkus after the festival and never heard back. What Carlo said is true.

KG – There was no partnership from Peru?

OG - No, we just didn't talk.

DH – Should we solicit Peru? If you're interested in hosting, can you put together a proposal?

OG, CG< sounds totally legitimate.

DH – Might be more facility oriented, rather than partner oriented... who knows, they may come through?

OG – The way to do that would be someone calls them, e-mails them, gives them site criteria, plus someone.

DH – I can do it. AI

PF – I would do it, but we haven't figured out how to make this attractive. We've had a hard time with all three past sites.

OG – It's prestigious...

PF – There are a lot of perks, and if you want me too, I'd be happy to talk to them. DH is already talking with social circus.

OG – can you work together? PF DH?

DH – This is a phone call, no big deal. Would you be interested? Giving them a chance to do the work.

OG – Should I call Smirkus?

JD – No, they're trying to stay alive.

OG – Okay, Boulder? They're not a partner. Cindy Marvel.

DH – Maybe they will be.

JW – We can start a file. Ask Peru if they want to do this festival, or some festival in the future. Build that relationship. Those interested in hosting can take a peek and best position themselves to make an offer.

OG – Good idea.

JD – We need to get back to AI, with the questions from Kevin that he needs to research.

OG – Good idea, we need those answered by the end of the year.

PF – I'm concerned that we need to act quickly to act, to combine efforts for the conference and the festival, fundraise for both... We shouldn't take too long. When we need to make a decision.

OG – Let's make the decision around Xmas and the new year. When?

PF – I move that we have a deadline for making the decision about the festival Feb.1

OG – I second.

MOTION CARRIED. AI – Festival decision by Feb. 1, 2006.

- Vision / strategic planning statements (assign 2-3 people to

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create an overall vision)
(5 min)

OG – I propose that we form a small committee. Even if I'm in China I feel I can do this. PEGGY AND KEVIN Offer to help to give comments. AI – By January meeting, present to board.

- CFA relationship **(10 min)**

OG – Jackie gave information. We should wait until we hear their proposal, I'll contact the CFA president.

PF – I think we should identify what we need in terms of these visual tools. I suggest we give this time for discussion. Erin suggested her friend... We have to decide why we need this, what we're doing.

OG – Apart from video footage, CFA is an important partnership. What do we want from them, what do we have to offer them?

JD – They want to send out magazines to youth circuses around the country. Do we need an official nod for that?

OG – One way we can help each other, a fundraising idea, a silent auction where CFA members donate stuff that AYCO auctions. They have a lot of stuff, they want to get rid of it.

JD – It sounds like they have a lot of volunteers, that they're offering actual man hours .

PF – They have local tents, we can connect with them. What are the local tents in Chicago?

RD – A benefit for them, senior discounts to the festival.

AI - ORLENE will contact CFA president.

PF – Talk to Neil and Herb about this, too. AI PF will contact them by Jan 1.

OG – I will research local tents in Chicago. Will talk with Paul Miller, or CFA president. AI Jan. 1, 2006.

- Next weekend retreat Board meeting (possible dates): May, June, July 2006? What's possible? **(10 min)**

OG – I'm looking at May, bc that's 6 months from Normal.

DISCUSSION about dates. Carlo and Orlene in China until May 20. Undecided; too many variables.

OG – I move that we revisit the weekend board retreat in February.

KG – I second.

MOTION CARRIED.

- Pixie calendar **(5 min)**

OG – There's a calendar fundraiser, pictures of the Pixies... They want to know if they can put an ad...

RD – She said they want to put an ad... I read the email, I didn't understand the question.

PF – Sometimes it's controversial, has been provocative. It's sweet. They're trying to raise money.

JD – Question about precedent. How do we screen?

DH - It's acceptable to say on the bulletin board saying: Hey, check out our website. Rather than AYCO selling it.

JD – What about groups selling stuff at the AYCO store?

JW – Whatever member wants to sell something, at store or festival, we make that different.

Festival items wouldn't show up at the store necessarily...

OG – I move that we tell Alexa AI RD to say she can put it on the bulletin board and AYCO gram.

PF – Second.

MOTION CARRIED.

- Task Timeline REVIEW – discuss topics and tasks as needed (see below):
Complete table with due dates & assignments **10 min**

Task Timeline Table

x = done	Task	Timeline (deadline)	By Whom?

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	Create Regional Festivals Committee	November Normal	Jackie*, John (with Die?)
	Send out call in AYCO Gram looking for people to serve on the Regional Festivals Committee— pending Die's agreement to head this	pending	Rick
Educator's Conference			
AYCO store			
	AYCO store web page – design & function agreement implementation	January 22, monthly	Rick* & John
Board Development			
	board packet creation/production AI - Orlene to complete by Jan 22; Peggy to print out, put in folders, send out.	Jan 22	Orlene, Peggy
	Send names to Orlene for potential Board Members New nominating committee Bring proposal to the board OG – I haven't talked to Jessica, Kevin O'Keefe is on this committee. DH – Have they been updated about where we are as a board? OG – They read the minutes.	ONGOING	Orlene (new chair), Peggy, Jessica
Standards Project			
	Standards report with update <i>Warren: Will send item to Rick for AYCO Gram.</i>	On Hold	Warren
Youth Ambassador			
	Inform YA's of the aforementioned responsibilities CG- My feelings won't be hurt if this is reassigned. I can't promise this getting done before China. OG- This needs to be a phone call. DH – I'll do it, forward it to me.	OG-ASAP DH-Jan 22	Orlene: forward info to DH David: will contact them after the holidays.
CFA			
	Contact CFA President. Mary-Jane Foote; research local CFA tents in Chicago (Paul Miller?)	Jan 1	Orlene
	Talk with Neil Cockerline and Herb about the benefits of CFA relationship	Jan 1	Peggy
Board Structure / Logistics			
	Board Structure working document OG-This was worked on in Normal.	January 2006	Executive Committee
	Make and mandate formal amendments to By-Laws for resignation and removal of Board members	December 2006	Executive Committee
	standards for committee members	Jan 22	Jackie

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	add "correspondence limited as much as possible to information/facts for the most part" to Guiding Principles (formerly Ground Rules)	Before China	Orlene
	Research model self-evaluations	Jan 22	Peggy
	Research other organizations for removal of board procedure	Jan 22	Rick
	Add Resignation/Removal procedure to Board Standards / Board Packet.	Jan 22	Orlene
	standardize format for reports by next conference call (DH+JD, done) (need to send out)	Dec 22	David
	research IJA Excellence Award in Education	Jan 22	John
	Create committee on Vision / strategic planning statements	Report to Board Jan 22	Orlene, Kevin, Peggy
Other			
	give personal check for Smirkus to Rick Davis today or mail to AYCO office by 20 NOV 05	NOW	ALL
	Email AYCOcore site criteria	ongoing	ALL
	Send thank you gift to the Hunts	Nov. 23	David
	Send CC binder and thank you card to Al Light	Nov. 23	Peggy
	Send Peggy Al's address	Nov. 23	Orlene
	Send Al a receipt for Festival so he can be reimbursed by University	Nov. 23	Rick
	Inform Alexa of the Pixies that she may put up a notice about her calendar on bulletin board/Ayco gram	Dec.1?	Rick
	Send new proposal to board	Unspecified	Rick
	Inform Warren of next conference call date (Jan22) and encourage FULL participation	Unspecified	Peggy

- Others?

OG – This idea of paying people to run things, and projects, this is realistic. I want to give Rick a few minutes for an idea he has suggested.

JD-I move to extend the meeting a few more minutes.

MOTION CARRIED.

RD – I mentioned I didn't want to get paid for the past. I have some ideas for future projects, I have something to think about by next meeting. Will send a proposal.

9:55 Reminders

- Carlo and Orlene set to go to China 26 November 2005 until 20 May 2006
- Review Task Timeline regularly to complete tasks

9:57 Announcements

- Next conference call: Sunday, 15 January 2006, 5:00 PM pacific / 8:00 PM eastern

PF – I move that we change the date to Jan 22

DH – I second.

MOTION CARRIED.

OG – Carlo and I will probably not be on the next conference call.

KG – I'm concerned about Warren, he's missing a lot and he has so much to offer. Can someone make sure he can make the next one?

PF – I'll call him. AI _ PF tell Warren about next meeting.

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KG – It's 11:06 in Beijing! This could work.

JD – Orlene doesn't need her hands when she's doing risley, she can be training during the call.

ALL – Safe Journey to Carlo and Orlene. Stay away from the birds. HAPPY NEW YEAR!

10:00 Adjourn (Actual: 10:08.)