

AYCO Board Conference Call #9
Agenda
Sunday, July 24, 2005
8pm-9:30 pm EST

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

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

- Festival Update (Peggy & Orlene)
 - Workshop

David: The schedule is filling up well. Alongside is a document including the descriptions, bios, time... We have more workshops listed in the schedule than we have descriptions for, need to find teachers to teach them.

J-Jesse Dryden is interested... Clowning?

O-Let's contact him! We also need acro.

David-Coming together nicely. Sarah conditioning for ariels; Ariel for ariel 101. We have a lot of educator programs/sitting&talking. Redlands, we're waiting to hear.

O-I have to contact Wenatchee. They were at the last circus fans conferece; they're excited about coming but I haven't heard anything.

David – I just wanted to read something – not a workshop but scheduling. If we wanted to set aside a time Thurs. evening for open meet & greet, more formalized.

O- Thursday night mixer, after that workshop. 8:45-9:30. Rick, we need to get the other schedule online instead of the other... We extended the meal times, etc...

- Production

Peggy: The space, we're meeting tomorrow with the technical people

O- 4 days, one night, \$4500 for pipe & drape, full lighting, generator, sound. Meeting for site visit. Amazing! The guy is coming with his lighting designer tomorrow – thanks to Robert Strong!

P- Performers, we looked at the tapes, it's going to be a tight squeeze to get everybody.

O-Performance workshops – clowning and juggling, we'll put those products in the show.

P- MC could be a kid with an adult. Like Carlo who knows all the groups... A charming child ringmaster? Prescotts? We can work with them ahead of time.

D- I put that bug in Eileen's ear. She was honored, will think about it.

P- We have a stage manager, the production manager of Zinzanni! She gets kids, she gets circus, she can make it happen! And meeting with the directors. Parade for the opening?

Someone gave CC a calliope with 46 pipes! From 1901!! Will play outside at the entrance to let people know something's happening!

O-Also marketing – we met with the financial backers/tour organizers for Circus Chimera, he's going to come on Thursday meeting to help promote the show. Financial backer will present interactive circus history seminar. We want him to bring part of his miniature circus!

Postcard is at print, 12,000 CC people. Our list, it's just about our show. 30,000 postcards, out on Tuesday. 500 posters.

W- This is great. We really need the income from the shows...

O- Our meeting with Richard Tuck from Chimera, Biggerstaff, who has circus memorabilia for a silent auction... That's another way to make money, maybe at the VIP party.

- Logistics

O- No reall need to report here

P- We'll handle them in house. In the future we should create a list of logistics

O- Before Augst. 7 meeting we should have that map, where things will be located.

- Concessions

O-T-shirts are at print, we can't sell them. Water bottles are in progress, giving the woman our Visa number, will send us a proof. Pens, we didn't get back to Warren – I'll just send it to you. We're going to sell the posters, too. The only other one is the AYCO t-shirt... I got a design from Brent but didn't like it... still hoping to do that and get it to printer by end of month.

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▪ Documentation

P-We have 2 people shooting at least a 2-camera shoot. We have a crazy Russian aerialist with a camera and boom mike... to shoot whatever! Could be amazing footage, will run around for free with his nice camera. Also have a clown student's sister's brother's wife (!) for fundraising piece, semi-documentary... Jackie, we should meet with you, about footage for your Hilltop documentary.

• Website (Rick)

R-We have a pdf so you can print out the color flyer, on Festival page. There's an update of local transportation, we have complete information on all that, Muni passes. I've added the option for people to purchase Muni pass to add to their festival packet. Full update on latest on workshops, ... I fixed a couple bugs...

J-We bought a new laptop for this!

R- And all this is stored in Brooklyn. I sent a letter to Orlene to cover this.

O- Yeay! Thanks for your expedience!

R- I'm eager to post the workshop info.

O- Will send. Tomorrow?

J- Say on page to check back daily for updates.

P- Can people sign up for workshops at that point?

R- They'll have to start over and do the application again. Otherwise, there's a username/password...

D- My intention is to match up the schedule with the descriptions... Maybe there just won't be numbers, people will have to look it up by title. Can't worry about matching them just yet.

R- I'll set it up... in any given timeslot there are workshops A,B, and C for every slot. They can open up another window for descriptions and bios.

O- David, Rick and I will meet.

• Treasury/Fiscal Committee (Rick) ? = balance. \$8,633.25

R- I'm estimating we'll make 58,000, we already have \$8K... we need \$65,000.

O- Rick I'll call ;you.

• Next board meeting: OCT 2005 update (Orlene)

O- I spoke with Al Light about Gamma Phi in Normal. Paul Miller of CircEsteem is interested in helping.

J- Make him an ad hoc board member if need be.

• Other?

D - My family is willing to house people, they live in Bloomington!

Re: IJA Festival: David reports: I spread the word about the festival, not a lot of flyers got picked up... I did talk with Todd Strong, did he know of anyone to connect with. He introduced me to a German woman who might bring someone over in 2006... It felt right to put AYCO out there... but it's a really different thing. Jugglers/circus people! A lot of kids, but that's different. I'll probably do next year, more interaction with planning. Next year is in Portland, Ore.

O- Chimera wanted to plan their tour with us around our festival so they could come out and teach for us. They're bummed that they can't be there this year.

8:40

Acknowledgments-Successes

• 85 registrations!!! so far

• Others?

J- Jesse Dryden said, "When people talk about AYCO, people know it's out there!"

O- We got ice cream from Breyers! Whatever we want!! Somehow it got out that we're having 750 people there!

P- That's good news about the bars - if we can't get Chocolate sauce..

O- They have condiments as well! Chocolate, Vanilla, Strawberry, and Fun stuff.

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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
30 min

Task Timeline Table

X = done	Task	Timeline (deadline)	By Whom?
BUDGET / Finances			
X	Review Budget, send corrections/additions to Rick	Wed 5/25 6/30	Orlene & Peggy
N/A	Budget – mini conference	June 15 6/30	Rick, Orlene, Peggy
X	Research credit card for AYCO Go ahead and get BofA card. Will discuss one-on-one w/Orlene	June 15 P – Is there a credit card that gives frequent flyer miles? O- A southwest card would be good...	Rick
	Fundraising conflict of interest Discussion	October Board Meeting	Rick
	Find & appoint new Finance committee member Rick; has a friend. Wants to pay him small money to double-check books. \$50. Within allowed amount.	PARKING LOT	Rick
Membership / Communications			
	AYCO Gram: No one submitted anything. Wants to feature presenters/workshops with next issue.	Aug. 1	Rick
	Announce transfer of AYCO presidency	Draft by Orlene, edited by Jackie, sent to Rick for e-newsletter May 31 7/25	Orlene
	Newsletter sent to printer Holding for info	June 30 , 2005 end of July	Carlo & Orlene
	Email “organizational membership” discussion to Board individually to solicit comments	October Board Meeting	Rick
Education Committee			
	Education Committee Mission Statement	July 31	Jackie & John*
Festival Marketing			
X	One-line tag for press releases for troupes, newsletter re: AYCO Festival	May 31 July 1 Peggy: Marketing committee has come up with some things. O will send them to John to review	Peggy* & John
	Send out ad form to all board etc...	July 25	Orlene
Festival Schedule			

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Festival Workshop Series			
X	Workshop report	May-26 June 30	Orlene to Board
	Call re: Workshops – Redlands, Aloysha : she’s not sure if she will be available, <u>Steve Smith</u> : need to call, Tim Holtz went to dinner; RBBB in Bay Area during AYCO, Cirque : cross marketing O-Add Chimera to the list	June 3 July ? Spoke with Redlands Alosha might be in town S.Smith is directing Big Apple I call Tim daily... Cirque-I’ll ask Patrick	Peggy
.	Call re: Workshop/Bolla - Zena & Vlodia: no response	N/A drop it	Jackie
	Call re: Workshop: ENC, Cirque du Monde, Big Apple [Kevin] Peggy: call RE: what’s next. Du monde, we give an ad. ENC should buy an ad.	May 31 ?????	Orlene
	Call re: Equipment – Redlands Make sure insurance issues are resolved. O: equipment not covered. John: they brought equipment to Imagination Celebration. People used it. Want rider from CC. O- I don’t think we can do the insurance on this. P-I’ll call Winnie tomorrow, then Patrick, then John.	In progress. Update from John June 15 Clarify: 1) what we need from them 2) What are the limitations with their equipment? 3) do we need insurance for their equipment.	Orlene taking this over.
	Stilt Intensive – materials fee? D+O will figure out Warren: needs to know ahead of time how many participants for Splicing 101 W-30 per class	May 31 June 30 July 29, materials fee	Orlene & David
Festival Concessions			
Festival Ticket Sales for Show			
Website Updates			
X	Directions online	Posted on Website: May 31 July 4	Warren Orlene to Rick
Festival Logistics			

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	First Aid/Emergency procedures	June 15 July 30	Festival Comm./ Orlene
	First Aid Procedures outlined	May 27 July 30	Warren to Orlene
	First Aid Center at CC/Kezar	June 15 July 30	Festival Comm./ Orlene
X	Test walkie-talkies Robert Strong: testing and pricing	June 30	Festival Comm.
X	Table/Chair rental – dining Peggy: called Edgewood. Can get ± 9 tables/chairs. Will call Sisters of Perpetual Indulgence for tables	June 1	Logistics-Ricci
	Will call Sisters of Perpetual Indulgence for tables P-I didn't call them, Pat Gideon was going for the church. O-They don't have them. P-I'll call tomorrow. Task: Peggy count table and chairs.	July 25	Peggy
	Task: Work order for tables, chairs, and for Kezar	July 29	Orlene
Festival Paperwork			
X	MEDICAL/EMERGENCY INFO FORM in Performer Packets Jackie: have 2 copies one at CC & 1 @ Kezar.	Sent to board for approval by May 31 Question: does everyone have to fill out medical, media release.	Rick & Jackie
X	Assign person to take care of forms. Performer Forms sent to SF.	July 24	Orlene
	Compile Performer Packets: Emergency form, waiver, music licensure notice (video), tech rider, map, travel info... what else? O-The short waiver is already out; R- I actually haven't sent anything out, haven't seen any forms.	Note from Peggy – The DVD will be sold to performers, not on e-bay, so since we're not marketing in a store we don't have to worry about licensure for music. Jackie – We just have to know if AYCO gets fined if someone wants to come after us for unlicensed music. May I suggest that people use obscure music? Rick – we need legal advice. Carlo – having worked at Kinko's, we should recommend strongly that people secure the right to use the music. In most cases the request is granted, so a fee to owner. AYCO will make money. Peggy – suggestion in performer packet would be good. Contact and get permission to use music or use public domain. August 1	Orlene & Peggy
X	Send tech rider to Kezar	June 30	Orlene
Festival Documentation			

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	Adapt waiver & health form. Send to board for notes/ approval; finalized form online by	July 27/28	Jackie
Festival Meals / VIP Reception			
	# estimate to caterer	August 11	Rick & Orlene
Festival Housing / Accommodations			
Other Festival Activities / Details			
	Brainstorm: 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	June 30 October	Jackie and Tutti
Future AYCO Events Planning			
	Criteria for Regional Festivals (to qualify as an AYCO event)	PARKING LOT FOR POST FESTIVAL	Tutti – thoughts ideas to Jackie
AYCO store			
	AYCOstore web page – design agreement with AYCO page	PARKING LOT – AESTHETICS ISSUE	Rick* & John
	Work out vendor relationship to AYCO	July 29	John* & Rick
	AYCO/AYCOstore Prenuptial agreement	July 29	John* & Rick
Board Development			
X	Forward Warren’s email to the board	May 22	Orlene
	Outline for board packet to board for review	June 30 end of July	Warren
X	Thoughts: Who do we need on Board?	Sam Kilbourne? June 30	Tutti
	Send names to Warren for potential Board Members	August 24	All Board members
Standards Project			
	Read standards & offer feedback & mail comments to Warren (on paper)	PARKING LOT	All Board members
Board Structure / Logistics			
	Create proposal for term limits: how long? staggering?	October Board Meeting 2005	Executive Committee
	Board Structure working document	October Board Meeting	Executive Committee
	Make and mandate formal amendments to By-Laws for resignation and removal of Board members	October Board Meeting	Executive Committee
	Board standards for committee members	October Board Meeting	All Board members

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- AYCO Festival **10 min**
 - Next Steps?

O- Continuing marketing; workshop schedule; performer's packet; welcome packet. Rick and I were discussing welcome packet; preregistration for workshops can be included in packets. Also emergency plan. Warren; John, your nurse? And – Robert Strong tested his \$60 walkie talkies, worked while he was in Kezar and his friend was outside CC; the fog affects it too. Make sure it works inside. The guy who's providing tech stuff for Kezar is providing headsets for the show.

J- Cell phones?

P- Doesn't work inside so well, you have to step outside.

O- You get it in the rooms but not the hallways.

W- It throws a monkey wrench...

O- In any event, the pay phone! The other thing, David has a friend at UCFS for a round-the clock team.

J- Emergency services for kids in the hotel?

P- I assume the hotel has that

D- I'll look into that, I'll call and introduce myself...

O- We also need to call about the \$10 parking, not \$25.

D- I'll take both those tasks. O, give me the contacts...

D- Another item: Put the national call out 1) VIP ticket sales 2) program ad space sales. We should all put out the call, international even. Even a Congratulations ad! I'm proposing we lower the ad rate.

O- Only if they're exchanging something, in kind, otherwise no. I'll send everyone the ad sizes and rates (see tasks)

P- We're getting close enough to the deadline, can't wait for artwork... Let's try to sell these big ones!

P- VIP tickets helps scholarships, even if they can't go.

- Other items?

9:25

Reminders

- Review Task Timeline regularly to complete tasks

O- I got a nice call from Erin, wishing us all the best... She wants to be cc'd on workshop things to get her up to date. They're ready to jump in if help is needed.

RICE-A-RONI as presenter prizes!

YAY to JESSICA for the huge work on the prizes!!!

David – Thanks for the card!

O- Homestays... We need to find stuff.

J- Office will be closed after Aug. 7, Rick and I will be driving to SF. Should post on website that checks etc. should be sent directly to CC

9:27

Announcements

- Next Conference Call date: **August 7**
Conference call Assignments for next meeting: Timekeeper (David or John), Secretary (Carlo), Facilitator (Orlene)
- Others?

9:30

Adjourn