

North Fork Valley Creative Coalition

Board of Directors Meeting
Thursday, November 7, 2019
4:00pm at Kaspar Keil's residence



Board Meeting Minutes

Attendees: Susie Kaldis Lowe, President
Josh Paigen, Secretary
Heidi Hudek, Treasurer
Patti Kech, Vice President
Kaspar Keil, Board Member
Carol Newman, Program Manager (delayed)

Absent: Sara Rodriguez, Board Member
Mary George, Board Member

4:18pm Call to Order at Kaspar Keil's Residence.

- Susie calls meeting to Order @ 4:18pm
- Thanks for being here
- Agenda re-arranged to accommodate for Carol's late arrival @ ~5:15pm

Minutes Review

- Kaspar moves to approve the minutes from the October Board meeting. Heidi seconds, In Favor: ALL.

Review, Accept, and Approve Financials

- Balance Sheet: Some slight discrepancies (ie. accounts receivable)
- Budget vs. Actual: Doing better, and numbers are closer to where they should be.
 - Susie disclaimer: Budget Column for income was increased in an attempt to reach higher goals, so not to be too worried by the large (~\$23K) \$ Over Budget Amount.
 - We should have all of our membership income. December a good month for that.
 - All booth fees for Holiday Art Fair will be paid by Nov. 20th.
 - Lower expenses for Holiday Art Fair (HAF) this year due to existing infrastructure from previous years
 - Both income and expenses in the pipeline: payroll.
 - Through the end of the year, Susie and Carol will split payment for Program Manager duties.
 - \$2500 expense for Map of My Kingdom coming up.
 - Swander Woman Productions for \$2,295
 - \$325 to Paradise
 - ~\$50 in printing
- Profit & Loss: Also much better. Heidi still working out a few kinks.
 - Invoice 119 is accidentally duplicated with Deposit on 5/31/19

- o So Donations of 19,644.87 are actually \$2500 less. As are all related income numbers on other sheets.
- Restricted Funds: \$784.00 from previous VBC (Village Building Convergence) projects needs to be earmarked for 2020 VBC project.
- Taxes: 990s were due May15th not May31st (when we submitted them). We did not complete a Schedule C initially, so our remittance was initially returned. We were charged for the time difference between May15th and mid July when our final complete documentation was submitted. We currently owe ~\$1400 to IRS. Heidi submitted a letter last week to have charges dropped. Response pending, but account currently on hold. Resolution pending...
- Josh moves to accept the Financials. Patti seconds. In Favor: ALL

Staffing and Board Discussion

- Carol will be leaving the organization after the end of December. Carol has also self-elected to reduce her hours to 10hrs/week.
- Susie apologizes for shaking things up in August, but still here.
- Susie expresses interest in Executive Director job.
 - o Carol & Susie have drafted an Executive Director Job Description
 - o Susie feels motivated to continue on until 2021
- New Board Members (Potential)
 - o Chaucy Schader : Susie meeting tomorrow
 - o Molly Wheelock : Susie will contact
 - o Brian Maul : Kaspar will contact
- Change-builder Institute: Ideal Team Size: 6-9 People.
- Major Priorities for 2020
 - o Space To Create
 - o Final Friday Frolics
 - o Art & Ag
 - o Creative Corridor
 - Creative District Stuff
 - Signage
 - o Annual Membership Meeting (Nov)
 - o Paonia Holiday Art Fair (December)
- Discussion tabled with arrival of Carol Newman - Program Director

Program Manager Report

- Membership Meeting on Sunday @ 1pm @ Edesia (avg. about 50 people)
 - o Brainstorming with Sara for an Art Activity
 - NFVCC currently has tons of Art Supplies
 - Provide Members with a directive
 - Then ask for sharing
 - o Mary will make some food
 - Need cookies, muffins, cheese-crackers, fruit
 - Carol: muffins
 - Patti: chips & dip

- Kaspar: POPCORN and toppings
 - Heidi will source BigBs lemonade and juice.
 - Susie will do a new practice: A “Newbie”
 - What do you need, want, believe, feel?
 - Do we need to present budget, annual accomplishment, goals for 2020?
 - Provide Budget, Go Over: Accomplishments & Goals
 - Board Members : Please arrive by 12:15pm. Meeting: 1-3pm.
 - Social Time, BOD Intros, 10Min on Accomplishments, 10Min on Goals,
 - Heidi will bring a microphone and a speaker.
- Map of My Kingdom
 - Nov. 18th, 2019 @ 7pm @ Paradise Theater
 - Promotion & Ticket Sales
 - Josh will take tickets and charge \$10 for anyone else.
 - Susie will pickup Actor and Agent Sunday at 5pm, and take them to airport.
 - Actor staying at Kaspar’s
- Holiday Art Fair
 - Chamber previously coordinated the holiday weekend marketing, no longer.
 - Now the marketing is on us.
 - Carol will help with decorating.
 - Carol will dialogue with Tara to see if she can serve as coordinator.

Space To Create

- ArtSpace is not currently communicating directly with Paonia.
- Margaret Hunt has requested that a paid staff member of the Town of Paonia be the point person for the S2C initiative
- Also: The town must make S2C a PRIORITY.
- S2C will be put on hold until the Town clearly prioritizes S2C.
- A city staff person has to be the Team Leader/Project Manager.

Staffing & Board Member Discussion (continued):

- Susie as ED: Thumbs up from Kaspar, Heidi, Patti, Josh: BUT budget/payment need to be confirmed/agreed.
- Bookkeeper: Heidi will follow up with Mary to assess the number of hours/month for bookkeeping.
- Susie would like \$2000/month.
- We could pay her as a contract person, “Susie Kaldis Designs”.
- Moving into Sunday meeting, Susie will stay as Board President, moving into an ED position starting Monday.
- Susie resigns as Board President effective Monday, Nov.11

Setting Time/Place for the next Meeting:

- Thursday December 12th, 4pm-6pm
- Kaspar’s House

Meeting Adjourned at 6:45pm.