



Board Meeting Minutes

Sept 13, 2006 7-9:30pm
Host – Hank Kaplan

Board Members attending: Mark Johnson
Phil Catalano
Jonathan Miran
Rick Carter
Hank Kaplan

Also attending: Cece Thomas - Treasurer
Donna Carter –Secretary
Susan Martin – Dragonfest Fnd. Director
Joseph Davalt – Director of Operations
Dona Carroll – Registrar

Next Board Meeting: 10/11 6pm

The meeting was called to order at 7:07pm

8/06 Minutes accepted as amended (to show that all paperwork for corporate property (Dfest van title, insurance, etc) will be held by Treasurer. Hank will update the job description and bring to next Board meeting.

Treasurers Report Accepted. Final number not in yet. Cece will open corporate accounts at Office Max, Home Depot, Safeway and Walmart to better track purchasing for the festival . Treasurer will hold one card and Director of Ops will hold the other. The Treasurer’s position will expand to include Treasurer for Dfest Operation Expenditures for oversight of the Ops budget process and to support the Director in tracking expenditures and writing reimbursement checks. Cece will come up with the language and draft the job description by next Board meeting.

Dfest Foundation Report. Susan stressed the need to focus on getting the 501c3 status. She will come to the December Board meeting with a rough draft of the completed form for review. It will include mission statement, policies, bylaws, etc. There will be a separate meeting in January w/Susan, Phil and the Board to finalize the document for presentation at a public meeting later in January. Phil submitted a list of goals for discussion. Phil will present a foundation treasurers report at the November Board meeting. It was noted that checks were deposited to the foundation checking account that have to be transferred to the Corporate account until the foundation has 501c3 status.



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Dfest Ops Report. Joseph will have final number ready for the November Board meeting. It was suggested that the Shuttle Coordinator (Skip) be appointed Shuttle Coordinator for 2007, and be given the Van to repair between now and 2007 festival. He would donate his labor and present the Board with receipts for materials. He and his wife would be comp'ed registration cost for the 2007 festival. Joseph will discuss with Skip. Rick requested that the fire rings be removed from storage asap and given to him to dry, seal and paint to keep them from rusting out. Cece will ask Brandon to contact Rick on this.

Old Business

New Business

Medical. Mark shared a proposal from Betty and Nancy to create a new policy for the Medical staff to protect them from litigation and ensure that medical staff knows what to do in case of a serious problem. Cece will review proposed policy with land trust lawyers (n/c) and report back to the Board.

It was approved to establish a Corporate Medical Advisor position (who would normally be the head of Medical at the festival) to take responsibility for maintaining and upgrading (all year) the medical supplies and equipment required at Dfest (AED, Oxygen, medical kit supplies, etc). The Advisor would be a medical professional (RN or EMT). Mark will email their proposal to Board members and he will write up a job description for review by the Board at the next meeting.

Corporate Spokesman. Rick proposed and it was approved to establish a Corporate Dfest Spokesman position (and nominated Mark for the position). Mark will draft a job description for Board review at November meeting.

Election of new Board Member. Application posted on the website. Due date is this Friday 9/15. Director of Ops will handle all voting and election activities. Rick will advise Joseph on the process and deadlines.

Dfest Forum. Mark will open the forum back up to everyone, and will notify the membership so that anyone who wants to remain anonymous can take steps to create a blind email address.

Timeline for Annual Recurring Events. Hank will draft a timeline and submit it at the November Board meeting.



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Proposed Bylaw changes. Hank suggested changing the bylaws to a 3-year term for Board members instead of the current 5 year term. No action was taken on this. He also suggested a change that stated the only requirement to apply for Board election was to fill out the application. Hank will draft wording on this.

Director of Operations for 2007. Joseph was unanimously approved to be Director of Operations for the 2007 festival (Hooray!).

Meeting adjourned at 9:35pm and a good time was had by all.

AGENDA ITEMS TO BE RESOLVED		
Date Due	Assigned to	Subject
TBD	Cece, Donna, Phil	Important Documents to be Scanned. Cece will check to see how many years of records the organization is required to keep. Jonathan to provide a list of the docs that should be scanned. The originals will be gathered and scanned onto CDs for permanent storage. Board members who have important docs will bring them to the board meeting.
TBD	Cece	Cece will form a committee to research grant-writing instructions/classes/guidelines, also sources of available grant money for both 501c3s.
TBD	Brandon and April	Provide the Board with an inventory of known property.
TBD	Board	Fill out spreadsheet with list of all Dragonfest property in the possession of Board members.
TBD	Cece	Create a historical list of all Board members going back as far as we can.