



Board Meeting 10/13/06

Host: Jonathan and Dona

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

Also attending: Joseph Davalt – Dragonfest Ops 2006-7  
Donna Carter – Secretary  
Cece Thomas – Treasurer  
Dona Carroll - Registrar

Next Meeting:  
11/15 - 7pm

The meeting began at 7:05; ended at 9:10

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**September Minutes approved.** Mark Johnson called the meeting to order. A motion was made to accept the minutes from the September meeting as written. The motion was approved.

**Treasurer's Report (Cece).** Treasurer's Report was accepted as written. It was mentioned that Dfest needs a facility to store corporate records. There will be 3 periods of record retention – 1) records that need to be held till end of year, 2) held for 7-years, 3) kept indefinitely/permanent. Cece and Jonathan will condense, purge and standardize our retention schedule. Please email Jonathan about any documents you have that may need to be retained. He will compile list and email to board members. Cece will review Jonathan's list and organize them by type of retention.

**DFest Foundation Report (Phil Catalano).** Working on 501c3 Paperwork. Phil will write a check to the Dragonfest of Colorado for \$3200 since the Dfest Foundation is not yet a 501c3. The Board approved Phil as President Pro Tem until Susan is able to fill that position full time. Phil will be the Board liaison. Cece will be the Treasurer, and Phil will add her name to the checking account.

**Director of Operations Report (Joseph):** Joseph is finalizing the expenditures and will supply the board with the 2006 festival incident reports at the next meeting. He is working on a list of recommendations for next year's festival. Cece will check with **Site Host\*** on the trash bill in Susan's absence.

***Web Posting Note: Words or phrases in color and marked with a \* have been changed from original for security or personal privacy purposes.***



### ***Old Business***

Rick needs to get the fire rings out of the storage to seal them against rust. He will meet Dona there on Friday.

**Corporate Medical Liaison.** A proposal was approved to establish this position under the direction of the Director of Operations. This position will give guidelines to the medical staff in conjunction with the Director of Operations approval, to empower them to make the decision to remove any festival participant for the health and safety of the individual or other individuals. Hank will come up with appropriate language.

**Deputy Director of Operations.** A new policy will be established to allow the Director of Operations to have a deputy who will fill in as Director when the Director is unavailable for any reason. Joseph will write this up.

**Dfest Schedule of Events.** Hank created the schedule and presented it to the Board. He will update it for the next meeting.

**Bylaw Changes.** Hank will write an amendment to the election procedure to close balloting at 14 days. He will bring this to the next Board meeting.

### ***New Business***

**Corporate Communication Manager.** This position was established by the Board and reports to the Board. Mark Johnson was elected to this position.

Cece will give Joseph the annual Treasurer's Report to include with the ballot. It will include an estimate of the cost of the 2007 festival (*I'm not sure I took that down correctly*).

The **December Board Meeting** (12/14) will be held at a TBD location, where the ballots will be counted by Joseph and his selected staff members.