



Board Meeting 11/15/06

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  
Susan Martin – Dfest Foundation  
Donna Carter – Secretary  
Cece Thomas – Treasurer  
Property Managers (Brandon & April Peterson)  
Dona Carroll - Registrar

Next Meeting: 12/13 - 7pm
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The meeting began at 7:00; ended at 8:30pm

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

**Treasurer's Report** (Cece). Treasurer's Report was accepted as written. Question on payment to **site host\***. May be an overpayment. Cece will ask **host\*** for a breakdown. Susan and Cece will meet to discuss finances of Dfest Foundation.

**Dfest Foundation Report.** (Susan). Susan turned in a financial report. Land Fund gross sales were \$8576.00. Costs to reimburse to Dfest Organization = \$2992.96. Total sales net \$5583.31.

**Director of Operations Report** (Joseph): Joseph will have the final 2006 expenses at the 12/13 meeting. Incident reports were turned over to Donna for future discussion. Only incidents were medical-related. A medical/safety plan and a disaster event plan will be developed for 2007. Staff meetings will be held at the Full Moon Book store.

**Property Manager Report.** (April) There are no pads for the AED. They are needed to pass the monthly insurance/prescription test. Three sets of pads are needed – two adult and one child before the 2007 festival. Joseph will purchase them immediately. Joseph will call Star tomorrow to see if she still has the report (data file). Other medical supply requirements will be discussed in the 2007 staff meetings.

***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**

Hank turned in an updated Dfest Events calendar. First staff meeting moved to January of each year.

**New Business**

The **December Board Meeting** (12/13) will be held at a Joseph’s home, where the ballots will be counted by Joseph and his selected staff members.

**Van Insurance.** At the December meeting Cece will present other insurance bids (State Farm came in high). Jonathan will get a bid from Travelers, and Rick will call Allstate Insurance for a quote.

**Property Inventory.** April and Brandon will work with Joseph to do an inventory of the property in storage. It will be a staff activity held after April (snow season). They expect it to take 3 – 6 hours. Rick will set up a database in Access for the property in storage.

**Status of Dfest Laptop.** The current laptop was purchased in 2002. It heats up and shuts down regularly. Rick will examine it and see what needs to be done. There are 3 backup copies of the database.

AGENDA ITEMS TO BE RESOLVED	
Assigned to	Subject
Cece, Donna, Phil	<b>Important Documents to be Scanned.</b> The originals will be gathered and scanned onto CDs for permanent storage. Board members who have important docs will bring them to the February board meeting. Phil, Cece and Donna will do the scanning at Cece’s house.
Cece	Cece will form a committee to research grant-writing instructions/classes/guidelines, also sources of available grant money for both 501c3s. Susan has a list to share.
Rick	Rick will set up a database in Access for the property in storage.