

EEFC Board Meeting – Fall 2007
(Some names will be omitted in public version.)

Date: Oct. 11-13, 2007

Location: Home of Michael and Patricia Sensor, Hockessin, DE

Present: Dan Auvil, Denys Carrillo, Emily Cohen, Matthew Fass, Gitry Heydebrand, Rachel MacFarlane, Linnea Mandell, Michael Sensor

1. Check in and Review Agenda

- Organize and approve agenda
- Select workshop issues requiring board input
- Agree on weekend schedule

2. . Reaffirm commitment to operating by consensus

3. Committee reports

A. Program Committee

- Camps went very well with very few problems
- Teacher evaluations were overwhelmingly positive
- The board would like to acknowledge Laura Pannaman for her extensive work on visas for Bulgarian staff
- Dan will send a thank you card to Laura on behalf of the board

B. Scholarship Committee

- Kef/Krum Scholarship recipients seemed happy and actively involved at both workshops
- Julie Lancaster asked scholarship recipients to submit articles about their experiences for the Kef Times
- The scholarship committee will discuss whether completing a camp evaluation and/or writing something for the Kef Times should be requirements of receiving a scholarship
- Cathie Springer & Bosilek members have raised money and propose a scholarship in memory of Miki Long

C. Publicity Committee

- Ongoing work on the EEFC web site is going well
- Site stats show that the site is receiving active traffic and many downloads of information
- The publicity committee will talk further about a possible PR packet
- Matthew will submit a proposal for approval by the board for payment for some web services

D. Membership Committee

- Committee will develop a strategy for approaching long-term staff who are not members
- Idea for membership letter: short quotes from people from evaluations. Dan & Emily will collect quotes
- Last year the membership letter was dropped off to the printer on Nov. 14. This year by Nov. 7
- Committee will send email before membership letter, then send the letter and follow up with reminders
- Linnea will write lifetime and sustaining membership blurbs and work with Michael on bequests
- Gitry will write an email to people who joined early asking each of them to get one more person to join
- In 2007 there were 478 members, 2006 there were 421 members. Want 525 members in 2008
- Ideas for changing the Membership Reception: after dinner dessert and wine, or replace a culture talk or group sing, probably Monday

E. Finance Committee

We didn't quite meet our membership budget goals, but membership was still the highest it has ever been
Michael will ask Brian if he will write off part of tuition as a tax deduction to help stabilize tuition
Suggestion: ask if we can put IS deposit into escrow so he can see it's there, but we earn interest on it
Suggestion: ask if Brian would come down on price per day if we have an 8 day camp
Michael will ask Lynette Garland if she could do a level 2 audit. Barbara Uhlmann is another option
Matt Smith has offered to join finance committee – We might also consider him for Long-term Planning
Michael will talk to Matt about what he is interested in
The finance committee will make a graphic showing the history of annual budget balances
We need to set up bank auto drafts – Finance Committee will make this a priority
Suggestion: build forms on the website for soliciting donations
We should work on increasing transparency about camp costs
Suggestion: offer the option to pay more for camp (“Help keep camp affordable for other people?”)
Suggestion: add an additional solicitation for donations with registration. Consensus was to do this.
Suggestion : put article about EEFC finances in the Kef Times
Suggestion: Finance Committee should check out scenarios of differential camp fee structures
The Nest Egg contributed \$1200 in 2007 to the general fund

F. Long-term Planning Committee

Have not found grants in CA that would be useful to us, so far
One possibility - contact Lilly Carazzi at the Alliance for CA Traditional Arts
Could start a business plan for buying a camp, start by seeing who is interested and knowledgeable

5. Board Members and Committees

A. Discussion of Board Member Terms

Allowing people to re-up for one year at a time creates possible risk of too many people leaving at once
The board will use consensus to approve offers to re-up
The board also needs to create a procedure for removal of a board member should it ever be needed
There also needs to be a written procedure for replacing someone who has to leave before completing a term

B. Terms for Current Board Members

Emily has served one 3-year term, re-upped once, will work one more year, then will retire
Matthew served one 3-year term, re-upped once, Will work one more year, then will retire
Denys served one 3-year term, and will re-up for up to 3 years
Dan has served one year and has 2 years left of his 3 year term
Michael has served 2 years and has one year left of his 3 year term. He is willing to do another 3 year term
Gitry has served 3 years and will re-up for at least 2 years
Linnea has served 3 years and will re-up for at least 2 years

C. Officers and Committee Chairs

Gitry will continue to serve as President with a review after 3 months
Denys will serve as Vice President. A key part of her role will be progress checks on action items.
Michael will continue as Treasurer
Linnea will continue as Secretary
Dan will serve as Board Liaison

Program Committee

Chair: Denys Carrillo, Members: Rachel MacFarlane, Gitry Heydebrand, Lise Liepman, Belle Birchfield
Jerry Duke

Scholarship Committee

Chair: Emily Cohen, Members: Jim Avera, Kristina Vaskys, John Uhlemann, Randy Trigg, Denys Carrillo

Publicity Committee

Chair: Matthew Fass, Members: Dan Auvil

Administrative Committee

Chair: Gitry Heydebrand, Denys Carrillo

Membership Committee

Chair: Emily Cohen, Members: Linnea Mandell, Dan Auvil, Michael Sensor

Board Liason – Dan Auvil

Long-term planning Committee (used to be Development)

Chair: Gitry Heydebrand, Members: (Gitry, could you please give me the list of members? I know I'm part of the committee, but not sure of the rest of the list.)

New committee members

The following people were mentioned as possible new committee members:

Dina Trageser, Marion Blumenthal (bookkeeper), Lisa Shochat, Steve Ramsey, Matt Smith (finance),
Debbie Moses (?)

D. Administrative Tasks

Michael will re-draft the bylaws to reflect changes in board terms of office

The Publicity Committee will put the revised bylaws on the web site after review by the board

Board will update the P & Ps this year. The project will be organized by Gitry

Rachel and the Administrative Committee will do a final review of the General Manager job description

6. General Manager's Report

A. Office Work

Current projects include preparing financial reports, compiling camp evaluations, finishing the Kef Times, preparing the membership letter, and transferring to the FileMaker Pro database

The Kef Times will have a new feature – a collection of old photographs

Rachel will take a class in FileMaker or work with tutor

We will investigate purchasing a small copier to keep in Rachel's office and use at Mendocino

Making arrangements for using credit cards online is in progress. Rachel and Matthew will do this.

The payroll service is working well and taxes are fine

There is currently about \$2000 in PayPal account which we need to withdraw

Rachel would appreciate more check-ins and communication with board members

B. Mendocino Workshop Review

There was a waiting list, but everyone who wanted to go to camp got in

The atmosphere at camp was mellow and cooperative

In spite of an evaluation comment, the board determined that the Kef lounge worked well and was not a problem

Rachel will evaluate and decide if there is a need to get back to Anne Hallet about an evaluation comment

Rachel will find out who the person was that Andy complained about

We should remind people they can contact the Liaison if want more specific responses to evaluation items

The Woodlands says we leave the site in better shape than most other groups

Idea for Mendo auction items: certificate to go to the front of a meal line

C. Iroquois Springs Workshop Review

The shorter orientation went well

Shirley had some difficulty interacting effectively with auction workers. She might benefit from leadership coaching. Michael will talk to her about it

Deb Moses wants to help with development work

Carol Freeman will not be hired back for next year. The board will send her a letter explaining staff rotation

There were no major issues in either of the Site Manager Reports which require board input

7. Other Topics For Discussion

A. Discussion on improving follow-through and completion of tasks:

We will have a general agreement that people will do what they commit to and/or delegate without shame

The board will hold monthly conference calls to check on progress and discuss topics as needed

Expanding the size of the committees could increase productivity

The board needs to articulate a process for recruiting and selecting new committee members

We need to clearly define the amount of autonomy committees have

Consensus: Delegate goals to committees to decide on specifics

Committees will bring problems and results to the whole group for approval and advice

Committee chairs will oversee the work of their committee members

There needs to be a person who maintains and updates the action items list and keeps track of progress

There needs to be a process for effectively overseeing the activities and progress of the committees

B. Longer East Coast Camp

Consensus: Not have an 8 day camp due to programmatic problems and difficulty driving home

Discussed the option to hang out an extra day at camp, but decided it would be too hard to manage administratively

C. Alcohol

The board will add language to the P&Ps about prevention of underage drinking

Violation of this policy may result in consequences up to expulsion from camp

Dan will talk to Greg Jenkins. As staff youth band director, he needs to report problems to leadership

New York as Dram Shop liability laws – if an intoxicated person causes injury, the person who served alcohol is liable if they knew the person was intoxicated

Michael will see what a Dram Shop insurance policy would cost

There are no current instructions in the P&Ps about cutting people off who have had too much alcohol

Site Managers will train and instruct kafana servers not to serve people who are intoxicated

D. Miki Long Scholarship

The money has been placed in the Kef Scholarship fund

Emily will take the lead on the Miki Long Scholarship

Consensus: If donors want the EEFC to administer a scholarship, it needs to be unrestricted with decisions made by Scholarship Committee. If donors of want restrictions, they should administer it

E. More financial discussion

Use more bulk emailing to reduce paper printing and mailing costs

Encourage people to record in-kind donations of professional services

Michael will find out if the EEFC can be incorporated in more than one state

We could charge more for first half part time camp, less for second half to keep camp fuller

We will establish a Lifetime Membership for \$1500

We will set up Sustaining Membership payments by auto draft of \$5, \$10, \$25, \$50, other

Rachel will transfer the PayPal \$ to Michael's account so it can be withdrawn and put into general account

F. Archive Project

Larry Weiner's project is to catalog resources for Balkan music
He lost some data due to a computer problem, but is starting to work on it again
Larry doesn't want anything else from the board right now
Gitry will check in with him to tell him we appreciate his work and to ask if there is anything we can do

G. Marketing Director

Bridget Boyle is interested in working as Marketing Director for the EEFC
She is 25, plays in Brass Menagerie, and sings in Kitka
Consensus: table compensation discussion until Bridget submits a formal proposal
Dan, Rachel and Bridget met and listed possible tasks for this position:
sell Balkanalia CD (made in 2004)
update CD baby (not sure what this means)
write marketing information for EEFC items for press and radio
Put EEFC information on Myspace, Facebook, Tribe
contact Berkshire record outlet remainder house
Market Café Press items
(My notes say, "Get the rest of the list from Rachel.")
Put Balkanalia CD on iTunes

8. Brainstorming Session: Goals for 2008

increase financial transparency
make web site more user friendly
make EEFC web site an educational resource (in addition to providing information about the camps and the organization - long-term goal)
have camp staff lined up earlier
increase membership, no lapsed members
add to nest egg fund regularly each year
raise awareness of bequests, increase bequests
increase voluntary donations
develop long-term financial plan
increase number of people we delegate work to, increase number of non-board members on committees
increase EEFC responsiveness to community, faster, more comprehensive
increase honorariums
increase internal donor base - build on existing good will of community which wants to support the EEFC
develop mechanism to solicit volunteers and identify what volunteers can do

Priorities for 2008

keeping workshops running successfully
have a balanced budget with a slight operating surplus
erase our deficit from previous years
position ourselves for ongoing increased expenses

9. Site Manager Gifts

Lanita - \$50 gift certificate to Sur la Table – Dan will buy
Nancy - \$50 Independent book store certificate – Michael will buy

10. Future Meetings

A. Topics for upcoming meetings

Dan's tour proposal

Education task force

Youth Liaisons Evan Stewart and Miriam Zemel need more direction. Also discuss possible work exchange

B. Conference Calls

First Thursdays at 7:00, 9:00, 10:00 Nov 1, Dec 6, Jan 3, Feb 7, Mar 6

Gitry will be in England April 3

C. Spring Board Meeting

May 1-4 or March 28-30

Could check on price to fly to St. Louis, MO

ACTION ITEMS NOT ON THE WIKI

When I was going through the minutes, I found a few action items which did not make it onto the Wiki yet:

Matthew

Write a one-page summary of what the board does

Ari's video digitized now need to change format and split – (there are no usage rights issues)

Gitry

Head up Supporting Partners program – decide on next steps

Write out the process for board member re-upping and removal

Write email to people who became members early in the year and ask them to each get one more person to join

Rachel

Make list of topics for GM report for fall and spring board meetings

Committees

Committee chairs of committees which need more members will write blurbs about joining the committee or doing specific tasks for the committee. (I think this would go to Long-term Planning and Publicity?)