

EEFC Board Minutes
April 23-24th

Held at the home of Brenna MacCrimmon, Toronto, Canada

Attendees, Titles, and Abbreviations

Michel Sensor, President and Barrister MLS

Denys Carrillo, Vice-President; Program cte. Chair DC

Ann Norton (Membership cte chair) AN

Linda Mucyn (Treasurer) LM

Demetri Tashie (Publicity cte chair, Board Co- liaison) DT

Rachel MacFarlane General Manager RM

Brenna MacCrimmon (Scholarship cte chair, Board Co-Liaison) BM

Riccardo Heald (Secretary, took these minutes) RH

Agenda, committee assignments, summary of consensus proposals and action items can be found at the end of this document.

April 23, 2010 Meeting Called to Order 9:50 AM

I) MLS How are we doing?

II) Business Agenda

1) President's Report MLS

a) Jay Samios can't continue with her work for us due to having child. Jay will review one of Myra's proposals.

b) Myra has a new proposal will be reviewed later in the meeting.

c) Development is up in the air about what to do.

Mike would like to stay on as a chair of development, but doesn't have time to run the committee. DT
We could have an advisory board. Might hire a consultant. Every organization hires consultant to do fundraising.

d) Mike will not just leave, he will "fade away" and stay in the background and contribute.

2) Vice President's Report DC

a) Has been an honor to serve with Michael as president.

b) If people can't seem to feel they can get their action items done, come to me (Denys) to look into off-loading work if you are feeling overwhelmed

c) Monthly calls to Denys have been useful even though we do it late. If we don't respond Denys will call us out of the blue.

MLS President is CEO setting policy, VP is COO making sure policy is actually implemented. Frees Michael from minutia.

DC "It has been my delight to do this"

3) General Manager's Report . RM

a) Things are happening vis-à-vis the camps and membership We are collecting money. Staff is working out. Things don't always get done on time but they do get done.

b) Will ask for help in our requests to get documentation of what she does for a doomsday situation were something happens to the GM/EEFC Office. Did work with Barbara Babin

AN How are our registrations going? RM Have not tabulated data yet. Brochure for IS has not gone out yet. Will send then out after meeting. AN Can we find out how we are doing with camp registration?

Everything seems to be done on task.

4) Treasurer's Report (with interim Financial Report) LM

a) A little unsure about what I should be doing. *This turned into a long running discussion.*

LM Would we have a historical record when money comes in a particular month so we can compare it year to year for the same month. RM That makes sense. RM and LM can work together.

DT Would like to know how we are doing. Historical comparison would be useful for heads up if we are getting into trouble.

BM Good to have a historical perspective so that if we go to an outside group for funding our budget for a particular won't look horrible, say if we are \$43,000 in a hole for a particular month, but that could be ok if historically that is "normal"

RM Can go back until 1997 to come up with monthly historical report

MLS LM You can help us track our investments and see how they are doing.

RM Stefanie Anderson will help with the tracking of investments and how to ladder and step them.

MLS Treasurer is the head of the finance committee in the bylaws

5) Membership Committee Report AN

Status of current membership drive: What is being done to contact lapsed members, recruit new members? How many people are on the committee at this time?

Who is going to be at which workshop? Discuss ideas about the membership cocktail/drive and who can help with that.

a) In March finally got a copy of the membership committee files in March.

b) Want to rework the way we approach groups. Use the groups to promote the EEFC and not ask them to give money.

c) Want to change the pitch of memberships that it is used to keep the costs of time. Would like to change direction of membership drive for non camp reasons.

d) Would like have membership give you access to the newsletter and have resources online.

BM You are right that the groups should not be hounded for money. A member asked “Why should I be a member” We need to come up with a reason of why people should be members that aren’t only about supporting camp costs.

AN We need a non board member to be a web master.

DT Agree “What are we offering members?”

RM In 2006 Linnea put together some highly articulated reasons why you should join a camp. Membership DOES help the bottom line.

RM Linnea did drop communications. She did a lot, including donating postings.

AN & RM its been very stressful in that we didn’t know what had been done

MLS We need to get committee members to join the membership committee. Membership is 12 – 15% of the budget. (\$35,000). What we call “membership” is really an annual giving campaign. We are structured as a board of trustees. What we call members are really donors. They don’t vote. They donate. We need to convey that membership financially supports the organization but it is annual giving that supports what we do. Perhaps we need to retool how we make our pitch.

General discussion about what we do and membership.

DC Freshen list of reason’s to become a member. The word “membership” means you are a member whether you come (to camp) or not. Need to make people feel like they are included. MLS Ways to retool the campaign. WE NEED TO GET more committee members.

We don’t want to do call calling as a group. Follow up calls may be another matter.

MLS: AN should call Linnea and interview her what she did when. Make the contact with Linnea soon. Ask her to be on the other committee.

RM Will restructure filemaker to give more detailed reports on a month-by-month basis.

RH Perhaps we should split the membership committee from the reception committee at camp9To avoid burnout)

BM Had a problem with membership reception competing with dinner. RM On west coast, dinner line was outside. MLS The elements conspired against us.

DC Maybe we should only serve desert at the reception.

6) Programming Committee Report DC

- a) Program is set. Nobody has said they can't do it.
- b) Brenna wrote a long letter from Paris responding to Bill Cope.
- c) Done some preliminary work at mendo

7) Publicity Committee Report & Discussion DT

How can we be more supportive of events where EEFC should have a presence or is supported (e.g., Balkan Shout Out)? How do we determine which events merit such presence, and how do we get the presence there?

- a) We need to attack tasks. We need to update the web site.
- b) MLS do we need more members? DT Yes but not too many. Four would be optimal.
- c) What does the publicity committee need to do. RM Need to come up with an idea. MLS The web site is very important, RH could we hire somebody? MLS We should pay cash, cash equivalent so we get consistent work.
- d) List serve is not under our direct control. Its hosted by a friend of Noel Kropf. This is a fragile situation. We should research web designer. MLS We should put together a Request for Job Proposal.
- e) DT handed out "generic" EEFC business cards to everyone at the meeting. Everybody liked them
- f) Trifold flyer is less important
- g) Documentary video link. We will screen as a group later in the meeting and review.
- h) We didn't have a presence at the Balkan ShoutOut. DC We should have a poster. DT Will look into the cost of doing posters. MLS are benefit concerts important? We aren't having a problem filling camp. What is the financial benefit of these fund raising events. BM Linnea used to say that we need to get local people supporting these events. DC we should have had somebody at the event. LM We currently have two board members in New York City, but in the future may not. DC We should have somebody read something that the eefc thanks for them.
- i) Do we want corporate sponsorship? It was never really resolved. MLS We would solicit corporate sponsorship. MLS We are not really ready for sponsorship this is really a step when we develop our development committee plan. MLS We are not really ready for development.

RM We should send a postcard instead of an informational brochure. Postcard can have a link to the web that people can print out the application. RM will do some costing bids.

8) Scholarship BM

- a) 35 applicants for mendo, 12 for east coast
- b) Low response to scholarship so we extended application deadline. This causes timing issues because if a scholarship person doesn't get in they want work exchanges so we want to make the decision close to when the flyers go out. This causes time compression problems because they have less time to make the decision.

c) Criteria are vague. Only hard core requirement is being older than 18 years old. People are sending CVs, letters of recommendation, links, CD's.

d) RM We shouldn't extend deadline by two weeks, perhaps just one week.

e) Scholarship program really is important and generates a lot of good will.

AN Would Barb Babin be interested in helping?

With a lot of applications say over 20 becomes really difficult to process. Other types of selection critiques.

DC "Scholarship" is one word and transmits the meaning well. "Please don't send CV's, CDs, etc"
Give them a word count limit.

DM Should we have a smaller committee? BM If people are on top of it its ok DC More points of view are better. We have a chairman who makes unilateral decisions (*When required*)

Overall comment. The committees were not handled well.

Break for Lunch 3:15 PM

III) Updates and discussions about ongoing projects

1) eCommerce (online commerce) DT

Have lined up Micro Payments system. Can start the "buck-a-tune" program. MLS Have moved away from paypal. RM Has asked Bridget Boyle (Kitka) how easy pay pal is to work with. Kitka group uses paypal. RM Paypal is very difficult to work, has to analyze each transaction. \$500 limit xfer at a time is too cumbersome to work with. DT May have changed. RM will investigate. *General discussion ensued about how difficult it is to account for different revenue streams.*

DT: Do we want to go ahead? MLS We don't want to make things more complicated. MLS We need to keep researching the nitty gritty details. RM will talk to Bridget

2) Development

What do we do now that Jay is unable to assist us in the future?

Myra Rosenhaus grant idea (waiting for materials to arrive from her)

Myra has a grant idea, submitted last night for the West States Art Association.

Jay is busy with her child and can't work for us. Will review ideas we send her.

MLS We are not ready yet to undertake this large project.

Round robin discussion ensued. People said it's a big unknown. People said we need to get our other things online. We have to function as a group, as a board.

3) Deborah Pruitt

Is a non profit consultant for a board. Observes a board for a day and gives feedback. Develops policies and procedures. It enhances the efficiency of the board. Michael and Denys feels strongly that

this is necessary. Make for some significant improvements. Would extend our meeting to three days. MLS and DC both feel we should do this. AN When I was on the Woodlands Board for woodlands. People liked to give money to things they can see, like a bathroom. For us it may be the web site. MLS Every board non profit I have been on has gone on a receipt.

Consensus: We will hire Deborah Pruit as a board facility/consultant and pay her fee from the EEFC General Fund.

4) Website Refresh

What is the status of the web refresh project?

Discuss ideas for enhancing the website, à la CCMC camp.

<http://www.musiccamp.org/index.html>

RM Can we find out who runs and how many there web site?

Wiki update – the version Matthew installed is rapidly going out of date and has had no software updates for years. It is also hard to use. What to do?

Shall we use google docs?

Consensus we abandon wiki and move to Google Docs

Quick lesson on using the wiki for anyone who needs it

Not required since we are moving to google docs

5 From our google docs eeefc board FAQs

The board discussed the following topics point by point.

- 0) New membership tracking tool - bye,bye Zurmometer, hello dancing line? MLS
- 1) FTP possibility? RH
- 3) CurrentTeacher Bios? RH !!! BKM with links to their sites AN
- 4) Who do we call when website goes down? RH
- 5) pictures/brief descriptions of instruments? dac
- 6) tune a day link? RH
- 7) Listserve maintenance? RH
- 8) Photos of recent camps? Old camps? RH
- 9) Other relevant links - space for camps with similar offering like B!, online music collections etc., BKM
- 10) of course a lot of what is there should be there, registration links etc. BKM
- 11) FAQs BKM
- 12) Kef Times download archive RM
- 13) link to ebay store. dac
- 14) dance notes/descriptions AN
- 15) info on where to find out more about the culture and history of Balkan countries/dance/music AN

Google Docs – eefc board - website renewal

What are Frequently Asked Questions about the EEFC, The Workshops, the Listserve etc. You don't need to know the answers yet! But what sort of information can go here?

Question to Demetri: can we make this open? i.e. as liaisons this may be something we keep on top through the evaluations. (bkm)

Can I bring my cat (or dog - this really happened - MLS) to the workshop? bkm

Can my friend stay over night? bkm

Are there bears in the woods? bkm actually in all seriousness i think it would be a good idea to make a detailed explanation of the sites particularly mendo which is not especially easy to get around for anybody with compromised knees. small children and poison ivy. scorpions. giant banana slugs...bkm

don't forget the mountain lions and bees AN

I'm new how do I meet people. RH Show them your banana slug!!! (okay edit that out, please!) bkm (this would work for them that got 'em. what about them that don't? -- dac) Hey, keep it clean, kidz! RM

I'm sitting around lonely at meals and dance parties by myself. Everyone else is having a good time. What am I doing wrong? MLS

I'm not a good player should I come? RH

How do you choose your teachers? bkm

What is kafana? bkm (How do you kafana? :) MLS

I'm a kosher vegan with nut & gluten allergies, can you accomodate my nutritional needs? bkm what kind of food is served during the week and is there food available outside of meals? AN

Why don't you post all the teachers' class materials online? bkm

I'm a poor musician/dance teacher/singer and have so much to offer; why can't I come to camp for free? RM

I've asked you X times to bring Z to camp. Why is s/he never invited? RM

similarly: i've suggested X times that XX should be changed/start happening/be discontinued at camp, but nothing happens and i never hear anything. why should i bother filling out an eval? dac

who should i contact about ... ? dac

I'm a beginning dancer--can I still dance at the parties at night? AN

What can I buy/is for sale at camp (CDs, batteries, toothpaste, Snickers bars,)? AN

What is the appropriate amount to tip the gopher for getting me toothpaste, batteries, Snickers bars, ... from town? AN

Is a tip appropriate? MLS

Camp sounds great, but due to finances/scheduling I can't go this year. How do I find balkan music and dance where I live? AN

Why don't you print kef times any more?? bkm

Why does camp cost so frakking much? MLS

I can't afford to come to camp and I never seem to be accepted for a scholarship/be assigned work exchange. What do I do? MLS

Why do we see the same musicians every year? Musician X is great and you should bring him/her/them! MLS

Meeting Adjourned for the day (Friday).

Friday evening the board reviewed Josephine's Film. Publicity committee will give input Josephine

Saturday Meeting

7) Health and Allergy information

MLS Sommer Haligan initiated a conversation about medical issues at camps. Sommer, as a first responder, we would like to know health and allergy issues supplied on a voluntary basis. On registration, "Do you have any health or allergies that you would like to make available to us." That way we can supply first responders with medical issues. RM Its already in the process of creating this form.

Discussion of elderly campers. We don't need to formalize a policy about elderly campers and infirm.

III Board Member Terms and New Members

A)

1. Michael's term began 10/05 and is ending 9/10
2. Denys' term began 10/04 and is ending 9/10 (or 9/11, subject to discussion)
3. Riccardo's term began 10/08 and is ending 9/11
4. Demetri's term began 10/08 and is ending 9/11
5. Brenna's term began 10/08 and is ending 9/11
6. Ann's term began 10/09 and is ending 9/11
7. Linda's term began 10/09 and is ending 9/12

SUMMARY: 2 (maybe 1) Board members leaving 9/10

3 (maybe 4) Board member terms ending 9/11

2 Board member terms ending 9/12

Is a three year term long enough? After five years, it seems like a lot.

BM Three years is what I can do. 4 year term might make sense. 1st year you serve on committees but don't chair. 2-4th years you chair. MLS That is interesting. They have a year of training to get up to speed.

MLS Proposal as soon as we extend an offer to a board member we get them on committees right away. DT We select them to be on a committee. MLS The committee chairs are specifically tasked to make sure that the outgoing committee chair brings the incoming committee up to speed.

DT 4 or 5 years can be a scary to ask somebody to committee.

MLS There will be a hand off issue with myself.

DT Should there be a senior/junior board member mentor, training.

RH Its difficult to get people to document what they do, when they are doing it.

RM There are two few members for too many positions.

DT Should we change the start stop times so they don't coincide with the new fiscal year.

AN Perhaps we should recruit new board members after the fall meeting so they have almost a whole year to observe how the board works.

B)

MLS Officer transition. President, VP, Secetary, Treasurer. President is usually selected at the fall meeting, though we know if they want to be president ahead of time. That way there is a long term to do the hand off. We should decide who is the president in the spring. If the person is going to continue the board should be able to make a decision in the spring.

BM Could DC stay on the board as a non voting member as a coach. DC Would absorb costs (to attend meetings).

DC Stepped out of the room. So we could discuss whether we want her to continue on the board.

Consensus: Do we want DC to stay on as a full board member. Yes.

DC Accepts staying on as a full board member.

Consensus: Brenna will commit to being president for 1 year and Denys will commit to being Vice-president for 1 year beginning in the fall.

New Board members Candidates

General Discussion of potential board and committee candidates.

We won't make a decision today about a new board member. But will come up with a candidate.

RH to create spreadsheet of board members who have been contacted so we have a memory.

Break for Lunch

IV OTHER MATTERS

1) Revise By-laws

MLS modified bylaws, clarifying how long terms are and when fiscal year ends.

2) Myra Rosenhaus grant proposal

Not a good fit for this year. Logistically too difficult to do this year. Can't do it

Action Item: By May 1st Michael will call Myra.

3) Recommendations from Nancy and Dan Auvil submitted for Board discussion:

a. Provide the Treasurer the ability to view online the EEFC financial accounts. This means viewing only and not necessarily signatory status.

RM Has investigated and treasurer would need signatory status

b. Assign a Board member (not necessarily the Treasurer if proximity is an issue) to be signatory to the financial accounts (i.e., the ability to withdraw funds and write checks). If the signatory need be local to our bank, Ann Norton has volunteered.

OK Will do

c. Continue with Rachel doing the books as is, but bring in a bookkeeper on a regular basis for review.

We see as benefits:

- better conforming to financial best practices
- having another person know the status of finances in case of emergency
- the potential to refine our current system to make it more easy, and less stressful

Possible downsides:

- may cost money
- sensitivities of having someone looking over Rachel's shoulder.

This bookkeeper would have viewing access to all EEFC accounts (not signatory status) and report to the Treasurer. Because of proximity and term concerns, we recommend that this bookkeeper not be a Board member. After a set time from implementation (we suggest 6 months), representatives from the Board, the GM and bookkeeper should together review the situation and decide if any changes should be recommended.

OK Hire a local bookkeeper. RM Nancy Kline might be interested

d. The EEFC should use *QuickBooks* for its financial accounting rather than the current software, *Quicken*. *QuickBooks* is a more robust and flexible financial program and the EEFC already owns a copy. This transfer may fall in the purview of the outside bookkeeper but, in any case, the Board should provide any necessary help for Rachel to accomplish this.

**RM Don't necessarily agree because we are midstream ie getting ready for camp.
We could do this at the end of the fiscal year. DC+RH does Rachel need training.**

e. The EEFC should back up its data offsite. Currently the EEFC laptop is backed up on an external hard drive in the EEFC office. We recommend that, in addition, the files be stored remotely (in case of fire, theft, earthquake, etc.) and updated on a periodic basis (we recommend once a quarter).

Action Item: By JUNE 1 Denys will investigate "MobileMe" and other backup possibilities.

f. The Board should discuss who should have access to the EEFC accounts. An example to begin discussion might be Finance Committee member Stefanie Anderson who has recently worked with Rachel on investments and was given online access to some of EEFC accounts. I think we all totally trust Stefanie, but it might help eliminate any confusion or potential issues if the Board makes a determination on who should be able to view the books.

Consensus: We will implement Nancy and Dan Auvil's six accounting procedure change proposals.

RM Will implement before the end of the calendar year

Action Item: By May 1st MLS will contact Nancy and solicit a proposal for conducting review services.

MEETING ADJOURNED
