

Board Meeting Minutes

June 17, 2019

Call to Order 6:25

Attendance: Melody Hedin, Kasey Correia, Catherine Larkins on phone, Margie Coates

1. Approval of Agenda - Yays
2. Approval of Minutes from last meeting – Motion – Margie, 2nd Catherine
3. Treasurer’s Report
 - a. Approve Monthly Financials for Jan 2019 to May 2019 – Currently have 9906.58 as current assets, Total expenses are 4574.17, Net income is 7634.83; Currently 6820.22 in General Account, paid Laura Hogan for the 990, Cindy’s charge for Jan to May accounting was \$202.75; Trauma Grant sent receivables for 1612.00, so total in General Account will be 8432.22, and Artist’s Account \$ 1648.64
January - May
Motion - Catherine, 2nd - Margie
 - b. Rent increasing to .52 per square foot on September 1, 2019 - rents will increase in September from .32/ft to +.18/ft proposed, room 17 is Ann’s, room 22 is being paid for ½ of by Suri;
4. SWRY MOU Approval - Tabled
5. Contract for Service Agreement Approval – add section of agreement to policy of Drug Free Workplace and Background Check – not needed since #1 states that policies have to be followed; if termination was needed, since it’s hourly, and contracted, ok to terminate at any time if the fit is not good
Motion – Margie, 2nd - Catherine
6. Drug Free Workplace and Background Check Policy Approval – Drug Free Policy document - change “Company” to “Center” throughout document; “employment” change to “contracted”; drop the Pre-employment statement on page 1; Table approval of Drug Free Workplace until changes are made;
Motion to approve Background Check and Table Drug Free document– Margie, 2nd - Catherine
7. Job Descriptions
 - a. Executive Director – add to #5 1st bullet “Assist the bookkeeper with basic bookkeeping tasks including bill paying, check cutting, mailing checks, making deposits, invoicing, running financial reports, assisting with annual audit”; 6th bullet “and contracted persons”, and under Professional Qualifications, 1st bullet add “in the arts”
 - b. Administrative Assistant - #1 – drop 1st, 2nd bullets, to Qualifications – add to 5th bullet “and technical” communication skills

Motion to approve with the addition– Catherine, 2nd – Margie
8. Board Member Appointment & Position Determination – Tabled - need to identify a Treasurer, and replacement for Jeff Ogden’s position
9. Director’s Report – board attendees read report – Creative District may assist in bringing artists in to work with DS

Next Meeting: July 22, 2019 6:00

Adjourn Meeting: 7:40

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