

## **Tapestry Board Meeting Minutes** **Thursday, May 25, 2023**

Mission statement: *The mission of Tapestry Folkdance Center is to create opportunities for participating in the joys of dance and music from around the world.*

Present: Hollie Benton, President; Trenne Fields, Vice President; Mary Alice Schumacher, Secretary; Kevin Geraghty, Treasurer; Charles Carodenuto, Lisa Leedham, Susan Knutson, Judine Pattinson.

### **General/Administration**

April Minutes were approved.

### **Board Recruitment Report & Process – Susan and Charles**

Susan reported that steps in the recruitment process are (1) attending a Board meeting, (2) being interviewed, (3) submitting a letter of intent, and (4) the Board vote. She asked the Board to consider who should do the interviews. Charles, Susan and Judine agreed to participate, and Sally will be invited to join them. At Charles' suggestion, to share the workload, the Board endorsed having two of those four participate in each interview.

### **Finance report and preliminary budget**

Kevin reported Tapestry continues to do well, making a small profit, and is well ahead of the projected budget. The Finance Committee will review the proposed budget in more detail for Board consideration at the June meeting.

In response to a question about Board materials, Hollie reviewed how to locate meeting documents in Teams and said they are meant to provide information in advance so that members can come prepared and conduct meetings more efficiently. Board time then can be used to focus on any questions before taking a vote.

### **Executive Report and Staff Compensation update – Hollie**

Heidi reported on a conversation with staff about salary expectations.

### **Board Effectiveness Report – Trenne, Lisa, and Judine**

Committee members met to discuss issues related to the BMDG meeting including possible Board restructuring and organization of Board materials in Teams. Lisa volunteered to work on a process to reorganize Teams folders to create a more logical filing system, and Hollie offered to assist. Board members indicated a need for more training on how to access materials in Teams.

### **Governance and Policy Report and existing Photo/Video policy – Mary Alice**

The Policy committee was asked for a recommendation regarding a request that the Board make meeting minutes public. The committee learned that the website had previously

provided a link to minutes, which was lost during a reorganization of Teams, and advised re-establishing the link rather than sending minutes in E-news. In addition, Tapestry already has a policy (#202.3 “Board Meeting Minutes and Records”) that calls for approved minutes to be posted to the website.

Regarding the photo/video disclaimer, the Policy committee made some revisions to a posting proposed by staff based on the Board’s April discussion. Mary Alice reported finding that an existing policy on “Photography, Video and Audio Recording ” (#503) also specifies language for a sign to be posted at Tapestry and makes no mention of limitations based on age. The Board considered the two versions and by a 4-3 vote, approved using the language provided in the existing policy for signage, as follows: “By entering these premises you consent to photography, audio recordings, and/or video recordings, which may be used by Tapestry for advertising, or inclusion on our website, or in social media, or for other promotional purposes. You also agree to release Tapestry Folkdance Center from any liability connected with the same.”

### **ED Search Committee - Trenne**

The committee would like to give a broad spectrum of people an opportunity to participate in the Executive Director search process and advised gathering input from staff, volunteers, program leaders, Board members, and other community members to get multiple perspectives on what the organization needs. The Search committee will use that input to make final decisions about the job description. Trenne asked for suggestions about who should be invited to participate. Ultimately, an interview team will be identified, possibly to include Board members, staff, PAC and community members.

### **Old Business**

HVAC update. Nothing to report.

### **New Business**

#### **Nomination Committee Request**

Susan, Lisa, and Judine were asked to serve as a nominating committee to prepare a slate of officers for the 2023-24. Mary Alice and Charles will leave the Board; Trenne’s term is also scheduled to end, but she is willing to continue for a few more months to help with the ED search. Hollie may be willing to continue on the Board for another year, but first would like a conversation with the nominating committee. Kevin agreed to continue serving as treasurer.

### **Staff Compensation**

The Board discussed and approved staff salaries for the 2023-24 fiscal year. Mary Alice was asked to draft a letter to staff members, have Susan review it and then share an updated version with other board members for comment. The Board also agreed to work on establishing clear guidelines for addressing compensation issues before the next salary review.

## **Proposal for shared/published meeting minutes – Mary Alice**

As previously mentioned in the Policy Committee report, the Policy Committee recommended making Board minutes accessible through the Tapestry website, in accordance with existing policy (#202.3 “Board Meeting Minutes and Records”). As the policy states, minutes should be posted only after the Board approves them. The recommendation is to keep minutes succinct, but keep in mind that they serve as a historical record and need to be useful to future Board members, staff, and community members. Thus they should provide enough detail and context to make decisions understandable to future readers.

## **Rental Security Deposit**

The Board approved a proposal to adopt the standard business practice of requesting a security deposit/cleaning fee and first use rental fee in advance of the first rental date. The staff will put together a more detailed fee schedule for the Board’s approval at a future meeting.

## **Sharing prioritized lists of recommendations**

Hollie asked members to send her a list of their top three priorities from the eight recommendations listed in the BMDG report. The Board will discuss those considered most critical at the next meeting.

## **Next Meeting Agenda**

Hollie proposed focusing the June Board meeting on the following issues:

- Approve new board members
- Approve slate of executive officers
- Approve preliminary 2023-2024 Budget
- ED Search Committee Update
- Set July meeting - social onboarding meeting for new members
- BMDG recommendations and priorities

**Next Meeting:** Thursday, June 22, 7:00 pm