

Northlands Board Meeting 11/4-6/05 –Minutes

submitted by Yvonne Healy

Corrections & suggestions can be corrected directly into this MS Word document.

Convened:

by President Jenifer Ivinkas Strauss, Friday, November 4, 2005 - 7:58 pm, Saugatuck, MI

Present:

Jenifer Ivinkas Strauss, Don Falkos, Judy Sima, Marilyn Kinsella, Greg Weiss, Kevin Strauss, Tina Rohde, Colleen Shaskin, Steve Marriott and Yvonne Healy. Business Manager Karen Wollscheid arrived shortly.

September Minutes:

Thanks and kudos from Jenifer for Board's good work at September meeting. All agreed that Secretary Gwyn Calvetti is giving us wonderful edited minutes and that unedited notes are a huge help giving absentees a sense of process and reminding all of how we came to decisions. Colleen moved to approve September minutes submitted by Gwyn via email. Seconded by Judy. Approved.

Reports:

Treasurer: Tina Rohde

Tabled until Saturday as part of the annual financial review. Duck Support committee will ask for release of Budget report some days before the November meeting to allow deeper analysis.

Conference Committee: Chair Kevin Strauss.

The former Marketing committee is now merged into Conference committee. Kevin will ask Hardy for his research on ads (where to place & cost), and local events/conferences.

Concerts: Chair Greg Weiss

Emcees: Greg has commitments from 2 emcees: Karen Chase & Janice del Negro and is pursuing 3rd. Thursday night 5x5 concert emcee is following year's concert chair.

Call for Story Reviewers:

Emailed by Thanksgiving to members. Concert Review Committee will have 9 positions: 3 emcees, 3 Board members (Concert Chair plus 2 others **Names??**), and 3 selected from volunteering general membership.

Call for Stories:

Delivered to membership by December 4 via 1) email, 2) printed end of year report, and 3) website. Deadline for story submissions is January 15, 2006 via audible audiotape or CD. Karen will transfer all submissions onto CDs and distribute to Review Committee as before.

Notification: March 1, 2006 Story Submitters receive notice accepting or rejecting along with request for Program Bio and Photo if accepted. Fast turnaround of bio & photo required.

Swaps:

Coordinated by Mary Schmidt. Report is tabled until January. There will be fewer swaps since attendance does not merit as many swaps as 2005.

New Voices Scholarships:

Change of name from "Apprentice" to "New Voices" arose from the young adults themselves. Ages included are 18-29 and are differentiated from Youth Tellers who are 12-17. There will be maximum of 4 New Voices Scholarships for 2006 conference depending on real cost of scholarship to Northlands. Judy Sima will rewrite the call for scholarship applications and give to Board for approval. Tina and Karen will calculate the cost of these scholarships and include it as a new Budget expense line. Scholarship funds raised by Auction.

Resource Room:

Need Manager. Options discussed: a) Karen Wendt's daughter – twenty-something; b) Vicki Mann. Assistants: options discussed: a) Andrea Wollscheid as community service and b) scholarship recipient(s), volunteering members. We may ask membership to sign up for 2 hour slots to assist: in Resource Room, moving resources if necessary, setup Thursday night and breakdown Sunday.

Commission: Much discussion on ramifications of increasing commission on members' sales from 20% to 25%. Idea was discussed to require a donated item for raffles; but discarded since there are ample raffle items. Greg moved to increase Northland's commission on members' sales from 20% to 25%. **Someone seconded ??**. Discussion. Motion was approved with 2 nay votes.

Member Sales: Clear notice will be sent from Northlands office via 1) email, 2) website, 3) printed annual December report, and 4) in brochure. All members may sell in Resource Room; one need not be presenting. This is another well-received way to serve and include membership.

Moving the Resource Room: Plan is still being developed. Hotel may allow us to move resource tables to the side out of way of wait staff for banquet.

Buck-A-Book/CD: Returning event was well-received. However a different pricing system will be in place so early attendees don't get all the goodies – or at least have to pay a bit more. Suggestions: \$4, 3, 2, 1, Free for Thursday, Friday, Saturday, Sunday morning, and Free Sunday afternoon. Also Marilyn Kinsella suggested adding Gently Used Storyteller Clothing. Yvonne suggested that we confirm that a local charity will pick up any unclaimed clothing on Sunday but **someone ??? said he/she would cart away** anything unclaimed.

Signage Committee will provide large, clear signs on both Resource Room and Concert Room saying that Public is Welcome. Karen reminds us that signs are also placed at Concierge Desk.

Closing Ceremony:

Steve Marriott will confirm in January if coordinator is found for Closing Ceremony.

On-Site Needs (dessert, signage, registration volunteers, etc.) will be discussed in January.

Call for Proposals/Revision:

Don, Colleen and Judy revised the call for workshop proposals to attract clearer submissions. Much discussion ensued. Judy will send revised version to Board. Karen has been verifying selected references. Those Board members who review all submissions will contact references and provide information on all submitters during proposal review meeting.

Meeting adjourned approximately 10:30 PM to reconvene at 9:00 am Saturday.

SATURDAY November 5, 2005

8:58 am meeting was reconvened by President Ivinskas Strauss.

Grants:

Two grant applications were submitted.

1. River Action, Iowa: submitted by member Bev Heinz, IA. Request subsidy for storytelling portion of Iowa/Illinois joint project commemorating Mississippi River and railroads.
2. Hurricane Katrina Kids Relief Tour: submitted by Reid Miller, WI. Request subsidy of storytelling tour by Reid Miller of shelters for persons displaced by Hurricane Katrina.

Much discussion.

Clarification: Northlands grants may pay fees for tellers. Kevin moved that decision on grants be tabled until after Budget Review so amount of grant funds available can be determined. Colleen seconded the motion. Motion approved.

FINANCIAL REPORT & BUDGET REVIEW

Business Manager Karen distributed 3 reports: 1) Income & Expenses beginning July 1, 2005 – fiscal year start; 2) Net Worth – what money is in all of our accounts and any outstanding debts; 3) Comparison of Income & Expenses between 2004 Actual, 2005 Actual, 2005 Budgeted, and 2006 Proposed Budget.

Northlands made a profit of \$237.75 for last year!!!!

Treasurer Tina and Karen presented a balanced Proposed 2006 Budget. Board then discussed line by line and changes were made. Of particular note are:

- Inventory/Equipment Rental: Karen will investigate costs to purchase some equipment rather than renting it, e.g., cash register, overhead projector.
- Donations: continue to be a good and increasing income source. Yvonne suggested that we recognize donors beyond the letter sent from office. Board concluded that donors will receive: 1) special sticker or marking on their name tag; 2) be named in the program brochure; 3) be asked to stand for recognition at banquet.
- Resource Room Vendor Commissions to Northlands: numbers in report do not reflect the credit card charges for selling members' stuff. Karen will calculate and report real cost to Board in January. NB: Board earlier approved the increase to 25% commission to Northlands on Friday.
- Resource Room Expenses. Board concluded that it's best to let Resource Room Committee do their job and choose the best way to reduce expenditure without drastically reducing income.
- Grants: Allocation was reduced slightly with the understanding that this item can be increased if conference makes a boatload of money.
- Phone Expenses: Karen will report in January if this can be reduced.

Judy moved to pass the newly balanced budget. Colleen seconded. Board approved.

Grants:

Returned to review grant applications since in light of approved budget.

- 1) River Wind: Judy moved that **River Wind receive _____???**. Kevin seconded. Grant approved by majority with 1 opposed and 1 abstaining (due to involvement in project).
- 2) Hurricane Katrina Kids Relief Tour. Judy moved that the grant be approved for \$250 donation plus waiving of all fiscal agency fees (\$25 plus 10% of collected funds.) Kevin seconded. Unanimous approval with notation to notify Northlands members that they also can donate to this tour.

Fiscal Agency:

Northlands is acting as fiscal agent for Hurricane Katrina Kids Relief Tour. As such Northlands is the non-profit agency of record (501(3)c) for donations/grants collected by storytelling events/groups. This is required so donations can be tax-deductible and for eligibility to receive grants. Karen instructed Board regarding customary fees for offering this service. The fiscal agency fees cover administration to manage and disburse funds and encourage the undocumented event/group to setup their own 501(3)c.

Procedure: Northlands Business Manager 1) sets up a line item in Northlands accounting system. 2) When donations come in, checks are made out to Northlands with memo noting to "Event Name" or specifying such in accompanying letter (e.g., check says "Northlands", memo line says "Relief Tour"). 3) Northlands Business Manager notifies Event Administrator (Reid Miller) to acknowledge donation with a letter. 4) When all funds are collected, Business Manager sends check made out to Event (e.g., Reid Miller or Relief Tour).

Discussion. Like grant requests, groups can apply if project manager is member of Northlands. Northlands offers no group memberships so connection must be through an individual.

Questions arose about how to offer to members while ensuring legality and proper accounting. Karen will send Board a packet of guidelines and FAQs from other fiscal agencies. Board will make adjustments via email. Board will vote via email. After vote, Board can then offer the Fiscal Agency Member Benefit to general membership. Hopefully this process will be completed for inclusion in December printed annual report.

Kevin moves:

Northlands receives fiscal agency fee:

- a) 10% of collected funds;
- b) \$25 fee per project renewable annually;
- c) project manager must be member of Northlands.

Greg seconds. Unanimously approved.

Conference

Beginner workshop: Saturday presenter declined. Due to Northlands commitment to offering a high quality beginning workshop another presenter was contacted and accepted.

Clarification: presenting one year does not preclude presenting the following year.

Guest Speaker: One presenter requested that another presenter offer insights during her workshop. Board agreed that a guest speaker is allowed. However guest's name is not included in the program to avoid Northlands' allowing 1 person to present twice during conference.

Youth Teller's Workshop: Due to a misunderstanding, the 2 youth presenters were contacted with approval before Board received legal advice. Insurance provider has said that Northlands liability policy extends to damages with minor presenters. Much discussion and concern led to following conclusions pending legal counsel.

Contract – Youth Workshop:

- Parents of each minor must sign the contract since minors are underage and not legal signatories.
- Contract must stipulate that each minor's parent/guardian will stay in the room and oversee the entire presentation.
- In addition to the 2 presenters' parents, 1-2 Board members will also stay in the workshop room.

Advertisement – Youth Workshop: clearly advertised as ****NOT a drop-off program.****

Registration for Youth Workshop:

Registration Form for Youth Workshop will include this statement or something similar:

****Not a Drop-Off Program.****

- I agree to allow my child _____ (name) to attend Northlands Youth Tellers Workshop.
- Parent/Guardian Name _____, phone _____, address _____.
- Parent/Guardian Signature _____
- Either I or the following adult will remain onsite during the workshop.
- Chaperone's name _____, cell phone _____, address _____.
- Registration requires a signed Release to Treat form. (attached as pdf) (NB: Yvonne will send Northlands' office a copy of a standard Release to Treat form.)

Registration will have the signed Release to Treat forms on hand in the event that a chaperone is absent if a child needs medical attention. Parent or identified guardian must stay on premises, but not necessarily in the room during the 90-minute workshop. Northlands will provide coffee near the couches outside the front room. However, Northlands will refrain from wrestling people to the ground to prevent them leaving.

Policy: Steve moved:

Northlands requires that parent/guardian of minors attending the conference acknowledge in writing that:

- 1) Northlands is not running a drop-off program;
- 2) Minor must have an identified parent or chaperone present onsite at all times;
- 3) Permission to Treat form and other necessary paperwork must be on the premises and available to Registration.

Judy seconds. More discussion. Approved.

Fee for Youth Workshop:

Kevin moves \$15 fee for the 90-minute workshop. Greg seconds. Karen advises that parents of attendees may think that is too high for a workshop taught by youth. Kevin amends his motion to: Fee is \$10 for children 10-17 years and free for accompanying adults. Tina seconds. Approved.

Membership:

To provide consistency in communication with members across Northlands, Jen and Karen will email news reports quarterly. State reps will continue to contact local members with state specific news and will continue to borrow text from each other.

Webmaster is urged to keep website current because the inaccurate information reflects very poorly on the organization.

Long Range Planning:

Yvonne assumes chair of this committee. Judy joins it as new member. Steve will provide the updated By-Laws at January meeting for approval. Yvonne will remind Karen to provide the updated collection of Policies at January meeting.

CEUs

Process is continuing with Jane Stenson.

Nominations

New officer list is being assembled. Committee is also brainstorming a list for recruiting future board members. Judy suggests we seek a New Voices teller to join the Board. January meeting Board will vote on new officers.

Clarification: April is the installation not the election of state reps. Nominations must be received in the Northlands Office by January. If more than 1 person running for state rep then written ballot is mailed to state members. Michigan and Minnesota positions are up for election.

Youth Storytelling Committee

Many members signed onto this committee at April conference as interested. There's no concrete activity as yet. Many are already doing things in their own communities.

Colleen will ask our apprentices to write an update for our website. Yvonne suggests that switching 2007 January Board meeting to Michigan gives option of including some of Patrick Foley or Robin Nott's students to perform with Board in a concert.

New Business

Karen is interested in hiring assistance for grant writing; she has a specific person in mind. Board discussed ways to compensate such assistance. **Someone ??** is investigating the legality of grant writers being paid a percentage of money received in grants. Karen will discuss the compensation arrangements with the grantwriter under consideration.

Board Meeting Dates

January 13-15, Iowa – Steve Marriott will send details. Will include a concert.

April 27, Madison – late afternoon or early evening

April 30, Madison – Sunday morning breakfast before state meetings

August 18-20, location TBA - conference proposal review

November 10-12, location TBA - financial review

January 12-14, 2007, location TBA

April 26-29, 2007, Madison – Conference meetings (Thurs. late afternoon/evening & Sunday breakfast)

Meeting adjourned approximately 12:30 pm Sunday, November 6, 2005.