



Board Notes 12-1-16

Present: Jordan, Nick, Patrick, Christine, Richard, Jessie, Katie Yankoski

Called to order 5:38

First topic: Payroll/Accounting

- Board approval for any future payment/gift.
- RVACT only has 1 person to legitimately be on payroll. (A consultant James) We need an accountant.
- Consultant meets minimum wage. Will need a 1099, met minimum wage. Robert and Accountant to figure out what to do with Fixer for documentary.
- If we pay people, then they need to meet minimum wage requirements.
- #1 priority is to get an accountant. Christine has leads on this.
- Robert will volunteer his knowledge for payroll, and meet with whoever agrees to be accountant.
- Tax filing due April 15th.

St. Kateri agreed to pay us \$400 for performance in Yorktown.

- Jordan to follow up on that tonight.

Second topic: Risk/board insurance

- Jordan found out 501c3's are a hot topic for IRS. Being targeted. Getting personal liability insurance against lawsuits and filings.
- Christine reached out to Catholic Mutual. They're going to give us a quote for company to provide.
- Center for non-profit excellence for Commonwealth of Virginia is a resource for us.

Making sure actors get paid is part of the original vision of the company.

- Research shows we're not ready to pay actors financially or organizationally.
- Don't have resources to establish a real pay roll.
- 2018 start date hopefully.
- Alternative "payments." What can we give to show we value them without giving anything of financial value?

Acts of Faith and Peter Pan Show

- Majority of cast is children (high school). 10 adults involved.



- Adam presented a list of Cast Rights
- Only stage option is Richmond Prep (3 options)
 - o 10th or 16th of February – Unanimous vote to push out of February.
 - o Do it in March (makes it during Lent)
 - o Put the performance on hold indefinitely. – Unanimous vote to put off indefinitely.
- We have an agreement with Acts of Faith Festival to produce Peter Pan for their festival. (January-April)
 - o Possible to change entry to Jeweler's Shop?

Autonomy of Founders

- Jordan wants as much autonomy as possible for founders.
- Decisions around how other people's money is spent should come to Board.
- Possible max amount prior to Board Approval/petty cash fund.
- Board to serve as guard rails.
- What are the legal requirements for the Board to be involved in? – Patrick to follow up.
- Need to delegate tasks to volunteers/Board.

Amy Cosef (Interest in being costume designer and being involved in RVACT)

- Income for RVACT is mostly our volunteers.
- Treating volunteers with passion will be a high emphasis without other sources of income.
- Working together with potential volunteers to figure out where their interests and ours align.

How to work out salary/paid time for Christine?

- Next time to discuss if Christine's time is the first thing we want to buy.

Christine to work out task list and consolidate to send out to Board for spreading of tasks.

- Jessie to set up an organization meeting for us to put together task lists and set up organizational structures.

Alternative productions that are leaner and smaller?

- Shakespeare is free
- Our God's Brother (by JP II)
- Franciscan brother who writes plays
- Ask for people to write for us

Ideas for next production brought to next meeting. Brainstorming session next time.

Caroling: December 19th/20th look like best days for most people to go. 5/6 people can attend.



- 2 nights, 2 neighborhoods/night.
- 4 neighborhoods.
 - o Cannot put fliers in mailboxes.
 - o Fliers will include opt in or out.
 - o Donation logistics are being worked out.
- Working out which neighborhoods to visit.
 - o Rockshire +1 southside
 - o Patrick's parent's neighborhood. (40 houses) Gayton station neighborhood right next to it.

Take-homes:

- 1) Finding a lean play to produce.
- 2) Is paying Christine top financial priority?
- 3) Prioritizing goals.
- 4) Identify when Peter Pan would happen.

Meeting adjourned at 7:07pm.

Next meeting 6:00pm 12/8/16