

Valley of the Moon
Board of Director's Meeting Agenda
February 13, 2018

1. **Attendees:** Bob Murphey, Jenni Sunshine, Nicole Glasner, Autum Provateare, Leslie Eldenburg, Whitney Wischki, Martha Desilets
2. Jenni explained the Protocol for Nicole's attendance at governance meetings - she is invited regularly and may be asked to step out for confidential matters
3. Written permission and documentation is required for repairs on historic features. A new Work Order Form has been developed. Before work is done on historic structures, volunteers need written permission from their supervisor and the preservation team. We decided to extend this policy to all work orders. Bob approves of everything being written up. Kate Doaks developed the form (approved by board) and will train others how to appropriately write-up the information requested. The only exception would be an urgent situation where immediate action needs to be taken (toilet clogged, for example).
4. We can streamline the membership confirmation process and send out a thankyou letter, membership cards and guest tickets automatically via Neon. We will continue the child membership as currently approved. The Board approved a plan to offer a 10% discount to members for booking a private party or tour.
5. The Budget Planning Committee consists of Bob, Martha, Jenni and Nicole. They will review planned versus actual budget at 6 months. We need to continue to focus on cost containment. We could probably reduce paper and printing cost. We need a procurement committee to check with different departments regarding cost efficiency. Jenni will head it up and Martha will provide research or review as requested. Financial training and budget collaboration will be held for the board at the end of May so liaisons can better understand the financial transactions of their teams.
6. Mathew complained about music at the Camp Fire event. He was concerned that the last two weekends were noisy and he felt this was going to be a trend. Bob said he would sit with neighbors to find out what their issues were. Leslie will meet with Mathew and get the names of people who are concerned about noise. Amplification procedures were discussed to keep noise within reason. If we have decibel readings and keep things at a moderate level, then we have evidence of our behavior. When events are added to calendar – please add your name as contact. We don't need to overreact to complaints – just check with neighbors to see if the noise level is OK.
7. Relevant board decisions will be made public by the board rather than by individual board member. Board member discussion of personal positions in advance of upcoming board meetings can be dicey because as we discuss an issue, minds change and decisions change. Decisions are made and publicized by the board, not any individual on the board.
8. The board approved moving the storytelling tree sign. That area is rarely used and somewhat difficult to get to. The sign will be moved to an area that is more conducive to storytelling.

9. The board discussed the case of “Accommodating disabilities: Young Shakespeare Players-East.” This article described a child allergic to peanuts whose mom asked for accommodations. The Board concluded that the level of legal requirements for disabilities is increasing. If board members hear special requests (allergy issues for example), we need to respond. We are fortunate to have parents who stay with younger children, but we need to be alert for any disability that could affect children and other volunteers and respond appropriately. We need to consider getting training for this aspect of our operations.
10. Confidential Volunteer issue discussed- info moved to confidential appendix
11. The decent proposal for Thursday strolls was discussed but a decision cannot be made until we know for certain who will lead the team.
12. Nicole will be on Morning Blend on March 5th to advertise Jack and the Beanstalk.