

Valley of the Moon  
Board of Director's Meeting Agenda  
March 11, 2020

*\*All italics are note-taker's notes\**

*Attendees: Whitney, Autumn, Michael, Bob, Jenni, Susy*

Material Packet:

- Treasurer's report
  - a. *Tax return was rejected as it was done incorrectly. Late fees and penalties cost \$700. Bob sent letter stating he'd like to appeal the late fees and penalties. Waiting on response. "Amended Return" box must be checked on tax returns. February income was \$1214.49 | Feb spending \$3045.83 | Fiscally: \$22,992 active cash/cash equivalent accounts.*
- Draft minutes
  1. Working towards coordinated financial records/oversight
    - a. *Have a small group work on what is needed on the work order requests, and then follow a process of where the work orders end up.*
  2. Work order process
    - a. *Improvements for record keeping going forward: housing records in adobe house, proper record-keeping for donations, accounting for multiple financial record-keeping systems.*
    - b. *Determine what types of projects need work orders, and who has authority who decides to move forward. See 3a.*
  3. Clarifying authority of department heads
    - a. *How to help Department Heads feel like they have authority over their departments yet also determine who they answer to. Going forward there must be delineated procedures to keep everyone involved apprised of issues and how to solve said issues. Work on educating Department Heads on their authority, consider a retreat.*
  4. Problem projects and issues-
    - a. Heater for hot water on demand
      - *Was stalled because there were concerns regarding the ground-faulting and protection (cover box) of the outlet. Refer back to Work Order process to decide how to move forward. Decided to allow the water heater project to move forward.*
    - b. Magic room
      - *Decided not to move forward with the moving of the Magic Room. It was not made to be moved, it was only made to be taken down to be stored. Moving forward, would be interesting to figure out how to make it modular in the future.*
    - c. Thorny plants
      - *In general, we will no longer plant thorny plants where people walk.*
  5. Corona virus impact- concern and practical steps
    - a. Website statement?
      - *Valley of the Moon is an open-air, well-ventilated environment. We have no reason to believe visiting Valley of the Moon is particularly risky for disease transmission. We do ask everyone be responsible. If you are sick, be kind and wait until you are well to visit.*

- b. Fairies love good hygiene- setting expectations for children
  - Fairies recommend greeting with the hokey pokey. A simple greeting, put your left foot, elbow, etc in.... To express delight in seeing someone, turn yourself about....
  - Fairies want you to wash your hands. A lot.
    - ➔ *Whitney offered to come in and do an in-service hand-washing demo during rehearsal. Before snack time Friday the 13th at 7:00pm.*
  - Snacks should be in individual servings. If this is not possible, proper utensils are critical.
  - If you are sick, stay home
    - ➔ *Should there be a procedure in which to send someone home if they come with a sickness/fever?*
6. Policy on video'ing performances
  - a. *Videos are not to be taken and not to be posted to social media, unless it is approved by Marketing Department and posted by Valley of the Moon social media. Voted unanimously.*
7. Policy on set pieces in public areas
  - a. *Consider that Valley of the Moon requires its public spaces for other events as well as the plays. Question for the Theatrical Team: how long do set pieces need to be used to rehearse with? Timelines for set pieces being used for rehearsals was discussed.*
8. Budget for Spring play?
  - a. *The people running the play must make a Cost Proposal to the board to be approved. Receipts must be kept and submitted in order to be reimbursed.*
9. Process for play and value check
  - a. *Reading the script: final draft of the script should be submitted to the board (no matter how small the change) in order to be approved.*
10. Service animals
  - a. *ADA Requirements packet distributed.*
    - *Page 2: First bullet regarding the two questions staff may ask.*
      - ➔ *“When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: 1) is the dog a service animal required because of a disability, 2) what work or task has the dog been trained to perform. Staff cannot ask about the person’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.*
    - *Cannot be asked to remove the dog unless: third bullet also from page 2.*
      - ➔ *1) The dog is out of control and the handler does not take effective action to control it, or 2) the dog is not housebroken.*
11. *Queen Estara*
  - a. *Weekend of December 11, 12, and 13.*
12. *Board members covering shifts during rehearsals*
  - a. *Easy to Be Me: we have two applicants, one of which will require watching over during down time. Person who volunteers to keep watch may get stipend.*
13. *On Playbill, “Producer” will be the Board Member liaison--will be in charge of Theatrical Leadership.*
  - a. *For this play it will be Autum.*