

## Minutes

# Quircus Board of Directors

Wednesday, February 8th, 2023

**5:30pm**

Location: Online



Call to Order: Kaitlyn called to order 5:32 pm

- 1. Approve Agenda:** Kaitlyn approved, Joanne 2<sup>nd</sup>
- 2. Approve January Meeting Minutes:** Kaitlyn approved, Matt 2<sup>nd</sup>

*It is the intent of the Quircus Board of Directors to conduct concise, informative monthly meetings from a place of courtesy and respect that provides an atmosphere of collaboration and timely conclusion to meetings. With regards to that intent, time constraints are in place for all agenda items. Speakers are asked to present information and members are asked to withhold discussion/comments until the speaker is finished. Agenda items requiring more time than the allotted amount will be completed at the end of the meeting.*

- **Public Comment** [3 mins per speaker]

An opportunity for non-member comments, concerns, or suggestions related to Quircus or The Board of Directors.

- **New Business** [15 mins]

- 1. Hear from governance committee about membership structure. Approve proposed governing membership.**

Meetings have been progressing nicely. Leaning towards Governing membership style. Allows more options on people voting. Who and on what. Bylaws will be created to be specific on the details. \$40 fee or a volunteer hour fee. **Motion made by: Santiago, 2<sup>nd</sup>: Rebecca**

- 2. Hear from governance committee about path to nonprofit updates.**

Bylaws are about half way done. P.O. Box is being opened for official business. Job descriptions for main positions. Executive Director, Treasurer and Secretary. Peer review requested.

- 3. Update about Round Up @ Register/Scholarship.**

Has been approved. March will be our month. Need a title for the Scholarship. Poll on social media to vote.

- 4. Update about auditions.**

2023 Season auditions- Monday Feb 13th at 4pm is a meeting for space / meeting / location. April 1<sup>st</sup> is the first day of auditions. Lindsey Davis will be helping.

- 5. Discuss workshop opportunities. Assign projects leads for different workshops.**

Teaching classes are a goal. About 4 classes a year. A face painting class is an option. Independent instructors will be teaching under the Quircus name. Balloon Animal class is an option. Fire spinning and fire safety class is an option.

**6. Hear from marketing team about marketing campaigns.**

Joanne is reworking the media files on google docs. Flyers will be created for round up, a thank you for the wheel, and photos for recent events are being edited. Facebook account is going great with traffic flow.

**7. Creating an account with a local hardware store to get a discount on fire fuel**

Joanne brought up 4 or more cans will be considered a bulk purchase and earning a discount. Both hardware stores are an option on buying in bulk. Also look into getting donation for sponsorship.

• **Officer's Report**

- President's report [15 mins, discussion 5 mins] Making progress on forms and bylaws. Looking into a new location for Silks, other than the college. Recruited a new member from the ground hog festival.
- Executive Director's Report [15 mins, discussion 5 mins] Ground hog festival and Madame at the drunk brush were successful events. The preburn event: compression with Quircus is in motion, workshop's will need to be formed. Downieville classic needs a budget produced- theme will be Steampunk. Wants prize wheel ideas. World circus day event- April 15<sup>th</sup>.
- Treasurer's report [10 mins, discussion 5 mins] Financials are posted in the google docs. It is an ongoing project. Santi wants to meet with Lexi and Kaitlyn to discuss upcoming financial for events.
- Secretary's report – [5 mins, discussion 5 mins] Will work on Booking Agreement Contract with Lexi. We will work on a better way to collect agenda items.

• **Unfinished Business** [20 mins]

Discuss upcoming events- refer to the executive report for more details on events.  
Compression with Quircus  
Downieville Classic  
World Circus Day  
Round up at the register  
Childrens Fair  
Madame show

• **Discussion Overflow**

*Any additional comments or discussion from Agenda items.*

- **Adjournment** (time and by who) Kaitlyn at 7:22 pm. March 15<sup>th</sup> at 5:30 for next meeting.