**Mission Statement: To provide community enrichment through access to circus arts**

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**Call to Order:** [by who, attendance] 5:34 pm Amanda, Kaitlyn, Lisa, Cody, Rebecca, Matt, Joanne

**Minutes**

**Quircus Board of Directors**

Wednesday, July 12th, 2023

**5:30pm**

Location: Online

1. **Approve Agenda: Kaitlyn motions, Rebecca seconds**
2. **Approve January Meeting Minutes: Kaitlyn motions, Rebecca seconds**

* **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]*

**Travel Stipends: Discuss procedure for determining who gets one & how much: Did Amanda, Rebecca, Lisa and Kaitlyn provide a form as stated in the previous meeting?** Kaitlyn posted a document onto the google drive. Did a walk through of it. Kaitlyn made a motion, Rebecca seconds.

**Tax exempt: Did anyone talk with Renee about that status per our last meeting?** Lexi was supposed to provide an answer, she was unable to attend this meeting. This will be tabled until next time.

1. **Review procedure for accepting reimbursement requests**: Google form was created to help. It is located on the drive. Will be reviewed twice a month. Lisa and Rebecca will be working together on this step.
2. **Review procedure for submitting revenue data (financial record keeping)** Kaitlyn gave a review on the process.
4. **Member benefits- Screen printed apparel**: Kaitlyn showed off an example of a top.

**Check in on final payment for James Shipp for Cyr Wheel- has he gotten that yet?** No, but Lisa and Rebecca will be pushing it through. Joanne will be working on a thank you card.

* **Officer’s Report**
  + President’s report [*15 mins, discussion 5 mins*] We are officially considered a non-profit. We will be moving forward with all the steps.
  + Executive Director’s Report [15 mins, discussion 5 mins] Not present. Preppping for Downiville.
  + Treasurer’s report [*15 mins, discussion 5 mins*] Kaitlyn provided a report.
  + Secretary’s report – [*15 mins, discussion 5 mins*] Nothing to report
* **Committee’s Report**
  + Governance [*15 mins, discussion 5 mins*] None
  + Marketing [15 mins, discussion 5 mins] Joanne will be posting about Downieville and The County Fair.
* **Unfinished Business** *[20 mins]*

High Sierra follow up- Cody forwarded the information.

* **Discussion Bylaws**

*Discuss the bylaws section by section- working together to create them.*

We have 90 days to file article of information. Going to get an EIN number and getting a bank account. Kaitlyn and Amanda will work together.

* **Adjournment** (time and by who) Kaitlyn @ 6:59 pm