

**2 Bond Street,**

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**BOARD MEETING MINUTES**

Friday, June 12, 2015

TIME – 6:00-8:00 pm

LOCATION – United Nations – East Lounge

1st Avenue and 45th Street

**Members present:**

Frank Juliano, President

Joanna Sherman, Vice President

Scott Kamen

Ethel Barber

Patrick Sciarratta

Ruth Juliet Wikler-Luker (via phone)

Alice Leopold (via Skype)

**Members absent:**

Mary Dino

**Staff present:**

Michael McGuigan, Managing Director – recording Minutes

**Handouts:**

* Meeting Agenda
* Board Operations Checklist
* List of Potential Committees
* Board Initiatives
* Balance Sheet to date
* 2014 Accountant’s Report

**CALL TO ORDER…………………………………………………………..…….6:22 pm**

**Minutes of March 15, 2015 meeting approved.**

**Review actionable items from last Board meeting**

1. *Joanna to share PowerPoint of Ramp Up with board. — Gave Anne Dunning’s synopsis instead.*
2. *Alice to contact Asia Society about a gallery showing. — Done, with more meetings coming up.*
3. *Joanna to send photo book to Casey Jennings of Girl Rising. — Not yet completed.*
4. *Michael (staff) to list names of donors via Network for Good to board via Trustee Portal. Done.*
5. *Joanna to contact Alissa Rubin at New York Times. — Not yet completed.*

*6–8. Various Salon ideas. — Full Salon conversation will occur at a later meeting.*

**Update / Report from Artistic Director, Joanna Sherman**

* $1,000,000 raised so far this year with potential for more. Staff is overwhelmed by projects and requests. Must grow staff and Board concurrently.

**1. DISCUSSION TOPIC**: **Structuring and Advancing the Board**

* Evaluating current Board skills and locating gaps. Find new Board members to fill these gaps. Biggest immediate gaps noted are Media/Marketing and Legal. Goal is *Teamwork*.
* Creating Board committees – each run by a Board member but can contain non-Board members. Committees will have clear deliverables and timeline, and will report to Board regularly. Each Board member must pick two committees to join.
* Need for an office staff member to liaise with board regularly.
* Kabul staff is suggested to assist NYC office administration, but they are equally busy there.
* Discussion clarifying our current Board officers and their duties. Should Michael be on board as non-voting “ex-officio” member?
* By-laws should be reviewed and updated to reflect actual needs.
* Need a new, reasonably priced CPA. Ours no longer audits non-profits.

**2. DISCUSSION TOPIC: Board Initiatives**

* Initiative #1 – Free Office space: Find companies who have more space than they need. Frank suggests Chashama. Michael suggests getting a new Executive Director first.
* Initiative #2 – Raise $100K for salaries:
	+ Salaries to include Executive Director and assistant. Prepare ToR for Executive Director.
	+ Discussion about what percentage of current grants goes to overhead.
	+ Patrick brings up UN connections to bring in funds and PR firms for branding.
* Initiative #3 – new Board members: Will be easier to get new Board members after they have served on a committee. Alice has someone in mind.
* Initiative #4, 5 and 6 – Networking, Profile-raising and Events: Focused on profile-raising: people don’t understand “why theatre” in conflict zones. Shape the story and make our message/brand clear and enticing. Frank mentions two possible media connections.

**ACTIONABLE ITEMS:**

* All members to send Joanna filled-in Skills and Committee Interest sheets.
* Office to create ToR for Executive Director.
* Scott to connect Joanna with potential ED candidate, Brittany.
* Ethel to connect Joanna with potential ED candidate, Lynn Winters.
* Joanna and Frank to meet with two PR firms.
* Office staff to update Trustee Portal with recent handouts.
* Ethel to check in with her current CPA who’s retiring soon.

**ADJOURN……………………………………………………………….………..8:21 pm**