



# BOND STREET THEATRE

peacebuilding, empowerment & healing through theatre

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## BOARD MEETING Minutes

January 22, 2015

TIME: 6-8 pm

### LOCATION:

Mary Dino's office @  
NYU Langone Medical Center, One Park Avenue, 7<sup>th</sup> Floor

### Members present:

Joanna Sherman, Vice President  
Mary Dino  
Scott Kamen  
Ethel Barber  
Heather Balke  
Alice Leopold

### Members calling in:

Frank Juliano, President (called in at 7pm)

### Staff present:

Michael McGuigan, Managing Director – recording Minutes  
Ethan Frisch - Director of Program Development

### Handouts:

(Note: all handouts are available on the Ambassador's Portal on the BST website. Login: *trustee*.)

- Meeting Agenda
- Financial Overview
- Board Initiatives
- Potential Committees
- Ambassador's Portal Overview with Board contact info and By-Laws
- Grants Pending

### CALL TO ORDER

6:24 pm

- Minutes of previous meeting approved.
- Review actionable items from last Board meeting

### UPDATE and REPORT

6:10 - 6:40 pm

- Update / Report from Artistic Director
  - Introduction of Ethan Frisch, Director of Program Development
  - Scott's Salon – to be discussed later in this meeting
  - Update on new/planned projects:

- Joanna and Ethan to do needs assessment in Lebanon on way back from Azerbaijan
- Domestic: Planned afterschool programs (especially private schools), summer programs: Stilt Band, Le Velo Rouge, Mary Anning project
- “Bhopal” - performances at festival in Sweden, with potential funding from US Embassy
- NYU Global Initiative - Joanna will work in NYU “hub” countries, including Ghana.
- Update / Report from Managing Director
  - Update on financial status, and needs for updating systems (bookkeeping and data management).
  - Frank’s recommendation: Donor Perfect is the easiest and most straightforward – available via TechSoup. Frank will put BST in touch with his bookkeeper, Flora Attardi (\$35/hr)

## DISCUSSION TOPIC: Structuring and Advancing the Board

6:40 – 8:10 pm

- New and departing Board members:
  - Re outgoing Board members: Need a letter of resignation OR an end-of-term letter signed by both Joanna and Frank.
  - Term limits: Frank suggests 3 year terms, can be renewed by Board for another 3 years, then 1 year off, and then can be invited back.
  - Potential shift in Patrick’s role, from Board Member to a fundraising support role
- Update on Scott’s fundraising event: Went well but he would have liked more people to attend. Need to streamline the guest list and invitation process. How to best follow-up on guest list. The Greg / Kris Party and his Teatown crowd are great resources, especially Howard Permut (former President of MetroNorth, and Chair of Teatown).
- Board Committees: Following up on last meeting’s decision on committee members (see below). All committees to meet before April. Scott offers his Manhattan office for a meeting.
- Follow up on Board Initiatives 2015 with ideas for Board Initiatives 2016.
- New Board members: We are looking for people with legal and financial expertise, and people with networks and leverage. Publicist / Marketing person would also be a great addition.
- Programs: Re-emphasis on areas other than Afghanistan. Would be a big help to have projects in other regions, particularly with Syrian refugees.

## Action Items:

1. Meet with Howard Permut – Scott, Joanna and he will meet for lunch.
2. Frank and Michael to meet on financial management. Invitation to meet with Flora, his accountant.
3. Board committees to meet before April:
  - Governance: Frank, Mary, Joanna (review/update By-Laws)
  - Fundraising: Scott, Alice, Ethel, Heather
4. Joanna to lead workshop/practice session on the BST Elevator Pitch for Board members

**ADJOURN** - Frank suggests meeting in Manhattan next time. Mary adjourns, Ethel seconds

8:10 pm