

# January 9, 2023 – Board Minutes

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Meeting called to order at 5:34P

Attendance was called. *Absent:* Sarah Roach, Brian Cote, Dave B. Goode, Kate Dippold, Mike Holley.

## **OFFICER REPORTS:**

**Operations:** Ryan Gardner signed off on the contract for Fort Yay. Admin has been posted on Greater Fort Wayne and Rick's personal page. No qualified candidates. No contact made with sponsors - waiting on Development to do that.

VP of Admin was not present. Nothing major. Rick is on track per email.

VP of Programming: December was quiet. Parade committee met. Socially. Things should be picking up In January.

**Treasurer:** Everyone rec'd reports via email from John. Sarah is in tax season. Still working on A/R. Rec'd a \$1K donation from their IRA.

Nate asked about the \$80K we had last year from Booth Entries at this point last year. Adam E. stated they were probably contracts from Food Alley. He questioned why monies collected from Food Vendors has not been put in Quickbooks. John doesn't think records have been reconciled.

**Secretary:** Nothing to add.

**Past President:** N/A.

**President:** December was closed a lot. Eventeny is up and running. Emporium and Food is open. 12 Emporium and 6 Food. Zap went live for Art in the Park. Heart of the City will open soon. Parade will open after the announcement of the theme. Logistics form needs to be updated and opened for committees. Rick has access to Eventeny and Quickbooks Online. He's going to ask legal about the Terms & Conditions and why another contract needs to be signed when they're doing the same on a physical form.

Went to IFSA - met with Vendors and other Festivals. Had a lot of good talks. There's an April workshop in Franklin IN. Looking to see when we can meet to discuss the cover for the Guide.

Reached out to Kissel. Nothing seemed to be a no go as far as the Increase In fees.

Parks Dept. met with Daryn & Chuck to see what rules for Promenade Park are. Contracts are still in the works for Headwaters. They do not anticipate a change in price. Nate asked about alcohol, catering, security, etc. Daryn does not think they'll mandate anything as far as vendors, scaling, or % of profit. Nate advised we check Insurance thresholds.

John wants to meet with other Festivals and pool resources like we do for internet. We would rent them what we use (radios, internet, etc).

Discussions with E-Tix and other vendors to see how they can work together. Namely VIP tickets.

For future meetings, and a possible Board Retreat - we need to look at who we are, who we serve, who is our target audience. What's our identity? Take a hard look at each committee see if there's something they need/want to boost their event? We need something new to spark interest.

Nate made a motion to approve reports as written. Shelly seconded. No one opposed. Motion carries.

#### **OLD BUSINESS:**

John sent out Handbook that discussed changes. He changed Internship part. Jerry mentioned the full/part time do not match Federal mandates. He mentioned an alternate method that will save money. The more overtime you get, your base wage decreases... and the 1.5 is based on the new base wage. It was suggested to get legal (Ryan) involved. Also have him look at the wage continuation on page 7. Need to clarify flex hours, etc. make it less ambiguous. John copied the City's travel policy. Looked at per diem when traveling, cell phone use, etc. PTO was discussed. John copied PD policy. Bereavement policy was discussed. Nate suggested we copy the City. Clarify percentages on Insurance. Revisit the employee evaluation portion of the handbook. Grievance policy was amended. John put in a timeframe.

#### **NEW BUSINESS:**

End of the year financial report is still being worked on. However, there was a new law enacted for Not for Profits. We owe approx \$4,300 due to the change that went into effect July 1. Basically, if you sell over \$20K, you must pay sales tax. It's 7% on items and 8% on beverages. Therefore, tax liability went up. Draft form was presented... only change will be taxes.

Nate made a motion to make Justin a full fledged Board Member.  
Shelly seconded. Motion carried.

February Is the month we seek new Board Members.

Shelly motioned to adjourn the meeting at 6:51P. Nate Seconded.  
Motion carries.