Boulder Dance Coalition
Music, Dance & Folk Culture
6185 Arapahoe Road Boulder, CO 80303

Minutes BDC Board Meeting 10-01-26. President Dorothy Vernon called the meeting to order at 5:30 PM via Zoom.

ATTENDANCE: Dorothy Vernon, Chuck Palmer, Steward Hartman, Larry Utter, Caroline Stepanek, Caroline Fuller, Marshall Shapiro, Danny Balgooyen

ABSENT: Susie Reisser

GUESTS: None

APPROVAL OF MINUTES: 09-03-26 After correcting a typo in the number "$1,500" a motion was made and seconded to approve the minutes of the September 3 meeting, Motion passed unanimously.

STANDING REPORTS

TREASURER: Report submitted by Larry prior to meeting. The report omitted references to cash reserves for taxes, security deposits, and other matters. Larry will circulate a revised report after the meeting. Caroline will update cash-flow to reflect 2nd quarter results.

AVALON MANAGEMENT COMMITTEE: Report submitted prior to meeting. No discussion.

PROPERTY MANAGEMENT COMMITTEE: Report submitted by Chuck prior to meeting. No discussion.

COMMUNICATIONS. No report was submitted prior to the meeting. The Board discussed the need to recruit a new member to the Committee, given Bob Warden's resignation. Members with background in communications and who are familiar with MailChimp are desirable. Danny Balgooyen agreed to join the Committee.

WEBSITE & BRANDING. Dorothy submitted a report prior to the meeting. The Committee is awaiting a revised branding package from the branding consultant. The Committee did not believe the original proposal properly represented the vision and branding goals of BDC and The Avalon. There was a general discussion of the goals of branding and how those goals tie into the vision for BDC and The Avalon. The Decision-making workshop is October 14, 2026 from 2 to 5.

BUSINESS

NOTE: ASSIGNED ACTION ITEMS ARE UNDERLINED.

OUTSTANDING ACTION ITEMS

- Larry has been added as signer to BDC account.
- Chuck will add Caroline F as contact for Alarm Detection Systems.
- Dorothy will continue working on vision and development.
- Kasia has assumed responsibility for commercial tenant invoicing. Membership management will be transitions to Kasia in conjunction with implementation of new website.
- No progress has been made in transitioning solar monitoring to Kasia, with PMC members as backup
- Danny will continue to work on identifying volunteer opportunities, including discussion with current Board members and other key volunteers, and preparing basic job descriptions
- Folders for draft and finalized SOPs are on the Google Drive
- Dorothy will continue to work on cleaning up the Google Drive organization. Caroline also had volunteered to work on that project.
- Steward and Caroline reviewed the existing Bylaws and had only minor, immaterial changes to them. They recommended waiting to make any changes to the Bylaws until completion of the Decisioning and other vision and development workshops, in case other changes are identified as a result of those discussions.

STATUS OF SOPS

- Ballroom AC. Chuck and Danny. Draft in Drafts Folder.
- HVAC. Chuck. In process
- Commercial Tenants. Current draft is in Draft Folders on Google Drive. Caroline has incorporated Dorothy's comments.
- Plumbing. Chuck will discuss with Scott
- Permitting and Inspections. Chuck and Larry will discuss. Larry will include expiration dates of the defibrillator and Narcan in the SOP.
- Parking lot, ballroom, and stage lighting. Chuck/Danny. Draft in Drafts Folder.
- Solar (mechanical). Chuck/Danny. In process.
- Tax Reporting. Current draft is in Draft Folders on Google Drive. Caroline has incorporated Dorothy's comments. Larry and Steward to review and comment.
- Internet and hardware. Marshall will revise and add to the Drafts Folder.
- Plowing. Chuck/Kasia. In process.
- Solar income from Excel. Chuck/Larry. In process.
- Dance tenant management. Dorothy/Kasia. In process.
- Floors. Steward. In process.
- Emergencies. Danny and Caroline F agreed to work on an Emergencies SOP for BDC, and review and revise the draft SOP prepared by Bob for dance organizers.
- D&O Insurance. Draft prepared by Bob Warden
- Building Insurance. Current draft is in Draft Folders. Caroline F has provided comments.
- Security Lighting. Steward will draft.
- Steward will write up an explanation of how to clean the pendant lights in Sodal Hall and send to Kasia.

LATEST HARASSMENT COMPLAINTS

Dorothy provided reports on two recent harassment complaints received, and how she has addressed each. At this time, no further action is required. The Board discussed the need to advise dance organizers if individuals are banned from the building or specific events. Dorothy will update the Harassment Policy to include communication to event organizers as appropriate.

NEXT MEETING & ADJOURNMENT: November 5, 2026 at 5:30 IN PERSON IN THE TANGO STUDIO. Motion to adjourn unanimously approved. Meeting adjourned at 6:35.

Respectfully submitted,

Caroline Fuller, Vice President

ATTACHMENTS:

Property Management Committee Report

2026/09
Ballroom water fountains erratically overshooting each basin. Clearing the mesh filters in each mouth spigot fixed this. (Scott/Chuck).
North Lobby HVAC filters changed out. (Scott)
Ballroom water fountains filter changed out. (Scott)
Setup non-profit account with Google and setup Google Drive for BDC Documents (Chuck)
Fixed Avalon dumpster cover. (Straightened Iron pivot rod -Scott)
South vestibule ceiling lamp fixed - tightened power connector (Scott).
Office lighting- new f. tubes (Scott).
Initiated new robot vacuum cleaner. Learning curve climbed (Chuck/Scott)
Successfully mapped and tested front lobby to double doors. Vacuuming for that area can be scheduled (Scott)
Mapped the area north of double doors. Some problems, work in progress. (Scott).
Installed new “mouth” water spigots on the ballroom water fountains. Also fixed leaking water bottle spigots(SG)
Replaced missing Christmas Room ceiling tiles (Scott).
Installed spring assy + pipe on flag mount south of main parking (Scott).
Replace I/O card in roof Desiccant system. In attempt to fix miss-read sensors. (Chuck)
Working with Marshall to document many Avalon systems: hardware, locations, functions, passwords. (Chuck)
Fixed Tesla EV charging cables fraying cables at plug end. (Tom/Chuck)
Finished North Hallway picture rails (Tom)
Motion sensors for lighting, batteries replaced. (Tom)
Install stage skirt (Chuck/Scott)

Avalon Management Committee Report

I. **BAA Shows** – The next art installation was put up and will last until the end of November.

II. **Signage** – New “No Harassment” signs were hung in the Avalon Bathrooms.

III. **Art Rails** – New art rails are ready for hanging more art along the north hallway with more rails to come for the tango lobby.

IV. **Carpet Cleaners** – The hallway carpets were professionally cleaned and are now on a 2 or 3 month repeating schedule (Chuck is this accurate?)

V. **Camera System Migration** – Chuck, with some assistance from Marshall, migrated the Camera system hardware from an older MAC computer to a new, much more powerful, DELL computer that can handle the throughput created by the current camera system. This migration opens the possibility of much better camera resolution and much fewer, if any, system crashes.

VI. **Fall Work Party** – Mary has created a new flyer and a new QR code that people can use to sign up for jobs listed for the Work Day on 10/24. Donna Shonle is the point person for this event.

VII. **Networking/Hardware SOP** – Chuck and Marshall met three times to begin the process of documenting the hardware system in the Utility room (that manages the Cameras, the HVAC, the Solar System, the Network, the Internal Cloud, the Weather and the Exterior Lighting) and how to access it. Marshall is working on creating the SOP.

VIII. **Next Planned AMC Meeting** – *October 5th at 10:00am at the Avalon*.

Boulder Dance Coalition
Treasurer's Report as of 10/01/2026

	10/1/2026	9/2/2026	8/4/2026	7/1/2026
Chase Bank				
BDC	15,216	16,412	17,759	17,318
Avalon	158,599	137,699	113,565	206,042
Total Chase	$173,815	$154,111	$131,324	$223,360
Schwab				
Money Market	119,834	119,512	119,148	118,820
Cash	3,939	3,939	3,939	3,890
Cash + MM	$123,773	$123,451	$123,087	$122,710
Stock	3,192	3,961	3672	3,504
(to keep acct open: 140 sh Comcast, 5 sh Versant)				
Total Schwab	$126,965	$127,412	$126,759	$126,214
Alpine Bank				
BD	208,602	189,154	176,439	164,016
BD Petty Cash	($6,333)	($6,333)	($3,793)	($3,793)
Total Alpine Bank	$202,269	$182,821	$172,646	$160,223
Total all cash and money market (not incl. stock):	$499,857	$460,383	$427,057	$506,293
Reserves:	$325,186	$283,436	$283,436	$283,436
(taxes due in 2026 + 1/2 of 2026 due in 2027 + $41,750/qtr + security deposits + $10k consulting)				
Total Available Cash:	**$174,671**	**$176,947**	**$143,621**	**$222,857**

NOTES:

Pymt on loan principle $100,000