

## Parking Lot and Actions Taken January and February 2005 BDCF Board Meetings

Many of the ideas and issues we placed in the parking lot have been dealt w/ and are listed in the Task/Action List that follows. Because there was not a quorum at the February meeting, we were unable to accomplish decision-making. Several issues were voted upon electronically following the meeting and are so noted below.

1. Are our Instructors independent Contractors or are they Employees according to the IRS? Do we have a preference? What will we require of our instructors in order to make our preferences happen legally? ***Paul Robinson came to the February board meeting to explain more fully these issues. The following must be true:***
  - a. ***We have a contract with instructors stating that they are Independent Contractors and are therefore liable for their own taxes, social security and liability insurance***
  - b. ***They are a licensed business.***
  - c. ***They provide their materials at their own expense.***
  - d. ***They choose the times they will teach (between noon and midnight on Mondays and Wednesday, which are the times made available to our club by the NLCD.***
  - e. ***We ensure that they are teaching in other venues besides the BDCF.***
  - f. ***We require them to have their own liability and health insurance (this is not a requirement of the IRS or the DOL, but is an issue we must deal w/ to protect ourselves.***

***Additionally, in March we were notified that the Alaska State Department of Labor will conduct an audit to determine the status of our dance instructors. That meeting is currently scheduled for March 30 and will be conducted at the offices of Paul Robinson and Associates.***

2. Insurance: are we adequately covered?
  - a. Yes for Dancers....we have a One Million Dollar contract through NLDC for our dancers.
  - b. No for Instructors ....None to cover instructors while they are instructing (they are covered if they attend an even in non-instructional capacity. We must require that they have proof of professional insurance in order for them to teach for us or we could be in big trouble.
3. Contracts for our Instructors: to include info regarding insurance, temperature cutoff, material to be taught (syllabus), fees, schedule for payment etc. ***Attached is a draft of a contract for our instructors.***

4. Treasurer and finances:
  - a. We need a new Treasurer. Suzn Hansen has been forced to resign her position as Treasurer due to a conflict of interest concerning her employment. ***Sydney Seay has agreed to accept an appointment as Treasurer.***
  - b. We need to deal w/ our financial records in a consistent (taking the future into consideration), legal, and ethical manner. What is the best way to do this? ***At the Feb meeting (no quorum), Angie Largen moved that we hire a bookkeeper to deal w/ finances for the BDCF and that the Treasurer act as liason between the club and the bookkeeper. The Board of Directors voted electronically to contract with Paul Robinson and Associates to handle our bookkeeping and our taxes.***
  - c. What is procedure to deal w/ uncollectible checks?
5. Form a By-laws review team ***not yet done***
6. Discussed 1 lesson pro bono per board member (especially for compulsive volunteers) Suzn suggested that this become a “tradition” rather than a stated policy in order to avoid issues w/ IRS. I thought we decided to do this but found it in the parking lot.
7. Issue of keys raised again at Feb meeting. Each board member and instructor should have keys so that we are not always scrambling to get the hall open. Richard agreed to contact Isabelle. ***See form attached to help us figure out who has what key, to ensure that everyone gets a key, and to create a log for key accountability***