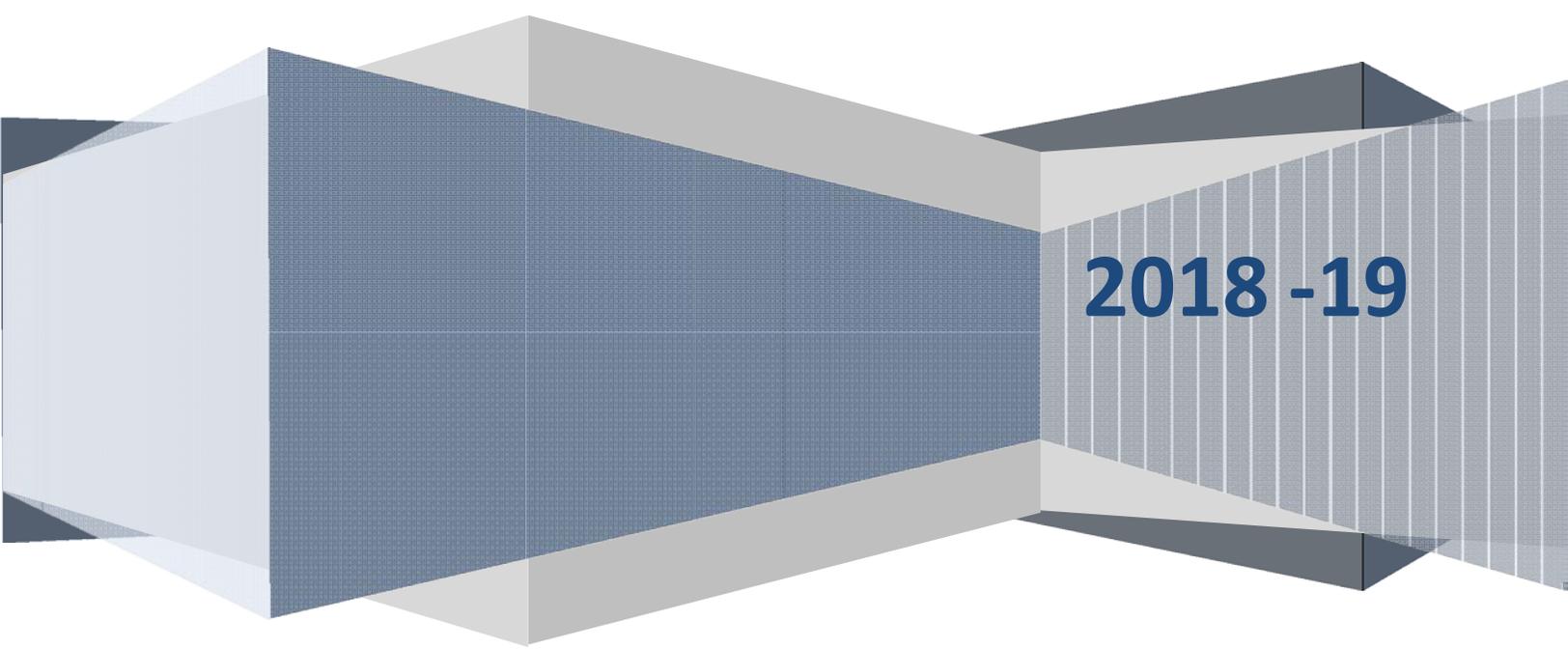




Board of Directors Packet

Company Description, Expectations, By-Laws
Committees and Meeting Dates



2018 -19



MISSION

Jane Franklin Dance celebrates movement and makes dance accessible to a wide range of audiences through public performances, community engagement, dance education, and collaborations with artists from other disciplines. The Arlington based Dance Company offers ongoing programs for older adults, performances for children, dance education and collaborations blending dance with visual arts.

HISTORY

Based in Arlington since 1997, Jane Franklin Dance began with a company of four dancers. In the years that have followed, the company has gained recognition locally and statewide. Today there are six dancers who rehearse and perform with the company on an ongoing basis, and eight additional outside professionals who assist in community and education work. *Forty+* and workshops for older adults provide adult dance programming such as free healthy movement workshops at senior centers, classes for active older adults and rare performance opportunities for dancers over age 40. Performances for children delight young audiences with physical story-telling. Camps and after school projects provide intensive learning in movement, theatre and visual art.

Involving the community has been at the heart of Jane Franklin Dance since its initial project, *Mothers Movement*, for mothers and pre-school age children, to today's multi-week residencies. The artistic work has integrated music, visual art, media, and community participation to cross artistic boundaries with dance in new ways and in new environments.

Since becoming Virginia Commission for the Arts Touring Artists in 1998, the company has traveled to various regions of the state. Back at home, the healthful benefits of active participation in dance have reached many older adults in senior centers in Arlington and Alexandria, while summer camps and family friendly performances have given the same benefits to children.

Artistic Director Jane Franklin studied with experimental artists in Colorado and performed in New York with Rudy Perez Dance Theater and in England with the London-based *Danceworks*. In Boulder, Colorado she formed Jane Franklin and Dancers, receiving numerous grants and awards. Ms. Franklin received an MFA from The Ohio State University as a University Fellow and certification from the Laban/Bartenieff Institute of Movement Studies. She has taught at Naropa Institute, University of Colorado, Loretto Heights College, The Ohio State University, Luther College, Shenandoah University, Laban/Bartenieff Institute for Movement Studies in New York, Liz Lerman Dance Exchange School, and George Mason University.

Jane has led arts integration workshops for public school educators for the Kennedy Center's Professional Development Opportunities for Teachers Program and she was an invited presenter at Dance and the Child International Conference in Saskatchewan, Canada. She has served on artist peer review panels for the Virginia Commission for the Arts and for the Maryland State Arts Council and has served on the Advisory Board for Dance/Metro DC. She received the The American Association of University Women Elizabeth Campbell Award for the Advancement of the Arts in Arlington and her video work was selected for PHOTO/VIDEO 13: Juried Mid-Atlantic Exhibition. Her work has been supported by the Mead Theatre at Flashpoint and Source Festival, both programs of the Cultural Development Corporation, Velocity DC Dance Festival presented by WPAS, by Atlas INTERSECTIONS Festival Atlas in Washington DC and for a public art projects for the City of Alexandria. Jane Franklin Dance has been recognized by Virginia's Governor's Award for Excellence in the Arts and the company tours for the Virginia Museum of Fine Arts Paul Mellon Arts in Education Program and the Virginia Commission's Tour Directory. The company performs for young audiences through the Arlington County Humanities Project.

3700 S Four Mile Run Drive
Arlington VA 22206

janefranklindance@gmail.com
www.janefranklin.com



Priorities for 2018/2019 season

Operational Priorities-

Develop a stronger, bigger Board consisting of:
Up to 15 active members with a diversity of skills,
A clear understanding of the needs of the company and a recruitment plan

Marketing Priorities-

Increase the audience attendance at JFD performances.
Incorporate artistic partnerships that afford the audience an 'experience.' Bring in new collaborators with a focus on diversifying base.
Create successful partnerships with businesses and restaurants for post-performance events and gatherings.

Outreach Priorities-

Increase after-school programs by attracting another hosting school in Arlington and/or Alexandria.
Increase participation/performance options for centers serving older adults.
Make the above activities available at no cost to the hosting organizations or the participants



Expectations of the Board of Directors

1. Directors should plan to spend an average of 5-10 hours per month on Jane Franklin Dance business. Many activities peak near the dates of each performance or fundraising event, so the level may be higher than and correspondingly lower at other times.
2. Attendance in person is expected at all Board meetings. In the event of an unavoidable absence a Board member may call into a meeting. Should a Board member miss two or more consecutive meetings the Board Chair, in consultation with the Artistic Director, may ask for the Board member's resignation. Board meetings are held every eight weeks (September through June), in person from 7 to 9 p.m. at the Jane Franklin Dance office at 3700 Four Mile Run in Shirlington or by video or telephone conference call. A schedule is provided at the beginning of each fiscal year.
3. Attendance is expected at least one performance per run. If absence is unavoidable the Board member should contribute a donation equivalent to the ticket cost for the event.
4. Attendance is expected at all fundraising events. If absence is unavoidable the Board member should contribute a donation equivalent to the ticket cost for the event.
5. All Board members are expected to serve on at least one committee or task force. Committee work can involve (but is not limited to) committee meetings, phone calls, emails, meeting with volunteers or non-Board members, ticket taking and ushering at performances. Some committee planning may take place during the summer. The bulk of a Board member's time working for Jane Franklin Dance (3-4 hours a month) should be dedicated to committee tasks.
6. Attend the annual Board retreat.
7. Be an advocate for the organization in the community. Always be on the lookout for potential volunteers, donors and Board members. Serve as a spokesperson for the organization. Communicate potential opportunities to the Board and help communicate with corporate sponsors or individual donors so that we can keep them informed of our progress and fund raising events and opportunities.
8. Make an annual, personal financial contribution of at least \$100 to the organization or obtain a contribution of at least \$100 through sponsorship or another individual solicitation.



9. Board members serve two year terms. At the end of two years, a Board member, at the discretion of the Board Chair and Artistic Director, may be asked to stay on the Board and serve another two year term or the Board member may roll off of the Board of directors.

10. In the event that a Board member is unable to perform their expected duties, including but not limited to expected attendance at Board meetings and expected attendance at JFD performances, the Board Chair, in consultation with the Artistic Director, may ask for the Board member's resignation.



BYLAWS

Name

The name of the organization shall be Jane Franklin Dance.

Board of Directors

The Board of Directors shall serve without pay and consist of not fewer than four and not more than fifteen members.

Board members shall serve two years and up to five terms.

The Artistic Director shall serve on the Board ex officio.

Vacancies shall be filled by the Board, with the recommendation of the Artistic Director.

Board members with five absences shall be dismissed from the Board.

Officers of the Board

The officers of the board shall consist of a Chair, Vice-Chair, Secretary and Treasurer nominated by the Board.

2. Officers will serve a term of two years and may be re-elected.

3. Duties of the officers

(a) The Chair shall preside at all Board meetings, appoint committee members, and perform other duties as associated with the office.

(b) The Vice-Chair shall support the Chair in keeping Board members on track to complete action items and perform other duties as needed.

(c) The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute book, and send out copies of minutes to all.

(d) The Treasurer shall oversee financial statements and present a financial report at each board meeting. The Board may appoint standing and ad hoc committees as needed.

Meetings

Regular meetings shall be held approximately every six weeks.

Special meetings may be held at any time when called for by the Chair or a majority of Board members.

Agendas shall be provided at least three days in advance.

Voting

Quorum

A majority of board members constitutes a quorum.

In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

Passage of a motion requires a simple majority of the members present.



Conflict of Interest

Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

Fiscal Policies

The fiscal year of the board shall be August 1 through July 31.

Amendments

These by-laws may be amended by a two-third vote of Board members present at any meeting, provided a quorum is present and provided a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting.



JFD Committee Chair Roles and Responsibilities

Recruitment

Committee chair is responsible for reaching out to all potential board prospects. Committee chair or other committee members are responsible for meeting with all board prospects, scheduling time with prospects to explain JFD mission, work, current projects and board duties and responsibilities. Committee is also responsible for ensuring that all potential board members have attended either a JFD rehearsal or performance independently or at the invitation of the board. Recruitment is also responsible for onboarding new board members and creating any processes around onboarding new Board members.

Development & Fundraising

Committee chair is responsible for reaching out to individual donors and corporate contacts with relevant information about JFD. Chair is also responsible for coordinating grant research and identifying new sources of funding (independently or through the oversight of volunteers). Committee provides oversight for grant writing. Committee is responsible for vetting and approving all direct mail solicitations and other asks.

Marketing & Outreach & Social Media

Committee chair is responsible for engaging with local business to promote JFD. This includes but is not limited to reaching out to local publications to advertise educational opportunities offered by JFD, promoting community partnerships with other local non-profit organizations. Committee is also responsible for maintaining a strong JFD social presence through Facebook, Twitter, and Instagram. Committee chair will take the lead on marketing campaigns for all upcoming performances and projects.

Gala Planning

Committee chair is responsible for the planning and execution of the annual spring JFD gala and silent auction. Committee is responsible for publicizing and promoting the event. Committee members will take the lead on all gala logistics including booking the venue, securing catering, coordinating volunteers, and serving as the point person for all silent auction donations.

Board Meeting Dates 2018-2019 Fiscal Year (pending approval)

Sept. 18

Oct. 24

Dec 11 by video conference

Feb 12

Apr 16

June 11



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