

IJA Board Policies/Pertinent Motions

from October 26, 1999 to November 15, 2006

from minutes of June 26, 2000...

Information package for new board members...“New board members will receive a package including the policy manual (including new conduct policy), a copy of the by-laws, minutes of the previous year, copies of the Insider from the previous year, a copy of Juggle contract, a copy of the insurance policy, and the most recent financial statement.”

from minutes of Aug. 3, 2000...

Meeting Policies...“The board will now meet in *General (or Open) Session* at all times, unless certain sensitive topics are under discussion (this could include, but is not limited to, items such as contract negotiations, employee reviews, strategic planning, and so forth).”

Executive Session...“No motions will be passed in Executive Session.”

Meeting Policies...“While members of the IJA can be present at a meeting, it is important to note that only board members may make motions or discuss items. However, a public comment period will be scheduled for each meeting to allow members to be heard.”

Committee Process...“Board committees shall be formed where members can participate, present proposals, and join discussions. Also, any member can contact any board member prior to a board meeting for comments.”

Executive Session...“Executive Sessions shall be placed at the end of board meetings, if possible, in the future.”

from minutes of Aug. 4, 2000...

Committee Process...“A discussion on the committee process followed, covering committee creation, expectations, and accountability. It is the intention of the board to have much of the business of the organization dealt with at the committee level, so that board meetings can be efficient and productive. The board will make a very clear directive of expectations to a committee, who will meet and generate discussion, research information, options and recommendations of a course of action, anticipating questions by the BOD. They are to return to the BOD within the timeline set initially by the BOD, distributing information before the meeting where the issue is to be decided upon so that each board member is fully informed before the vote. Committees will have at least one board member, possibly more, and also staff and IJA members as needed.”

Gag Rule..."Martin moved to pass the following statement: "The real or perceived gag rule does not exist. The board is free to talk about anything not discussed in Executive Session." Paul seconded, and the motion was passed without objection. Paul volunteered to announce this to the membership immediately."

from minutes of Nov, 27, 2000...

Publication of Payments..."All payments of expenses by the IJA will be published on the IJA web site and available to members by mail on request. The published details will include the name of the person receiving the payment, the date, the amount and the reason for the payment."

Financial Disclosure..."It is unnecessary and inappropriate to keep IJA members in the dark about decisions the board has considered, as has often been the case with the IJA board over the last several years. Since many of these decisions are based on financial considerations, the board resolves to undertake a complete and immediate disclosure of all the IJA's financial statements and records."

from minutes of February 26, 2000...

Board Structure..."Most discussion should be occurring at the committee level rather than with the full board. Committees need to have regular meetings and report to the board at meetings. Nothing should come to the board before being approved by the committee. Proposals and recommendations along with the agenda, should go out to the board members at least a week prior to board meetings. Committee chairs need to rein in discussions and facilitate proposal development."

from minutes of June 26, 2001...

Dues..."Unless other factors arise, the board will adopt \$30 U.S./\$34 Canadian/\$39 other countries (with the option of choosing a more expensive air-mail delivery) as the new membership fees."

from minutes of July 27, 2001...

2002 Fest Site (just FYI)..."Ginny told the board that the Rajah Theatre/Sovereign Center for Performing Arts is three blocks away and has over 1,800 seats. The closest hotel is three blocks away. One hotel wants 200 rooms blocked at a \$69 rate, another wants 100 rooms blocked. Both have shuttles. She doesn't believe it will be a problem to fill those room requirements.

We would consider in good faith that we would try to return for another fest there within

five years, at the same room and rental rates, but we wouldn't have to choose the second year at this time."

from minutes of Oct. 23, 2001...

Life Member Fund Yearly Transfer..."Paul moved that the IJA annually, in January, transfer money from the Life Member Fund equivalent to normal current dues to cover the cost of membership of Life Members who receive mailings. *Katje seconded the motion. Discussion: Ben asked that the board revisit this policy within two years.

The motion is amended to add the phrase: 'The treasurer will give a yearly report on the status of the Life Member fund.'

*The motion passed unanimously."

from minutes of May 14, 2002...

Selection of Committee Members..."The board discussed how committee members should be selected. Normally, anyone who wants to be on a committee would be accepted. The name of a potential new committee person would be submitted to the entire board (e.g., by email to all board members) and if no board member objects within 96 hours, the person is on the committee. If there is any objection, then the whole board would consider the person and decide by majority vote; this decision could be made by email. The board retains control over who is on each committee and can by majority vote (e.g., by email) remove anyone from a committee. Some control of this form is necessary to keep committees from being inundated with too many members, etc."

Fest Reporting..."Martin made the following motion and Todd seconded:

The Festival Coordinator of the IJA is directed to provide to the entire IJA board, by June 15, 2002, the names of all persons or organizations who, for the 2001 Madison festival, were paid fees or expenses or were granted waivers of part or all of their 2001 Madison festival registration fees. For each such person or organization, the Festival Coordinator will provide: (a) the amount of fees, if any, paid to the person or organization and the reasons therefor; (b) the amount of the person's or organization's expenses reimbursed by the IJA and the reasons therefor; and (c) the amount of IJA registration fees waived for said person or organization and the reasons therefor. The Festival Coordinator will further provide to the entire IJA board the same information indicated above (names, amounts and reasons for the fees, expenses and waivers) for each future IJA festival within 60 days after the end of each such festival.

The motion was amended to add the following statement at the end:

This information will be kept confidential by the board, except to the extent that the board agrees to disclose any of it.

The amended motion passed 5-2-1. Aye: Martin, Todd, Andy, Ben, Katje Nay: Bill, Art Abstain: Paul"

from minutes of May 28, 2002...

Board Candidate Disclosure...“Martin made the following motion and Katje seconded:

The Secretary/Treasurer is directed to disclose to the IJA Board and to the IJA Webmaster the name and candidacy statement of each nominee for the IJA Board of Directors within eight business hours of receipt by the Secretary/Treasurer of any such nomination. The webmaster is instructed to post each nominee's name and candidacy statement publicly on the IJA web site as soon as practicable after receipt of that information -- generally within two business days.

Discussion: Norm and Bill both expressed concerns that the magazine publisher might be unhappy with this policy.

The motion passed 6-1-1. Aye: Art (via proxy), Martin, Todd, Andy, Paul, Katje Nay: Bill Abstain: Ben”

Access to Festival Contracts...“Martin moved and Todd seconded the following motion:

The Festival Coordinator will, by June 4, 2002, provide each member of the IJA board with a complete copy of all IJA contracts signed or pending as of May 28, 2002 for festivals occurring after May 28, 2002 (including but not limited to the 2002 Reading and 2003 Reno festivals). Furthermore, within 48 hours of the signing on or after May 28, 2002 of any new or revised contract, the Festival Coordinator will notify each member of the IJA board by email (or by telephone for any IJA board member(s) without a valid email address) that such new or revised contract has been signed, and a copy of each new or revised contract will be provided to each member of the IJA board within seven days of signing. Any board member may choose not to receive copies or such contracts by notifying the Festival Coordinator in writing or by email. Lacking such notifications, the Festival Coordinator will provide each indicated contract to each IJA board member. Finally, for any festival for which a contract is pending and unsigned, the Festival Coordinator will provide a copy of the pending contract to any board member requesting it, with such copy to be provided within seven days of the request. The copy of any contract to be provided to a board member by the Festival Coordinator may be provided by email, fax or physical delivery (including mail) to said board member; if provided by fax or physical delivery, the Festival Coordinator will notify said board member by email (or by telephone for any IJA board member(s) without a valid email address) when the contract has been sent.

Discussion: Bill said that the board did not need to see these documents, and that it was only responsible for the "overall picture" of the organization. Katje said that it was the board's responsibility to be aware of contracts signed in the name of the board.

The motion was amended to add the following statement at the end:

This information will be kept confidential by the board, except to the extent that the board agrees to disclose any of it.

The amended motion passed 7-0-1. Aye: Paul, Art (via proxy), Martin, Todd, Andy, Ben, Katje Abstain: Bill”

Festival Budget...“Martin made the following motion, and Katje seconded:

The Festival Coordinator will provide a copy of a working festival budget for each upcoming festival to each member of the IJA board within one week of the beginning of each calendar month. Each budget shall include all expected income, broken down by source (types of tickets or packages, etc.) as currently known or estimated. The budget shall also

include all expected expense items, broken down by person or organization and by reason for expense. Estimated amounts shall be marked "est." The copy of any budget to be provided to a board member by the Festival Coordinator may be provided by email, fax or physical delivery (including mail) to said board member; if provided by fax or physical delivery, the Festival Coordinator will notify said board member by email (or by telephone for any IJA board member(s) without a valid email address) when the budget has been sent. This information will be kept confidential by the board, except to the extent that the board agrees to disclose any of it.

Discussion: Bimonthly reports were suggested by Ben and Paul, but Martin declined to change the motion. Norman also supported bimonthly reports.

The amended motion passed 6-1-1. Aye: Paul, Art (via proxy), Martin, Todd, Andy, Katje

Nay: Bill Abstain: Ben"

from minutes of July 19, 2002...

Confidentiality Statement..."In regards to the confidentiality statement, it was agreed to research for a "standard" form. It was also agreed to discuss the consequences of board and or committee members releasing confidential information."

from minutes of October 15, 2002...

Confidentiality Statement..."Paul Richmond moves that the board of the IJA adopt the following policy:

Items that may be identified as confidential by a majority vote of the board of directors include:

Preparing for, conducting, or reviewing negotiations or bargaining sessions with employees concerning their compensation or other terms and conditions of their employment.

Preparing for, conducting, or reviewing negotiations or bargaining sessions with groups or individuals providing products or services under contract rates.

The appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a employee or official, or the investigation of charges or complaints against a employee, staff member, committee member, board member or general member.

Any conference with an attorney concerning disputes that are the subject of pending or imminent court action, or any records pertaining to pending or potential litigation.

Butler seconds

VOTE Butler for Davis for Ford for Jennings for Ritchie for Schoenberg for Slesnick for Richmond for

Motion carries"

from minutes of July 17, 2003...

Bud's Kids & Randi Project... "At Bud Markowitz's request, the board of the IJA hereby agrees that effective July 20, 2003, the names Bud's Kids, The Randi Project and/or any likeness will no longer be used by the IJA to raise funds. The remaining monies in these funds (controlled by the IJA) will be disbursed in the spirit of the funds they were raised for, including the immediate disbursement of \$3,000 to Paul Arneberg (doing business as Jughead Youth Juggling Company) to provide equipment and/or scholarships for needy youth, and the balance of the funds to purchase juggling balls to be donated to the Special Olympics. Bud Markowitz retains the ownership and the right to use the names Bud's Kids and The Randi Project to raise funds in the future for the charities of his choice. Dave opens the floor for non-BOD comment. Jughead parent Doug Watson offers to answer questions.

Andrew amends the motion to add: The IJA expresses its thanks to Bud Markowitz for his work on these wonderful projects. Jaye agrees. Aye: Jaye, Andrew, Greg, Ben, Todd Abstain: Dave *Motion carries.*"

Meeting Minutes... "That we include details in minutes for the benefit of our members for this and all future meetings. Norm states for the record that he fully supports the idea of detailed minutes. *Motion passes by unanimous consent.*"

Missing Minutes Not Yet Approved... "Andrew moves that the board create a committee of board members and grant this committee the power to review and correct minutes of meetings prior to this date. *Motion passes by unanimous consent.*"

Board Member Fest Benefits... "Jaye moves to eliminate registration, housing and meals as board benefits at the annual meeting and/or other meetings of the IJA. Andrew seconds. Aye: Jaye, Andrew, Greg, Todd Abstain: Ben *Motion passes.*"

Forum Items... "Andrew moves that the discussion forum on the IJA web site should be an official channel of communication between the board and the membership; that access to it should not be password protected; and that it should only be moderated by the deletion of posts which are off-topic or contain material unsuitable for a family audience. Aye: Andrew, Greg, Ben, Todd Nay: Jaye *Motion passes.*"

from minutes of Nov. 18, 2003...

WJD Funding... "The Board approves funding for World Juggling Day 2004 up to \$1000 and encourages the World Juggling Day team to promote the event even more actively than in the past. Should new funding be required to support this, the World Juggling Day team is encouraged to approach the Board. *The motion passed by unanimous consent.*"

from minutes of January 13, 2004...

Life Member Fund Yearly Transfer..." Andrew moved that the annual withdrawal from the Life Member Fund be postponed until after the February Board meeting pending further review. *The motion passed by unanimous consent.*

Secretarial note: This motion refers to the standing January transfer of funds from the Life Member Fund to the General Operating Account to cover services provided to Life Members."

from minutes of February 17, 2004...

Life Member Fund Yearly Transfer..." Andrew moved: That the standing January transfer of funds from the life member fund be set at \$0 for the year 2004.

Yes: Andrew, Scott, Todd

No: Jaye, Ben

Motion passes."

Election Policy..." Andrew moved to accept the election committee recommendations, with the accepted amendment. (See www.juggle.org/business/minutes/2004.0217.php on IJA website)

Yes: Andrew, Ben, Scott, Todd

No: Jaye

Jaye stated for the record: 'It is irresponsible of the board to accept these election regulations without review by a Delaware attorney with respect to general corporate law and non-profit law.'"

Bylaw Status..." Andrew moved: It is the preference of the board that the new bylaws being developed do not require a significant change in the operation or structure of the IJA.

Yes: Andrew, Scott, Todd

No: Jaye, Ben

Abstain: Dave"

Logo Use Policy..." The following three motions were voted on together:

That the 2004 Festival Coordinator be delegated authority to authorize the use of the IJA logo on festival materials.

That the Affiliates Director be delegated authority to authorize the use of the IJA logo by Affiliates, in accordance with the Affiliates guidelines at

<http://juggle.org/affiliates/affiliates.php>. That the Communications Director be delegated authority to use the IJA logo on publicity materials and other communications.

All three motions passed by unanimous consent"

from minutes of March 2, 2004...

Membership Dues Refunds..." Andrew moved: The Board must be notified of any refund of membership fees. It is the policy of the IJA not to refund any portion of membership fees to any member who has in that year attended an IJA festival or voted in an IJA election, except as required by Delaware Law.

Yes: Andrew, Greg, Scott, Todd

No: Jaye, Ben

Abstain: Dave

The motion passes."

Corporate Sponsorship..." Andrew moved that the IJA investigate a corporate sponsorship program which would allow corporate sponsors to use the IJA logo on their packaging. *The motion passed by unanimous consent."*

from minutes of May 4, 2004...

Awards Committee..." Ben moved that the board create a committee, to be titled the "Awards Committee," to recommend to the board the recipients of the IJA awards. The motion was passed by unanimous consent."

from minutes of Aug. 31, 2004...

Governance Committee..." Dave moves that the board appoint the following people to the Governance Committee:

Kathy Kaufman

Don Lewis

Russ O'Brien

Robert Puhalla

Art Thomas

Approved by unanimous consent."

Webteam..." Dave moves that the board authorizes sufficient funds (up to \$2,000 annually) to proceed with the objectives outline in the Web Team Report. Approved by unanimous consent."

from minutes of Nov. 17, 2004...

Outreach Fund..." Dave moves that the IJA create an Outreach Fund. This fund will have an annual budget not to exceed \$1,000 taken from the IJA general funds. Donations made to the IJA that are specifically designated for this fund may increase the amount available. The purpose of this fund is to assist jugglers to attend a non-local (to the juggler(s)) juggling event. The juggler will represent the IJA and promote different styles of juggling. Jugglers and festival organizers may apply for this grant, which will be awarded at the sole

discretion of the plan administrator, who would be appointed by the board.
Motion passes by unanimous consent.

IJA Workshop Fund..."Dave moves that the IJA create a Workshop Fund. This fund will have an annual budget not to exceed \$1,000 taken from the IJA general funds. Donations made to the IJA that are specifically designated for this fund may increase the amount available. Interested workshop leaders may apply for grants and/or seed money to assist them in offering workshops at reduced rates for IJA members. A board-appointed workshop coordinator shall have full power to grant/deny requests. The workshop coordinator shall also try to find projects that offer a high return on investment so that progressively more projects can be funded.

Motion passes by unanimous consent."

from minutes of January 26, 2005...

Election Regulations..."Explanatory Note: The purpose of this motion is to create a set of regulations that are not year-specific. The deadlines will be the same, applicable to that particular year. Also, the Chief Teller will no longer be required to first seek the address of a law or accounting firm for mail-in ballots. Instead, the mail-in ballots will normally be sent to the host facility for the festival. The sections that have any changes are "Deadlines" and "Ballot Mailing Address." The "IJA Pre-Election and Election Regulations" can be found at <http://www.juggle.org/business/electionregs2004.shtml#ballot-mailing-address>) Dave moves that the IJA adopt the "IJA Pre-Election and Election Regulations." These regulations are the same as the "IJA 2004 Pre-Election and Election Regulations" with the following changes:

Deadlines

The following deadlines shall apply for the calendar year in which the elections are being held. Unless otherwise stated, deadlines are effective at 11:59 p.m. Pacific Time (Daylight or Standard, as applicable) on the date indicated.

March 15: Nomination submission deadline for candidate's name to appear on the mail-in ballot.

March 31: Candidacy statement submission deadline for a statement to be published in conjunction with the mail-in ballot.

June 15: Nomination submission deadline for candidate's name to appear on the festival ballot and on the IJA's nominations page of the IJA web site ("the nominations page").

June 15: Candidacy statement submission deadline for statement to appear on the nominations page.

24 hours prior to the start of the Annual Meeting of the Members: Proxy submission deadline for proxies to be used in the election. The opening of Polling Hours: Deadline for receipt of mail-in ballots to be counted in the election.

Ballot Mailing Address

The Chief Teller shall select an address for receiving mail-in ballots. This shall normally be the address of the host facility in the festival city that has undertaken to act on behalf of the IJA, or failing that, a secure post box in the festival city, all keys for which are held

only by the Chief Teller and which is used for no purpose other than receiving the ballots. This motion was approved by unanimous consent."

from minutes of June 22, 2005...

Renting the IJA Mailing List..."Todd proposes that the IJA begin a policy of renting its mailing list to members for one-time-use mailings. Rates to be determined. The policy will go into effect in August of 2006, and will be announced immediately. The time lag will provide ample time for new and renewing members to be made aware of the policy. The motion passed by unanimous consent."

from minutes of October 13, 2005...

Membership Drive..."David proposes that November be IJA membership drive month and that up to \$500 shall be budgeted for expenses relating to running the membership drive. Motion approved by unanimous consent."

from minutes of July 21, 2006...

Submission of Motions..."Kim Laird moves that the board adopt policy that proposed motions be emailed to the board a minimum of 10 calendar days before the next scheduled board meeting. Motion seconded by Don Lewis. Motion approved by unanimous consent."

from minutes of August 16, 2006...

Education..."Don Lewis moves: whereas the IJA is seeking to increase membership; whereas the IJA charter mandates giving assistance to jugglers (presumably including the ones who have yet to learn); whereas the IJA does not have basic instructional or promotional material available; be it resolved that the IJA develop a series of basic instructional sheets which will include information about the IJA, be clearly branded, and have a common professional look and feel. These sheets will be supplied as pdf files available on the IJA website. Input and participation by interested members is encouraged. Some aspects of this project may be outsourced depending on the resources available. The project should be developed such that translations are easily accommodated. Don volunteers to implement this project. Seconded by Jim. Motion passes by unanimous consent."

from minutes of October 11, 2006...

Copyright..."Kim Laird moves to accept Andrew Conway's competition rule "Competitors may use copyright, royalty free or public domain recordings. Should a competitor elect to use a copyright recording, they must provide written evidence that they have obtained performance and synchronization rights from the owner of the copyright to use that

recording in IJA competitions and videos." Bob Neuman seconds. Motion approved by unanimous consent."

from minutes of November 15, 2006...

Video Policy..."Don Lewis moves to officially adopt the attached video policy as presented by Andrew Conway. (see addendum A) Second by: Bob Neuman. Passes by unanimous consent.

Video Policy: You **MAY** * Videotape in the gym for personal use with the permission of the person(s) being videotaped. * Videotape workshops for personal use with the permission of the workshop leader. * Videotape juggling for personal use. * Videotape midnight shows for personal use.

- * Obtain a video of your own performance in any IJA show or competition for a small fee. This video is non-commercial use. You may use it in a promo video provided you credit the IJA. You may put it on the web provided you credit the IJA and link to the IJA web site.
- * Make 'fair use' of IJA videos. Provided you credit the IJA for the footage, you can include or link to the following in another video project or web site: no more than 30 seconds from any single act, no more than two minutes from any video, and no more than five minutes from all IJA videos.
- * Submit a proposal to the video@juggle.org for any other video projects involving IJA events or archives.

You **MAY NOT** * Videotape any IJA shows or competitions (except juggling and the midnight shows) without written permission from the IJA. * Make a commercial video using IJA footage or video recorded at an IJA festival without a license from the IJA. See below. * Copy IJA videos. * Publish IJA videos on the web, unless it is your act, or you follow the fair use guidelines. It is your act if you are the sole performer, or you have permission to publish from all the other performers.

Note on licensing The IJA will not charge a license fee for an individual performer wishing to use footage of their own performance in a commercial video they are producing provided: * The IJA is credited for the footage in the final product. * IJA members receive a discount on the final product."