Minutes of the Meeting
Latvian Community Center, 1008 West 64th Street, Indianapolis, IN
February 8, 2016 - 7:00 p.m. to 8:00 p.m.

<table>
<thead>
<tr>
<th>2016 Officers</th>
<th>Board of Directors</th>
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<tr>
<td>Carson Smith</td>
<td>President</td>
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<tr>
<td>Tony Castoreno</td>
<td>1st Vice President</td>
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<tr>
<td>Leslie Crumb</td>
<td>2nd Vice President</td>
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<tr>
<td>Alma Smith</td>
<td>Treasurer</td>
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<tr>
<td>Jodi Banton</td>
<td>Secretary</td>
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<td>Hande Yetiz Corken</td>
<td>Auditor</td>
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<tr>
<td>Marife Callender</td>
<td>International Festival Event Coordinator</td>
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21 Members in Attendance  (sign-in sheets on file)

I. Call to Order
Carson Smith, President presiding, welcomed and called the meeting to order at 7:05 pm. Call to order was followed by member introductions.

II. Approval of Minutes
Meeting minutes were emailed to all paid members for review prior to meeting. A motion to approve the minutes of the previous November meeting was made by Tony Castoreno and seconded by Marife Callender.

III. Treasurer’s Report
a. Financial Statements - Year-end Financial Reports for 2014 and 2015 were distributed to members for review and discussion. The complete package of reports included:

1. A memo dated February 20, 2014, from The Promotion Company (TPC) deemed it necessary to discontinue the Festival Account for NCI.
2. 2014 Indy International Festival report which ended in a negative balance of -$5,945 and an accumulated debt to TPC for $37,725.
3. October 2014, TPC ended its contract with NCI and forgave all debt to NCI. A separation letter is on file.
4. At the start of 2015, planning for the 39th Indy Festival began with zero dollars. An International Festival account was established in March with an amount of $360, the booth payment for the Liberia Progress Foundation. In April, the account balance increased to $1,725.76 with booths payment from Mabuhay! Philippine Cultural Community.
5. The Festival was managed by the volunteer services of Individual Member Marife Callender who served as Event Manager. With the sales of vendor booths, sponsorship grants, tickets sales and donation, income totaled $116,097.00. Total expense $108,894.78 with a positive of $7,802.22.

Motion: After questions and concerns were addressed, a motion to approve the financial reports as presented and subject to audit was made by Tony Castoreno and seconded by Eileen Tsai. Motion passed and the reports will become a legal part of NCI records. The approved year-end reports will be uploaded to the NCI website for public records.

Greenwalt CPA prepared the 2014 Financial Statement for NCI accounts and recommended that NCI maintains its accounts on Quick Books. The accounting program was purchased and installed by PNC bank. President, Carson
Smith who is signatory on the account, signed the service contract with PNC bank. **Motion:** Moved by Mauvene Borton and seconded by Marlon Alfonso that a laptop be purchased by NCI with Quick Books software. Motion failed.

b. **2016 Budgets** - Budgets for the NCI Member Account and the International Festival Accounts submitted for review and discussion. **Motion:** Moved by Pamela Gemmer and seconded by Dan Anderson that the budgets presented be accepted with the corrections discussed. Motion carried with all in favor.

IV. **Old Business**

a. **Winter Gala** – Event was successful but attendance was low (75 attendees). A financial report for the event to be provided at the March meeting.

V. **New Business**

a. **Website** – Concerns were raised regarding broken links, duplicate member listings and contact form on the NCI website. Members should direct issues about the site to the Secretary via email.

b. **2016 Board of Directors Elections** – A Nominating Committee was established to prepare a slate of candidates for the Board of Directors. Committee consists of Leslie Clumb, Tony Castoreno, Pamela Gemmer and Maria Manalang. Members interested in serving on the board should contact the Nominating Committee.

c. **Bylaws** – 2nd VP, Leslie Crumb is leading efforts to update NCI’s bylaws. Last revision was in 2005. Copies of suggested revisions have been provided to the Officers for review and will be given to the nominating committee as well.

d. **International Festival** – Festival is scheduled for November 10-12, 2016 at the Indiana State Fairgrounds’ Blue Ribbon Pavilion. Exposition Hall was already booked. Christmas Bazaar event at the Fairgrounds will be on the same days and may provide an opportunity to gain attendance at festival. Discussed applying for membership to Spirit & Place Festival. Marife will look into establishing a reciprocal agreement. **Motion:** Moved by Tony Castorena and seconded by Dan Anderson that the theme for the 2016 Indy International Festival be “Homes around the World”. Motion carried with all in favor.

e. **International Day of Dance (April 29th)** – Partnering with Mosaicos Indianapolis, Inc. and the Lawrence Arts Council for a 2-day event, April 30th (6-8pm) and May 1st (3-5pm). Tickets sales and event promotion will be managed by the Arts Council. $10 for adults and $5 for children. Proposed a 3-way split of funds raised (40/40/20). **Motion:** Moved by Marlon Alfonso and seconded by Pamela Gemmer that NCI partner with Mosaicos and Lawrence Arts Council for International Day of Dance event. Motion carried. Pam to include Marife in meeting scheduled to further discuss event.

f. **International Festival Event Coordinator** – Proposal was presented to hire Marife Callendar to coordinate activities for the 2016 Indy International Festival. **Motion:** Moved by Leslie Clumb and seconded by Alma Smith that NCI accept Marife’s proposal to be contracted as the event coordinator for the festival. Motion carried. It was suggested that NCI establish rules for who can be a contractor to the organization.

VI. **Announcements**

Information on upcoming member events can be emailed to the Secretary to include on the NCI website calendar. Event details can also be sent to Mary Clark to be considered for IMC’s event calendar.

VII. **Adjournment**

Tony Castoreno moved that the meeting be adjourned, and this was agreed upon at 8:55 pm.

**Next Meeting:** Monday, March 14, 2016