



# Board of Directors Packet

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



**2024 -25**



## 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 integrates dance with music, visual art, media, and community participation to cross artistic boundaries 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, outreach 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 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.



## Priorities for **2024/2025 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  
active Board Participation in committees for  
1)Development 2)Marketing 3)Planning 4) Recruitment

### Marketing Priorities

Increase the audience attendance at JFD performances.  
Incorporate artistic partnerships that afford the audience an 'experience.'  
Attract new collaborators and guest choreographers 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 with partnering schools in Arlington  
Increase participation/performance options for centers serving older adults  
Make activities available at no cost to the partnering organizations or the participants  
Offer free intergenerational projects, adult classes and performances



## Expectations of the Board of Directors

1. Board members will attend and participate in all Board meetings. If a Board member misses 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 the second Tuesday of every other month (September through July), from 7 to 8:00 p.m. by video call (Zoom). A schedule is provided at the beginning of each fiscal year.
2. Attendance is expected at performances and events. If absence is unavoidable the Board member should contribute a donation equivalent to the ticket cost for the event.
3. Board members are expected to serve on one committee or task force. Committee work can involve (but is not limited to) meetings, phone calls, emails, meeting with volunteers or non-Board members. Committee meetings take place between regularly scheduled board meetings.
4. Attend the annual Board retreat or a 2-3 hour Strategic Planning meeting.
5. Board members participate by signing up for the JFD newsletter, follow/like JFD on social media fb, X(formerly Twitter), Insta. Board members advocate for JFD by promoting JFD to their immediate network of friends/family to inform them of JFD performances, projects, free activities, and to pass along discount codes.
6. 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.
7. 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.
8. Directors spend an average of 5 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.
9. In the event that a Board member is unable to perform the expected duties, including but not limited to attendance at Board meetings and 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, send meeting reminders, develop an agenda for each meeting 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 Roles and Responsibilities

### Development & Fundraising

Development committee initiates and coordinates grant research to identify new sources of funding. Committee may pursue platforms that support non-profits with free services. Committee provides oversight for grant writing. Committee is responsible for vetting and approving all direct mail solicitations and other asks. The committee is responsible for reaching out to individual donors and corporate contacts with relevant information about JFD.

### Marketing and Social Media

Committee is responsible for maintaining a strong JFD social presence through Facebook, Twitter, and Instagram. The committee will reinforce marketing with the distribution of created templates per event or project. The committee engages with local businesses to promote JFD. This includes but is not limited to post-performance events, unique opportunities, or promoting community partnerships with other local non-profit organizations.

### Planning

Planning is necessary for key events during the year and may consist of researching for or booking a venue, securing catering or sponsorship, coordinating volunteers. The committee assists with the planning of the annual spring JFD gala and silent auction. The committee assists with decision-making, publicizing and promoting the event and is active in attaining silent auction donations.

### Recruitment

The committee is 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.



Board Meeting Dates 2024-25 FY  
Meetings will be held on **Zoom**,  
by conference call: **1 605-562-0400 Code 993-9634**

**The second Tuesday of every other month at 7 pm**

September 10, 2024

November 5, 2024

January 14, 2025

Mar 11, 2025

May 13, 2025

July 15, 2025

**Performance dates 2024-25 FY**

Lloyd House Gardens, Alexandria Sept 26, 27, 2024

**Theatre on the Run:**

Dec 14-15, 2024, May 3-4, 2025

other dates will be added when confirmed





## At a glance ...

This summary is designed to give potential members of the Board of Directors a quick overview of Jane Franklin Dance (JFD). Its content responds to an article, [10 Questions to Ask before Joining a Non-Profit Board](#); the order of the information is altered according to the categories shown below.

### Critical

Jane Franklin Dance is a **501(c)(3) non-profit organization**. You may [check this status](#) directly with the IRS.

The **Board of Directors** meets every other month on Tuesdays at 7PM. Meetings are held via Zoom or are occasionally conducted in-person at a public location.

The key **fundraising requirements** of Directors are to personally donate at least \$200 annually, to attend concerts or donate the amount of 2 admissions, and assist in fundraising events.

**Director and Officer Liability Insurance.** JFD personnel are independent contractors and the organization does not have part-time or full-time employees. JFD doesn't rent or own property. JFD carries \$2,000,000 general liability insurance; if you have personal Umbrella Insurance, you may be covered as a Director for a non-profit organization.

### Important

A **strategic plan** has been established; it is updated annually and is available to Board members (and on request to potential Board members).

**Relationships** are covered in the strategic plan. Critical for JFD is Jane Franklin, the Artistic Director, the company and adjunct dancers, and part-time staff. JFD serves as an *ex officio* member of the Board of Directors. While JFD has been operational in the community since 1997, the organization is now pursuing a fundraising goal. The artistic leadership is evolving as Jane Franklin has moved to Santa Fe NM. (Artistic oversight duties such as rehearsal management, are now assumed by Assistant Artistic Director, Kelsey Rohr.) Though Jane continues in a key administrative role, the company is seeking to determine the feasibility of the organization beyond the FY25.

JFD's **Board of Directors Packet** contains: Company Description, Articles & By-Laws, Expectations, and Meeting Schedules. Directors also have access to: Financials, Meeting Minutes, Strategic Plans, Outreach and Marketing Materials, Recruitment Candidates, and a list of all Directors and staff with contact information.

The **Board of Directors** and some of **their responsibilities** and the [current roster](#) are listed on the [JFD website](#) and can be discussed by phone, email, or in-person. The board roles are: Chair, Vice Chair, Secretary, Treasurer. Board members serve on the following committees: Marketing and Social Media, Development and Fundraising (Corporate Sponsorship and Grant Writing), Planning, Recruitment

An initial **commitment** of one year is requested; Board members serve two-year terms and may be reappointed up to five terms. The main **performance criterion** for the Directors on the Board is engagement as outlined in the Board of Directors Packet, including 3–7 hours volunteered each month. Overall, the performance of the Board will be considered successful if additional structure and stability is brought, and JFD moves toward its goals as outlined in the Strategic Plan.