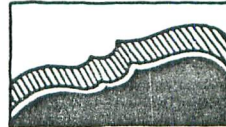


**The
Folklore
Society
of Greater
Washington**

1964-1984



Box 19114
20th Street Station
Washington, DC 20036

Our Twentieth Year

AGENDA

FSGW BOARD MEETING

August 1, 1984

- I. Approval of July minutes
- II. Selected items of new business
 - A. Site of 1984-85 monthly programs
 - B. 1984-85 Budget - Dwain Winters (for Treasurer Dean Clamons)
- III. Regular Reports
 - A. Membership - Dolores Nichols
 - B. Program - Joel Bluestein
 - C. Special Events - Bob Clayton
 - D. Treasurer - Kathy Hickerson (for Dean Clamons)
 - E. Dance - Dave Eisner
 - F. Publications - Jennifer Woods
 - G. Publicity - Joanne Turner
 - H. Committees
 - 1. Washington Folk Festival - no report
 - 2. 20th Anniversary - Mary Cliff
 - 3. Finance - Dwain Winters
 - 4. Getaway - Kathy Hickerson
 - 5. Sound/Lighting - Dwain Winters
 - 6. Community Outreach - Linda Lieberman
- IV. Old Business
 - A. Incorporation - Kathy Hickerson
 - B. Square Dance Bill - Kathy Hickerson
 - C. Folk Services Directory - no report
 - D. Survey of Performing Members - no report
 - E. Guidelines for Cosponsored Events - Bob Clayton
- V. New Business
- VI. Adjournment

FOLKLORE SOCIETY OF GREATER WASHINGTON
BOARD MEETING
August 1, 1984

BOARD PRESENT: Hickerson, Woods, Clayton, Nichols, Day, Lite, Winters,
Turner, Schlesinger, Eisner, Scanlon,
BOARD ABSENT: Clamons, Bluestein
OTHERS: Mary Cliff, Don Nichols, Janice Cole, John Massey

The meeting was called to order at 8:10 at the home of President Kathy Hickerson. The July minutes were corrected and approved.

SELECTED ITEMS OF NEW BUSINESS: Loan of Sound Equipment to the Trolley Museum -- Jonathan Eberhart asked to be lent the sound equipment for a program in which he would be performing at the National Capital Trolley Museum on August 5. Turner moved that we lend the equipment and waive the fee. Winters seconded. PASSED. The fee was waived since the Trolley Museum is a non-profit organization, and the free concert will attract a variety of people to traditional music. The policy is that the equipment can be made available to FSGW members if the member has a qualified person to run it, can provide transportation, and will be liable for any damage. Site of the 1984-5 Monthly Program - Bluestein had indicated there might occasionally be a need for an alternative location for the monthly program that would accommodate a larger audience. Since 1967, except for a few years at the Smithsonian, programs have been held the second Friday at the WES. An analysis of the membership a few years ago showed that WES was centrally located, and they have been cooperative. The problem is that it can't hold 10% of the membership. First, the question of continuity was discussed. It was generally agreed that it was important to use the same hall all season; for the ease of sending out publicity, and for the membership to know where something would be happening the 2nd Friday of each month. However, there is the need for the membership chair to be able to schedule a different kind of program, such as dance, at a larger hall. Thus, Lite moved that the FSGW monthly program be held in the same location throughout the season whenever possible. Woods seconded. PASSED unanimously. Second, the question of how big a hall was needed was discussed. What kind of audience were we trying to attract, and what was the goal and purpose of the program series? Some thought that programs were designed to be more esoteric than special events, and therefore appealing to a smaller audience. But do we want to limit the audience by having a small hall? These questions, as well as the selection of a site for the season, will be left up to the Program Chair. 1984-85 Budget -- Winters reported for Clamons. Clamons submitted a detailed report in which he explained what each item on the budget involved, and brought up some important questions which we then discussed. Winters reiterated that the budget is a contractual agreement, and that any items \$75 or more than provided for in the budget must be approved by the Board. Also, anyone who underspends should report back to the Board on what's happening, and consider whether they are providing the service they're supposed to. There was a question of whether each chair or the treasurer is responsible for keeping budget records. Another point brought up in the report was whether we were running too close to the line, and needed a larger cash reserve. Should

we decrease expenses, or increase income through an increase in membership dues or higher admission fees? There was some discussion on raising the membership dues. After the Board expressed agreement, how much of a raise was discussed. Some members thought that a 20% raise wouldn't be enough to cover the costs of capital equipment and still have enough in reserve, and that 25% was necessary. Others thought that the recommended 20% would suffice. After discussion, Eisner moved that individual dues be raised to \$12, and family to \$18, effective October 1. Scanlon seconded. PASSED unanimously. This represents the 20% raise recommended by Clamons. Winters moved that we adopt the income line of the budget with the change of membership income to read \$32,400, reflecting the change in dues. Turner seconded. PASSED unanimously. There was a lot of debate on the proposed expense of \$30/house concert for the host/hostess to provide refreshments. Most of the members felt that whether or not food was served should be up to the discretion of the host/hostess. Woods moved that \$300 for food be struck from the expense column line on house concert line, so that it would read \$750. Turner seconded. PASSED. Winters moved that we adopt the expenses column as amended. Clayton seconded. PASSED unanimously. The totals for the 1984-85 budget are as follows: Income, \$98,750; Expenses, \$89,850; Net, \$8,900. Turner moved that we adopt Clamon's guidance as a sense of the Board. Clayton seconded. PASSED unanimously, with many thanks to Dean for a job well done.

SOUND/LIGHTING COMMITTEE SPECIAL REPORT: Winters reported that the Sound/Lighting Committee had had a special meeting, with Dwain, Mike Rivers, and Al Taylor attending. They had pulled together and inventoried all the equipment, and found that there were no major malfunctions within the concert system. The auxilliary system, however, had a severely malfunctioning board which was not repairable, and a malfunctioning amplifier. The mikes and cables were okay, and the speakers function "as well as they ever have", which is not good enough to project down a long hall. Eisner recommended that we buy a speaker and mixer in one system, which lists at \$2300, and he can get for less than \$1600. Additional needs are a case for the mixer at about \$180, a new mike for the caller at about \$110, and new speaker stands. Thus, replacement of the auxilliary system would cost about \$2100, including tax. The mixer would be fully compatible with the main concert system to allow for substitutions. Winters reported that the concert system needed a case for the graphic equalizer, at about \$180, and a compression amplifier to cut down on distortion with large voice ranges. The total would be about \$2350, plus tax, cords, and plugs, for a total of about \$2500. Cliff debated the effectiveness of the compression amplifier, and it was decided to look into the purchase of that item in greater detail. Turner moved that we accept the Sound Committee report and authorize the expenditure of up to \$2300 for the items recommended except for the compression amplifier. Eisner seconded. PASSED. Winters stated that this expenditure doesn't solve all our sound system needs, and as the size of the audience increases, the need for better sound increases. The speakers are the weakest link in the system. Last year, we bought new amplifiers which can handle bigger

speakers, and we might begin thinking about this for later in the year. A good pair of 2-way speakers would cost about \$1200, and a second pair of base speakers to use at much larger halls and outdoor stages would be about \$950, for a total of \$2150. We can no longer rent equipment from National Sound System, as they are going out of business.

REGULAR REPORTS:

MEMBERSHIP: 58 new + 90 renewals = 148 - 131 expirations = + 17.

Total: 2170, plus one new life member, Dean Clamons.

PROGRAM: No report.

SPECIAL EVENTS: Judy Small, from Australia, will be here for a house concert on Sept. 6. Clayton would like to raise the admission for special events to \$4/\$6, and to \$5/\$7 for special special events, such as Jean Redpath and Gordon Bok. It was the sense of the Board to accept Clayton's recommendations.

DANCE: Eisner reported that the dance program account has about \$659, including about \$300 from profits from the All-Night Dance. Eisner would also like to work on alternative arrangements for paying performers.

TREASURER: Hickerson reported for Clamons that in order to open a checking account at the Equitable Bank, the Executive Committee must sign a Certificate of Authority of an Unincorporated Organization as required by the bank. Winters moved to adopt the said resolutions. Turner seconded. PASSED.

COMMITTEES: 20th Anniversary: Cliff reported that she has a list of performers to be on tape, but was advised that the project had been dropped. She also said that Trinity College would like to have us back for a party. Woods moved that we authorize Mary to contact Trinity College for the Mini-Festival to be held on Jan. 26. Eisner seconded. PASSED.

OLD BUSINESS: Incorporation: Hickerson reported that The D.C. Government had mailed the papers, but they haven't been received yet. Smithsonian Festival: Cliff reported that about \$144 had been spent, and it was well spent and well appreciated. The volunteers were fantastic. !

NEW BUSINESS: Clayton raised the question as to whether FSGW should supply all the publicity and sound system to the performer without charge. He wondered whether this was a standard operating procedure. The Board felt the matter should be investigated and some sort of fee charged.

The meeting was adjourned at 11:20. The next meeting will be at the home of Dave Eisner, 7129 7th St. NW., on Sept. 5. Dave suggested that some people bring chairs.

FOLKLORE SOCIETY OF GREATER WASHINGTON

MOTIONS PASSED

August 1, 1984

1. The Board agreed to lend the sound equipment to Jonathan Eberhart to be used for the Trolley Museum Program on Sunday, August 5. The fee was waived because the Trolley Musuem is a non-profit organization, and the music presented encourages interest in traditional music among a variety of people.
2. The FSGW monthly program is to held in the same location throughout the season whenever possible.
3. INdividual dues are to be raised to \$12/year, and family memberships to \$18/year effective October 1, 1984.
4. In reference to the budget for 1984/85: The expenses column was adopted as amended, with the \$300 item for food for house concerts being struck. The income line was adopted with the change of membership income to read \$32,400, in order to reflect the increase in membership dues. Dean Clamon's guidance in budgetary matters was adopted as a sense of the Board.
5. The Sound Committee report was accepted, and expenditures of up to \$2300 were authorized for the items recommended, with the exception of a compression amplifier. The items to be purchased are as follows: to replace the auxilliary system, new speakers and mixer in one system, along with a mixer case and speaker stands; a graphic equalizer case for the main concert system.
6. It wasthe sense of the Board to raise the fees for special events to \$4 members, \$6 non-members in most cases, and to \$5 & \$7 in selected events.
7. The Certificate of Authority of an Unincorporated Organization required by Equitable Bank of all its checking accountees was approved for signature by the Executive Committee as representatives of the Board.
8. Mary Cliff was authorized to contact Trinity College to reserve it for the Mini-Festival on Jan. 26.

Folklore Society of Greater Washington Proposed Budget Fiscal 1985			
Line Item	Income	Expense	Net
Membership	27,000	2,700	+24,300
Program	1,000	6,500	- 5,500
Special Events			
Concerts	15,800	13,800	+ 2,000
Mini-Festival	3,400	2,400	+ 1,000
Getaway	8,100	7,600	+ 500
House Concerts	750	1,050	- 300
Special Events Subtotal	28,050	24,850	+ 3,200
Dance			
Sunday night	10,700	10,500	+ 200
Saturday night	5,300	5,100	+ 200
All-night Dance	4,400	4,200	+ 200
Dance Weekend	11,300	11,000	+ 300
Miscellaneous	2,400	1,100	+ 1,300
Dance Subtotal	34,100	31,900	+ 2,200
Publicity	0	2,000	- 2,000
Publications	0	13,500	-13,500
General			
Legal fees	0	1,000	- 1,000
Sound	100	600	- 500
Archive	0	300	- 300
Insurance	0	1,500	- 1,500
Interest/Fees	1,000	200	+ 800
Miscellaneous	0	1,000	- 1,000
General Subtotal	1,100	4,600	- 3,500
Community Outreach	0	500	- 500
Washington Folk Festival	1,600	2,600	- 1,000
20th Anniversary	500	1,000	- 500
TOTALS	93,350	90,150	+ 3,200

32,400
 +5400
 98,750
 89,850

 8,900

Notes to FSGW Fiscal 1985 Proposed Budget

These notes are based on discussions at the July 18, 1984 budget meeting and subsequent conversations with people responsible for various line items.

Membership - This is based on a growth rate of 8% which is much in line with recent growth. It also assumes no change in membership dues.

Program - The income figure represents the total gate. A question was raised about whether to do 9 or 10 programs. This budget allows a payment to performers of about \$450/performance for a 10 program schedule. Joel raised the question of whether he must use WES for all programs. Savings could be made by holding the number of programs to 9 and/or altering the terms of our contracts.

July 26, 1984

Dear Board Member,

Here is the proposed budget for fiscal 1985. Everything on the budget should be considered negotiable, but I think the estimates here are fairly accurate. I won't be able to be at the August meeting, so I'll just wish you a real fun time.

Jim

Carol,

Note that my home phone is changed to ~~631-9655~~ *
to 631-9655.*

year, although alternative methods may be considered. Expenses are expected to go down because we will not have purchase tent material.

20th Anniversary - The Glen Echo series is committed to an expense of \$400. The rest is a worst case estimate based on doing a sampler concert, a party (which would break even), and having a birthday cake at one of our concerts (the Redpath one?).

Our current cash position is better than I thought and is probably a good figure to use since we have very few unsettled accounts at present. We have in round figures \$600 in checking, \$3700 in savings, and \$5500 in the money market account. The dance account has around \$2500 from the Allnight Dance. That's a total of \$12300. That gives us a cash reserve of about 13% of our cash flow. According to Dick Hamlet's statements, he never had real cash flow problems. I would prefer to see about a 15% to 20% reserve, but that is a matter for the Finance Committee to study in detail. The proposed budget does not include purchase of sound equipment. We should probably consider raising on a permanent basis our allowance in the budget for purchase of capital equipment. We are likely to have continuing need for upgrading present equipment and for purchasing new items. How much to budget will have to be studied, but I would guess it should be around \$2000. This is not to say that we will spend \$2000 every year, but that on the average we will. We need to put that money away in our reserves. If this amount is added to the budget then our profit for the year would be only \$1200. This does not allow much room for error and unforeseen expenses, and certainly does not get our cash reserves up to level I would like. The alternatives are to cut costs or raise dues and/or admission fees. At the budget meeting we looked at places where we might save money. They are noted at the right edge of the proposed budget. The total savings would get us up to an acceptable profit, but in every case would result in a reduction in services to members. With this in mind, we need to consider a raise in membership dues. I think we are on the edge of being forced to raise dues; if not this year then next year for sure. A 20% raise in dues would result in about \$5400 in extra income, and would put dues at \$12 for singles and \$18 for families. I believe this would not have any adverse effect on our membership and would probably be good for three years.

Finally, I would like to comment on the importance of the budget. The bylaws clearly state that the Board must approve any expenditures over \$75. By approving the budget (and remember it is approved on a line by line basis) the Board gives its approval to each committee to spend money as it proposes to do in its budget submission. If any committee finds that it is significantly overspending because of poor estimates, rising costs, or unexpected requirements, then it is obligated to ask for approval from the board. This, in my opinion, also means that if you need to make some large purchase which was not planned for in your budget, you need to get approval even if you think you are otherwise under budget. If you find that you are significantly under budget, then you should look at whether you are providing the service that was tacitly approved by approving your budget. If you find that your estimates were overly generous, then you should probably inform the Board so that it has knowledge of how much money is available for other purposes.

Special Events - The figures here are essentially a repeat of last year's. The exception is Getaway. The profit for the Getaway is heavily dependent on the number of people who attend. The figures given represent what would happen with about 190 attendees. The House Concert budget includes \$30 per concert to be used by the host for refreshments. Bob has recommended that we not do that, but rather try asking for donations to cover those expenses at each house concert. Bob would like to discuss the possibility of raising fees for certain concerts. He also would like to discuss the possibility of taking publicity and sound system costs (on a pro rated basis) out of the gate before paying performers their percentages. That is, publicity and sound system costs would be treated like the cost of the hall. We could cut out the house concert budget and probably make more on concerts by raising admissions and/or altering the the percentages of the gate at successful concerts.

Dance - The Sunday night dances and the Dance Weekend should be left alone. Dave would like to change the Saturday night programming to bring in more dancers (and money). He would also like to consider raising FSGW's share of the gate. The present arrangement is that the band/caller gets the first \$200 and 80% of any gate above \$200. The Park gets 15% (that is in our cooperative agreement) and we get 5% of the gate above \$200. The miscellaneous category includes t-shirt and bumper sticker sales. Dave also brought up the need for sound equipment for dances. See the sound budget.

Publicity - This is based on 9 programs and 21 special events. Savings could be made by doing less publicity, but we don't know if this would have an adverse effect on income from special events.

Publications - This assumes 8% growth rate and more 10 page Newsletters. Printing and postage costs are assumed to remain the same. The Directory and Tape Archive Directory also actually come under Publications. They essentially break even and I don't have figures for them. We could save some money by doing fewer pictures and fewer pages, but this would greatly reduce the quality and utility of the Newsletter.

General - Most of this is straight-forward. Miscellaneous includes office supplies, postage, etc. required to do business. The Sound budget does not include the cost of any new equipment; that's just for maintenance. Dave Eisner recommended the purchase of a whole new sound system. The one he likes would cost \$2300. We could also purchase only some new components. The Sound Committee will meet before the Board meeting and have a recommendation at the Board meeting. We could save some money on the Archive budget.

Community Outreach - The reduction in the budget is based on the fact that we had no costs last year. We could cut this out altogether, but this would require a reversal of current Board policy.

WFF - The expected reduction in expected income is based on the fact that about \$350 of our donations were made by members as a result of our direct solicitation. That method will not be used this