

1. Quorum and Call to Order.

- A. The meeting was called to order at 8:27 pm by President Anne Sergeant.
- B. The following eight Board members were present, constituting a quorum: Anne Sergeant (President), Dennis Cook (Past President), Jim Cole (Past Treasurer), Lynn Pastore (Membership), Charlie Baum (Monthly Programs), April Grastorf (Secretary), Janine Smith (Dance) and Holly Steussy (At Large).
- C. Absent were: Kathy Westra (VP), Lesley Frank (Newsletter), Susan Clark (Publicity) Betsy Platt (Special Programs), and Jean McAulay (At Large).
- D. The following non-FSGW-Board-members were present: Wayne Harvey, Rita Ferrara, Paul Squire, Dwain Winters, Dean Clamons, Bill Day, and Keefe Gardner.

2. Washington Folk Festival.

- A. **Discussion Points.** Anne Sergeant presented a list of questions and concerns for discussion. These included:
 - (1) Scope of Festival: available space, size
 - (2) Safety concerns: liability, tents, forklift, teardown
 - (3) Financial: general budget, bus and parking costs, user fees, GEPPAC commitment to secure sponsors, fees for services, charging of admission
 - (4) Donations: GEPPAC share vs. FSGW share
 - (5) Royalty fees: Performers and crafters
 - (6) Food/concessions: Less junk food; choice of vendors?
 - (7) Volunteers: documentation of process; aging volunteer pool; coordinator; recognition; complaints about management style; improved delegation of tasks
 - (8) Logistics: parking, shuttle buses
 - (9) Membership tent.
- B. **Proposed Space.**
 - (1) Dwain stated that WFF was intended to celebrate traditional cultural diversity of crafts, music and dance as practiced by residents of the immediate Washington area, which is defined as not including Baltimore or Annapolis. However Dwain stated that some previous participants are permitted to participate even though they have moved away. He provided no neutral criteria for making this decision, but merely stated that some performers are "grandfathered."
 - (2) In the past there have been eight venues, and the proposal is to keep that number the same:
 - (a) The Crystal Pool area, with a 50x100 tent.
 - (b) The Yurt Village area, with a 30x50 tent.
 - (c) The Palisades area, with a 40x80 tent.
 - (d) The Puppet Theater
 - (e) The Cuddle Up
 - (f) The old Adventure theater
 - (g) The Spanish Ballroom
 - (h) The Bumper Car pavilion
 - (3) Dwain stated that the space available now is roughly the same as in previous years. The space behind the Ballroom stage is proposed for Storytelling. No space in the

classroom building is going to be used for performances. Dwain wants that space used exclusively for dressing rooms, hospitality, and the operations center.

- (4) Attendance is usually lighter on Saturday than Sunday (depending on the weather) and varies from about 12,000 when the weather is not rainy or too hot, down to about 8,000.

C. Safety Concerns

(1) Liability/Insurance:

- (a) Anne stated that our current insurance policy provides \$1 million/\$2 million coverage, which will have to be increased to \$1 million/\$3 million as of July 1, a level that will be required of all dance-sponsoring cooperators.
- (b) There is an extra insurance cost for a 2-day event; Dean believes the cost is about \$250, significantly more than the usual \$30-\$50 which is the cost of adding a single venue.

(2) Tents/forklift/teardown:

- (a) When asked what could be done to improve safety, neither Dean nor Dwain suggested any changes; they asserted that current practices are adequate. Dwain stated that he had learned to put up tents by watching other professionals. Dean and Dwain stated that they had lots of experience, that putting up the tents does not require strength, that they always have too many people, and that they train volunteers "as they go." They stated that the Irish Festival volunteers are accustomed to putting up and taking down the tents, and that some of the Irish Festival volunteers would be available.
- (b) Paul Squire stated that the 1947 forklift is "useable but it is a risk" because it needs to be constantly and carefully maintained or it breaks down and thus impedes progress. There are only two OSHA-certified operators for the forklift. He stated that a replacement forklift was rented one year. The forklift is actually owned by the Smithsonian, which organization also provides a crew to do breakdown on Monday after the WFF.
- (c) Volunteer hours are carefully logged for two reasons: one is that the Park Service and GEPPAC receive funding based upon volunteer hours; the second is that only official volunteers are covered by workers compensation.
- (d) The Park has a safety officer (Joe Burns).

D. Financial Issues:

- (1) These include general budget, bus and parking costs, user fees, GEPPAC commitment to secure sponsors, fees for services, charging of admission
- (2) The general budget submitted by the WFF Coordinating Committee was not reviewed line by line at this meeting.
- (3) Parking and shuttle bus costs are estimated at \$8250.
- (4) As currently structured, GEPPAC will charge us a maximum of \$5000 as a user fee this year, assuming that this fee will be covered by corporate sponsors. GEPPAC has agreed that FSGW will be no more than \$2500 out of pocket if no corporate sponsors contribute.
- (5) If corporate sponsors contribute more than the \$5000 site fee, any overage will initially be credited against other WFF expenses until income equals expenses. Any additional overage will be split between GEPPAC (75%) and FSGW (25%).

- (6) The contracts for performer do not permit FSGW to charge admission to any WFF events.
- E. **Royalties Paid by Crafters.**
 - (1) Historically, crafters paid booth rental to FSGW and 5% of sales went to the Park's History Foundation.
 - (2) GEPPAC now charges a 25% commission on all sales at the Park.
 - (3) Dwain will see if this 25% charge holds for WFF.
- F. **Concessions.**
 - (1) T shirts may not be sold on the GE Park site; a special arrangement with the town of Glen Echo is needed every year.
 - (2) House of Musical Traditions (HMT) has usually sold CDs etc. for all performers.
- G. **Program:**
 - (1) The program in the past has been funded in significant part by a grant from Montgomery County, but this must be requested in advance, which has not been done this year. Dwain stated that he would approach Montgomery County to ask if a late application would be accepted. Anne objected to FSGW trying to bend the rules in this way.
 - (2) Anne strongly urged WFF to consider permitting advertisers to purchase space in the program as an additional source of revenue.
- H. **Food:**
 - (1) Dwain stated that GSI has the contract for all food sales.
 - (2) Anne pointed out that she has heard many complaints in the past about the poor quality and lack of nutritious choices. Dwain agreed he would try to remind GSI of the need to broaden their culinary horizons.
 - (3) There was a brief discussion of potential problems with food in the Bumper Car Pavilion, which will be used for crafts but which needs to be maintained as an alternate dance floor.
- I. **Documentation and Archives.**
 - (1) Dean agreed that in large part, no documentation of the planning process exists, although some elements are better documented than others.
 - (2) As an example, no formal agreement or program exists regarding school credit for work on the festival, although Walt Whitman students have worked on WFF in the past and been given credit for hours worked.
- J. **Volunteers.**
 - (1) Lack of new volunteers:
 - (a) Dean hosted a seminar last year, at which 6-8 potential "staff" volunteers showed up; Dean is hoping to use them this year, rather than hosting a new seminar.
 - (b) There is no volunteer coordinator at this point; Dean and Dwain indicated that Sousan Frankeberger's responsibility was to find someone for that post, as well as to handle hospitality / food for performers and staff.
 - (2) Recognition of volunteers.
 - (a) Dean and Dwain stated that recognition included a letter of appreciation, announcements from the stage, thank-yous from individual chairs, and a post-WFF picnic.
 - (b) Anne stated that additional recognition should be considered.

K. Miscellaneous.

- (1) Dennis pointed out that the GEPPAC agreement clearly stated that users, such as FSGW, are responsible for all damages. Dean and Dwain stated that in practice, FSGW/WFF is not charged, and that WFF makes all "reasonable" effort to prevent damage. Dennis pointed out that the actual practice should be reflected in the contract.

3. Next Meeting Date and Motion to Adjourn.

- A. As there was no longer a quorum present, the Board was unable to vote on any Motion.
- (1) Dennis Cook asked if it was the consensus of the remaining Board members to move forward with WFF. April stated that she wished to discuss the results of the meeting in Executive Session before agreeing to any such consensus.
 - (2) It was agreed that a meeting would be held the following Tuesday, at which time it was hoped a quorum would be present and motions could be voted upon.
 - (3) The meeting adjourned at 10:36 pm.