

1. **Quorum and Call to Order.**

- a. The meeting was called to order at 8:06 pm by President Anne Sergeant.
- b. The following were present, constituting a quorum: Anne Sergeant (President), Jim Cole (Past Treasurer), Kathy Westra (VP), Lynn Pastore (Membership), Lesley Frank (Newsletter), Susan Clark (Publicity), Charlie Baum (Monthly Programs), April Grastorf (Secretary), Janine Smith (Dance) and Jean McAulay (At Large).
- c. Absent were: Dennis Cook (Past President) and Betsy Platt (Special Programs). Holly Steussy (At Large) arrived after the call to order.
- d. The following non-FSGW-Board-members were present: Wayne Harvey, Esther Bushman, Carl Mintz, Dick Rogers.

2. **Approval of Minutes.**

- a. July 2003.
 1. The Minutes of the meeting held July 1, 2003 (for July 2003) had been previously circulated among the Board members, and corrections were provided.
 2. ***Resolved: That the Minutes for July 2003 be adopted.***
Susan Clark moved that the July 2003 minutes be approved as corrected. Jean McAulay seconded. By voice vote, the Motion was unanimously approved.
- b. August 2003.
 1. The Minutes of the meeting held July 29, 2003 (for August 2003) had been previously circulated among the Board members, and corrections were provided.
 2. ***Resolved: That the Minutes for August 2003 be adopted.***
Janine Smith moved that the August 2003 minutes be approved as corrected. Jean McAulay seconded. By voice vote, the Motion was unanimously approved.
- c. September 2003.
 1. The Minutes of the meeting held August 26, 2003 (for September 2003) had been previously circulated among the Board members, and corrections were provided.
 2. ***Resolved: That the Minutes for September 2003 be adopted.***
Charlie Baum moved that the September 2003 minutes be approved as corrected. Jean McAulay seconded. By voice vote, the Motion was unanimously approved.
- d. October 2003.
 1. The Minutes of the meeting held September 30, 2003 (for October 2003) had been previously circulated among the Board members, and corrections were provided.
 2. ***Resolved: That the Minutes for October 2003 be adopted.***
Jean McAulay moved that the October 2003 minutes be approved as corrected. Jean McAulay seconded. By voice vote, the Motion was unanimously approved.
- e. November 2003.
 1. The Minutes of the meeting held October 28, 2003 (for November 2003) had been previously circulated among the Board members, and corrections were provided.
 2. ***Resolved: That the Minutes for November 2003 be adopted.***

Janine Smith moved that the November 2003 minutes be approved as corrected. Jean McAulay seconded. By voice vote, the Motion was unanimously approved.

- f. Special Meeting held November 5, 2003.
1. The Minutes of the special meeting held November 5, 2003 had been previously circulated among the Board members, and corrections were provided.
 2. ***Resolved: That the Minutes for the special meeting held November 5, 2003 be adopted.***

Jean McAulay moved that the minutes of the special meeting held November 5, 2003 be approved as corrected. Janine Smith seconded. By voice vote, the Motion was unanimously approved.

- g. December 2003.
1. The Minutes of the meeting held November 25, 2003 (for December 2003) had been previously circulated among the Board members, and corrections were provided.
 2. ***Resolved: That the Minutes for December 2003 be adopted.***

Kathy Westra moved that the December 2003 minutes be approved as corrected. Jean McAulay seconded. By voice vote, the Motion was unanimously approved.

3. **Dick Rogers.**

- a. Dick Rogers expressed the following opinions:
1. The 40th anniversary of FSGW should be commemorated in some way -- possibly a special concert and/or an article in *Washingtonian Magazine*.
 2. The way in which FSGW solicited a chair for the Mini-Fest (by notice in the Newsletter) was inappropriate and too late.
 3. The Baltimore Folk Music Society receives much more press coverage than FSGW.
- b. The Board thanked Mr. Rogers for his input, and took his suggestions under advisement.

4. **DC Lindy Exchange.**

- a. Diane Winters addressed the Board on behalf of the DC Lindy Exchange, (www.dclx.org) a local organization which stages swing dance events. Ms. Winters stated that DCLX had previously been a member of a 501(c)(3) umbrella organization, the National Lindy Hop Preservation Society, but that this umbrella organization had been dissolved.
- b. DCLX is currently incorporating in Maryland and will file the forms required to become a 501(c)(3), but during the interim they need a kindred 501(c)(3) to hold the funds which are due and owing to them from the now-dissolved umbrella organization. DCLX offered FSGW a donation of \$1000 for providing a haven for DCLX's funds. The only checks to be drawn against those funds would be approximately 5-6 checks for a previously-planned dance event to be held April 2-4, 2003.
- c. DCLX legal counsel had been advised of this request, and did not object.
- d. DCLX has its own event insurance, and would not require FSGW co-sponsorship.
- e. Esther Bushman pointed out that any agreement between the two organizations regarding the funds should be reduced to contract form, and signed by both parties.

- f. Jim Cole expressed a concern about writing checks if there is a dispute regarding disbursement of the funds; Ms. Winter stated that their treasurer would provide the specifics regarding any checks to be drawn.
- g. ***Resolved: That FSGW accept, in principal, the proposal outlined by Diane Winters, contingent upon the signing of a mutually-agreed-upon contract by both parties and subject to suitable accounting processes; and that Janine Smith be designated to sign such a contract on FSGW's behalf.***

Kathy Westra moved that the Board agree to hold funds for the DC Lindy Exchange pending IRS approval of their 501(c)(3) status, contingent upon a written contract, to be signed by Janine Smith for the Board. Jean McAulay seconded the Motion. By voice vote, the Motion was unanimously approved.

- 5. **Insurance Costs.** Carl Mintz addressed the Board regarding the increase in annual insurance costs (currently through Travelers Insurance).
 - a. The current insurance premium of \$8306 breaks down as follows:
 - 1. Gatherings, \$3,634.
 - 2. Auto/vehicles, \$1,931.
 - 3. Umbrella, \$941
 - 4. Equipment, \$1800.
 - b. Carl noted that we pay an estimated premium in advance every year; that at the end of each billing year (December 19 to December 18 of the following year) he sends the insurance carrier a list of events for their use in calculation of the actual premium, and further stated:
 - 1. Gatherings are billed on a per venue basis; each new venue adds a specific cost, which depends upon the location (DC/MD/VA) of the gathering.
 - 2. Auto/vehicles – this amount is high because the rate is "commercial."
 - 3. The umbrella portion of the policy has a \$1000 deductible.
 - 4. The WFF tents and other equipment comprise about half of the "equipment" total.
 - c. Carl discussed co-sponsorship with Travelers; Travelers wants FSGW to be a named insured at all co-sponsored events -- of particular concern here was last year's NYC event and the annual ski dance weekend.
 - d. There was a brief discussion regarding house concerts -- since each new venue adds a cost to the insurance policy, should FSGW consider requiring payment of that increased amount from house concert proceeds? After input from Charlie and Jim, it was agreed that a very significant increase in bookkeeping would be required, which increase would cost FSGW more than it would recover from such repayment of venue costs.
 - e. Carl agreed to look into eliminating a significant amount of the currently-listed equipment, particularly the tents and other WFF items, so as to reduce the premium.
 - f. Kathy Westra asked whether the increase could be tied to any particular reason; Carl indicated that all insurance has gone up, in part because of weather, disasters, etc. Current aggregates are \$1,000,000 per claim/ \$2,000,000 per year; \$100,000 fire, and \$5000 per person for medical costs.
 - g. Directors' insurance is prohibitively expensive; Kathy Westra stated that she had been told that most home owners' insurance policies will cover this as part of an umbrella policy.

6. **Button Machine.**

- a. Carl has occasionally had trouble getting payment for use of the button machine.
 - b. After some discussion, the Board decided to amend standard policy: for future use of the button machine, the borrower must provide an estimate of how many buttons will be used, and write a check to FSGW in that amount before taking the machine and the supplies.
7. **Election of Officers / Treasurer.**
- a. Jim Cole has talked at length with Tom Spilsbury, who appears to be interested in the position, but who has concerns regarding the time commitment, particularly as it might affect his weekend visitation with his children.
 - b. Kathy Westra reminded the Board that the treasurer does more than merely write checks -- the treasurer interfaces with the bookkeeper.
 - c. Jim agreed to check with Tom -- although usually the Treasurer attends all concerts in order to collect and deposit funds, the various chairs agreed that a work-around could be arranged if this particular aspect of the job was a "deal breaker."
8. **Washington Folk Festival.**
- a. Mary LaMarca wrote a letter to the Board, outlining her concerns regarding continuation of the WFF, particularly given the accidental death of a volunteer in 1990, continued use of a 1947 model fork lift, etc. Jim Cole asked if the letter had been forwarded to Dean Clamons and Dwain Winters, and added that the WFF should be a big event for FSGW, that stepping back at this point would reflect badly on FSGW.
 - b. Kathy Westra stated that she felt Dean and Dwain have never been able to resolve the conflict between programs and logistics -- in her opinion, the WFF usually had too many performers and not enough planning. In addition, she stated:
 1. The time frame is very short -- planning should begin no later than November.
 2. The budget provided by Dean and Dwain appeared extremely unrealistic.
 3. The scale, as proposed, is too big.
 - c. Charlie Baum stated that Dean had already convened a meeting of a program committee, which took place December 16, and that Dean intended to convene the operations group separately.
 - d. Kathy Westra proposed that a letter be sent from the Board to Dean, Dwain, and Sousan Frankeberger, reminding them that they are not authorized to do more than initiate planning, and that until and unless they provide FSGW with the GEPPAC letter, as they agreed to do no later than the January meeting (this evening's meeting), they are to make no further commitments.
 - e. Charlie Baum suggested that the letter emphasize the safety and liability issues.
 - f. Anne Sergeant asked that the letter include the fact that no memo or contract with GEPPAC had been timely provided.
 - g. April agreed to draft a letter to the Coordinating Committee; Anne and Kathy will review it.
9. **Committee Reports.**
- a. *Publicity.*
 1. Susan reminded everyone that she needs listings and information by the 10th of the month preceding for the Baltimore and FSGW newsletters.

2. She stated that she will devote more energy to getting listings in the Weekend Section of the *Washington Post*.
 - b. *Monthly Program*.
 1. Charlie reported that three non-members attended the last monthly program, but no new members joined that evening.
 - c. *Dance*.
 1. Janine reported that the December 14 dance was canceled by GEPPAC, and will be rescheduled.
 - d. *Membership*.
 1. Lynn reported that the marketing table at Revels did not result in any new members, but there appeared to be lots of interest.
 2. She's been talking with Dennis about reissuing a printed directory, which FSGW used to provide and sell.
 - e. *Newsletter*.
 1. Lesley reported that there was nothing to report.
 - f. *Treasurer's Report*.
 1. Kathy Westra, who has been acting treasurer, stated that she had been unable to devote the substantial amount of time and attention necessary to analyze FSGW's current status.
 2. Kathy reported that she had received no door sheets or contracts from Betsy for special events; she had anecdotal evidence that the specials were barely breaking even, but she is missing information which would permit her to check.
10. **The Problem Dancer.**
- a. At this point in the proceedings, all non-Board members were asked to leave, and the Board went into Executive Session in order to discuss The Problem Dancer's (hereafter "The PD") application to renew The PD's membership in FSGW. Anne Sergeant indicated that a letter had been sent to The PD, in which FSGW acknowledged receipt of The PD's check, and pointed out that if The PD felt that being banned from English Country Dance made The PD's membership less valuable, that FSGW would be happy to refund the check.
11. **Next Meeting Date and Motion to Adjourn.**
- a. The regular February 2004 meeting will be held February 3, 2004.
 - b. ***Resolved: That the January 2004 meeting be adjourned.***
Kathy Westra moved to adjourn, Susan Clark seconded. By voice vote, the Motion was unanimously approved. The meeting adjourned at 11:04 pm.