

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

- a. The meeting was called to order 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), Susan Clark (Publicity), Charlie Baum (Monthly Programs), April Grastorf (Secretary), Janine Smith (Dance), Holly Steusy (At Large) and Dennis Cook (Past President).
- c. Jean McAulay (At Large) was absent. Betsy Platt (Special Events) and Lesley Frank (Newsletter) arrived after the call to order.
- d. The following non-FSGW-Board-members were present: Wayne Harvey, Rita Ferrara, Bill Day, Paul Squire, Dwain Winter, Dean Clamons, Marty Summerour.

2. **Fund Raising.**

- a. As of the meeting date, FSGW had received \$9,487 from 178 donors.
- b. Dennis and Judy Cook did data entry.
- c. The Board would like to express its thanks to Betsy Platt for her work.
- d. Names of individual donors will not be listed in the Newsletter, but an article about the success of the fund raising will appear.
- e. Kathy Westra noted that many of the members who contributed do not regularly attend either dances or concerts. Brief discussion of whether to initiate telephone calls to these donors, asking what they'd like to do / see / get involved in.

3. **Directory.**

- a. Lynn noted that a sample is currently in production, estimated to be about 70 pages, printed two-sided..
- b. The directory has never been printed on a regularly scheduled basis. FSGW charged members \$10 for the last issue.
- c. Charlie asked if it might be possible to print and bind directories on demand, so as to avoid having a stockpile of outdated directories.
- d. Kathy reminded Board members that copies should be available at dances, at concert, and a notice regarding availability should also go in the Newsletter.
- e. ***Resolved: That FSGW print 100 copies of an updated FSGW directory, similar to the previous directory, cost not to exceed \$750, to offer for sale.***

Betsy Platt moved that the Board authorize up to \$750 to generate and print one hundred (100) copies of a revised FSGW newsletter. Kathy Westra and Susan Clark seconded. By voice vote, the Motion was unanimously approved.

4. **Co-Sponsorship.**

- a. FSGW incurs insurance liability whenever it co-sponsors an event. Agreement to co-sponsor needs to be in the form of a written understanding.
- b. Lesley asked if there is a list of current co-sponsorships. Anne related that Carl Mintz keeps such a list for insurance purposes.
- c. Dean Clamons stated that the problem had been discussed by previous Boards.
- d. Dennis Cook asked if FSGW had received anything in writing from the insurance company regarding their view of FSGW liability and particular concerns.
- e. Anne stated she would ask Carl whether it would be appropriate to ask the insurance company for further information, and asked any Board members to send additional questions on this issue to her by email.

5. Election of Officers.

- a. Kathy pointed out that with Board elections coming up soon, the Nominating Committee should meet as quickly as possible.
- b. Usually five (5) members, including one current Board member who is not running for re-election or election to a different office in the current election.
- c. The Nominating Committee should try to find candidates for Board positions who participate in music, dance, or storytelling.
- d. Anne asked that names of possible candidates to serve on the Nominating Committee be emailed to her or to Kathy.
- e. Susan asked if it might be possible to contact donors from the recent fundraiser whose names were unfamiliar to regular concert-goers or dance participants, to see if they might be interested in participating in the nominating process.
- f. Kathy reminded the Board that familiarity with the Board and its activities is a plus, but that it's good for the Board to have a mix of old and new.

6. Washington Folk Festival.

- a. Discussion of budget submitted by WFF Coordinating Committee. WFF CC agreed that the line items "Washington Irish Festival" and "Grants" should be removed, and they gave additional information regarding some of the more cryptic line item entries.
- b. Crafts: Bill Day indicated that the fees were still open to negotiation, but that the rate would certainly be increased over previous festivals. There will be room for 3 or 4 more booths, with approximately 25 maximum; there will also be some Glen Echo crafters who work on-site. Betsy asked if in addition to the booth fee, GEPPAC wanted 25% of sales. Dwain indicated it was his understanding that GEPPAC was not going to take a percentage of craft sales.
- c. Sponsors: Susan asked if any stage sponsors had been found. To date, no such sponsors have agreed to contribute funding. Dean indicated that in previous years such sponsors paid a variable rate. Betsy asked if it was possible for two smaller sponsors to share a stage.
- d. Family Stage: Anne was concerned about sound bleed, and will arrange with Paul to check the sound level during a dance.
- e. Safety:
 1. The Board is concerned about inadequate safety training of volunteers. Suggestion that all volunteers wear hard hats, proper shoes (no open-toed sandals), bring water.
 2. Would it be safer to do breakdown with a different set of volunteers? Dean and Dwain indicated that it takes about 3 hours to bring down the tents.
 3. Wayne asked about the crew/supervisor ratio; Dean and Dwain indicated about 15 or 20 workers per supervisor.
- f. Parking:
 1. Betsy cautioned the Board that the town of Glen Echo will react negatively to any sort of problem caused by parking during the Festival.
 2. The Defense Mapping Institute has asked GEPPAC if they can borrow the Glen Echo parking lot, so it may be possible to "trade off."
- g. Tents:

1. Kathy is concerned about the structural integrity of the tents; Dwain indicated that the some grommets in the nylon webbing that actually holds the tents together need repair. Dean stated that repairs are done professionally.
 2. Kathy asked about using a commercial crew to take the tents down.
 - h. Size of Festival: Susan asked if it is possible to scale the WFF back by eliminating one or more stages. Dean and Dwain raised objections to eliminating each stage.
 - i. **Resolved: That the FSGW Board go into executive session to discuss the WFF.**
April Grastorf moved to go into executive session for ten minutes to discuss Board concerns privately before entertaining a motion regarding continuation of the WFF. Kathy Westra seconded. The motion to go into executive session was approved 7 to 1 and the Board went into executive session at 9:39 pm. The Board reconvened at 9:50 pm.
 - j. **Resolved: That the Washington Folk Festival budget is approved, provided that new written safety procedures addressing personnel, equipment, and site issues be produced and followed.** Dennis Cook moved that the WFF budget be approved as submitted; April Grastorf amended the motion to add a requirement that the WFF Coordinating Committee produce and follow new safety procedures to protect volunteers, ensure proper use of equipment by trained personnel only, and address issues caused by fatigue, on-site dangers, and weather. Betsy Platt seconded the amended motion. By voice vote, the Motion was unanimously approved.
 - k. The contract needs to be signed, and there are still some issues involving language.
 - l. The safety procedures should be submitted to Joe Burns.
7. **Database.**
- a. Lynn and Dennis asked for additional remuneration for Rita Ferrara, who had done significant extra work during a data base structure changeover.
 - b. **Resolved: That \$200 be allocated from Board Operations to provide compensation to Rita Ferrara for data base work.** Dennis Cook moved to allocate funds from Board Operations for data base work. Betsy Platt seconded the amended motion. By voice vote, the Motion was unanimously approved.
8. **Miscellaneous New Business.**
- a. Betsy indicated that a 4-week course on folk music (April 22-May13) was scheduled at the Smithsonian, and that Smithsonian had agreed to give FSGW members a discount (they would pay the Resident Associate fee).
9. **Committee Reports.**
- a. As the WFF session had run on much longer than anticipated, it was agreed that individual committee reports could be emailed or presented at the next regular meeting.
10. **Next Meeting and Motion to Adjourn.**
- a. The regular March 2004 meeting to be held March 2, 2004.
 - b. **Resolved: That the February 3, 2004 (February 2004) meeting be adjourned.** Dennis Cook moved to adjourn, Betsy Platt seconded the Motion. By voice vote, the Motion was unanimously approved. The meeting adjourned at 10:29 pm.