

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

- a. The meeting was called to order at 8:19 pm by President Anne Sergeant.
- b. The following FSGW Board Members were present, constituting a quorum: Anne Sergeant (President), Tom Spilsbury (Treasurer), April Blum (Secretary), Betsy Platt (Vice President), Lynn Pastore (Membership), Charlie Baum (Special Programs), Charlie Pilzer (Monthly Programs), Lesley Frank (Newsletter) and Tim Livengood (At Large). No one has accepted the Publicity assignment for 2004-2005.
- c. Tom Tucker (At Large) and Janine Smith (Dance) were absent.
- d. Stephanie Smith (non Board member) was also present.

2. **Approval of Minutes.**

- a. November 2004.
 1. The November minutes were reviewed.
 2. ***Resolved: That the Minutes for November 2004 be adopted.***
Betsy Platt moved that the November 2004 minutes be approved. Tim Livengood seconded. By voice vote, the Motion was unanimously approved.

3. **Data base/Website.**

- a. April Blum stated that if she were going to continue the current system for posting of minutes on the Website, she would need input from the Board regarding what phrases Board members would be likely to search.
- b. Lesley Frank stated that she had once posted Joe Hickerson's column on the Website, but subsequently discovered that it could not be accessed.
- c. Anne Sergeant suggested that any Board members who had a problem with, or suggestion regarding, the Website and how it works should email a list of those problems and suggestions to Anne, so that she could compile a list and enter into discussions with Dennis Cook, the Webmaster.

4. **Country Dance and Song Society.**

- a. Stephanie Smith outlined the current plans for the CDSS Executive Meeting, which is scheduled for the weekend of February 5, 2005.
 1. Committee members will be arriving Friday night, and may attend the Friday Night Dance. She suggests that an event – dinner? – be scheduled for Friday night. This could be held either at the Glen Echo Town Hall or at Betsy Platt's house.
 2. For the meeting itself, which is to take place on February 5th (the same day as the FSGW Mini-Fest), Charlie Pilzer has offered use of his house.
 3. A Sunday brunch is also being considered.
- b. Stephanie has submitted an article regarding the meeting to the Newsletter.
- c. CDSS is concerned about the possible sale of Buffalo Gap, as Jim Newburn has indicated that he wishes to sell.
- d. User groups are supposedly scheduled to meet regarding Buffalo Gap some time in January.

5. **Washington Folk Festival.**

- a. ***Solicitation Letter.***
 1. Charlie Pilzer stated that Dwain Winters had begun the process of sending out a solicitation letter, but Charlie had reminded Dwain that the letter must come from the FSGW Board.

2. The solicitation letter will be sent out to the entire FSGW membership, not just to those people on a list of previous WFF contributors.
3. Charlie Pilzer stated that WFFCC was worried that all funds received from the FSGW solicitation letter would be kept in FSGW general funds, and that none would be allocated to WFF, although the letter specifically mentioned that the solicitation was for WFF.
4. There was additional discussion regarding specific amounts and percentages.
5. ***Resolved: That the Washington Folk Festival (WFF) receive one-third (1/3) of the net proceeds from the solicitation letter to be sent out by FSGW, or Four Thousand Dollars (\$4,000.00), whichever is greater.***

Lesley Frank moved that WFF receive at least \$4000 from the proceeds of the solicitation letter. Betsy Platt seconded. By voice vote, the Motion was unanimously approved.

- b. Charlie Pilzer (WFFCC) submitted a modified budget, noting that no new T-shirts will be purchased, and that income of \$2000 rather than \$4000 in stage sponsors is now contemplated. Anne Sergeant reminded Charlie Pilzer that the goal of FSGW events is to achieve a 15% surplus, not merely to break even.
 - c. The 12-member WFF program committee has started preliminary work, and has laid out some ground rules. The 3 member WFFCC will meet next Wednesday.
 - d. GEPPAC Contract:
 1. In the future, any contract with GEPPAC will be negotiated by three parties, and negotiation will be structured as an “arm’s-length” transaction:
 - One representative from GEPPAC.
 - One representative from FSGW.
 - One representative from WFFCC.
 2. During a discussion regarding some elements of the GEPPAC contract, it was noted that there are numerous errors, omissions, and unacceptable provisions.
 - The 30-day termination notice should be a 90-day notice.
 - FSGW cannot obtain \$3 million in insurance, per Carl Mintz.
 - There is no “Act of God” clause.
 3. The Board had previously noted its dissatisfaction with the 75%/25% split of stage sponsor monies.
6. **Solicitation of Donors.**
- a. Charlie Pilzer pointed out that FSGW needs an overall development policy, which it does not have at present.
 - b. Anne Sergeant pointed out that FSGW does not at present pursue grants on a regular and systematic basis.
 - c. Betsy Platt is working on a Montgomery County grant application, which is due February 1. FSGW meets the requirements, and if this grant application is successful, it may make FSGW eligible for other Maryland Arts Council grants.
 - d. Charlie Pilzer proposed that a committee for management of donation solicitation be considered – a development entity, possibly a Board position, or possibly a committee with at least one Board member included. Charlie Pilzer noted that there are three categories of development which FSGW might pursue:
 1. Direct solicitation.
 2. Grants, which might be available for operations, for programs, or for equipment and/or technical improvements.

3. Sponsorships.

- e. Charlie Pilzer stated that he thought sponsorships for WFF might include a stage sponsorship, donation of T-shirts for sale, or donation of funds for the parking shuttle.
- f. Charlie stated that the current WFF budget assumes at least \$6000 in sponsorships and/or donations, and further stated that WFFCC had an individual it intended to ask to take over fundraising for WFFCC.

7. **Committee Reports.**

a. *Newsletter.*

- 1. Lesley Frank received a very nice thank you letter from the Takoma Park Folk Festival.

b. *Dance.*

- 1. Janine Smith was absent.

c. *Monthly Program.*

- 1. Charlie Pilzer reported that the monthly program continues to show small losses and gains, but generally generates a small surplus; winter weather sometimes affects attendance.

d. *Special Programs.*

- 1. Charlie Baum reported that the 2004 Getaway was very wet and very cold, and while there might be a slight surplus, it probably would not be 15%. He is considering a change of location for 2005, to a smaller camp, West River, with heated cabins and room for 202.

e. *Treasurer.*

- 1. Tom Spilsbury handed out a report with September 2004 final numbers.

f. *Membership:*

- 1. Lynn reported 2 new lifetime members joined.

8. **Next Meeting and Motion to Adjourn.**

- a. The next regular meeting is scheduled for Tuesday, January 4, 2005.

- b. ***Resolved: That the December 2004 meeting be adjourned. Tim Livengood moved to adjourn. Charlie Baum seconded. By voice vote, the Motion was unanimously approved.*** The meeting adjourned at 10:51 pm.