

1. Quorum and Call to Order

- a. The meeting was called to order at 8:02 pm by President April Blum.
- b. The following were present, constituting a quorum: April Blum (President), Charlie Baum (VP), Richard Aigen (Treasurer), Noel-Marie Taylor (Secretary), Liz Milner (Publicity), Mary Cliff (Past President), Roxanne Watts (Publications), Marty Summerour (Program), Steve Burnett (Dance), Janie Meneely (Membership), Tim Livengood (At Large), and Molly Graham Hickman (At Large).
- c. The following Board member was absent: Steve Winick (At Large).

2. Approval of Minutes

- a. The Minutes of the meeting held November 5, 2013 (for November 2013) had been previously circulated among the Board members, and corrections were provided. Approval of the minutes was tabled pending further discussion.
- b. At the November 2013 Board meeting, the following resolution was approved: Resolved: That the FSGW Board make an online decision, within two (2) weeks, as to the amount of a contribution to be made to GEPPAC to help defray the losses it incurred during the federal government shutdown.
- c. On Tuesday, November 19, 2013 (within the 2 week deadline), President April Blum polled all Board members regarding a specific amount. The sum of Two Thousand Dollars (\$2,000.00) was accepted by a majority of the Board. In accordance with the FSGW Bylaws regarding electronic decisions, the Board hereby affirms the resolution and the amount to be contributed by unanimous voice vote.

3. Action Item Reports

- a. Independent Audit Committee: Richard reports that an independent auditor has been hired. He and Leslie Barclay will provide budget and other financial data as required by the auditor.
- b. CDSS 100th Anniversary Application: Ten sites were selected for all of the US and Canada. FSGW was not chosen.
- c. 50th Anniversary Planning: There is concern about the 50 songs for 50 years project, due to the possible issues WRT rights and ownerships. Further investigation needs to be done. However, with no one taking the lead on this at present, little progress is being made. Mary has been talking to people at Artisphere, National Geographic, U Maryland, and other places where we could co-sponsor events. This would get us more publicity and also they would help with the costs.
- d. Banners: April is still waiting for information from Donna Barker regarding acceptable banner designs and formats.
- e. Brown Paper Tickets: The new system appears to be working well. 105 tickets for Nowell Sing We Clear had been ordered via this mechanism. Most users seem happy with the new interface.
- f. Fundraising Letter: Board members were asked to look over the proposed letter and send possible edits to Mary and April.

4. Anti-Harrasment Policy Statement for Newsletter

- a. The dance page in the newsletter will include the following: "FSGW sponsors events which are intended to foster a pleasant environment and a tolerant community, and to provide a comfortable experience for all." This is the first line of FSGW's anti-harrasment policy. Readers will be directed to the website for further details or information.
- b. April will make sure the policy information is on the website's policy page. (ACTION ITEM)
- c. Steve notes that the laminated policy sheets are being distributed through the dance community – they are at the ECD and will be brought to Silver Spring. The policy is also currently listed on the website on the dance page and on the Sunday night page.

5. Newsletter Inserts for FSGW Special Dance Events

The cost of drop-in fliers should be allocated to the activity they are promoting (eg, Chesapeake Dance Weekend, New Year's Eve Dance). There should be a line item in each event's budget to cover this. The decision to have event fliers be a drop-in vs a part of the newsletter should be co-ordinated between the event chair and the Publications chair.

6. Release Form for Archived Materials

The release form drafted by Pat McGee was circulated and discussed. One of the Board's concerns is how long and in what format the releases should be kept. It was the feeling of the Board that scanned copies of the releases could be saved on the website or elsewhere for future reference. Each year, a copy of the newest releases could be added to the archive. The Board preferred the second of the two recommended wordings for the last paragraph of the release. April will pass along the Board's responses to Pat McGee.

7. Encouraging New Memberships

The continued drop in membership numbers is of concern. Brainstorming on the topic of how to grow the Society brought up several ideas and questions:

- a. More events in Virginia – this is where a large percentage of our current membership lives.
- b. Central Location. Our events are at several different locations, there is no sense of “This is FSGW's home”.
- c. Explore new methods of marketing and advertising. Growing our events could grow our membership.
- d. Bigger name concerts – given the money, could we have more high profile performers?
- e. Classes and workshops. It was noted that those with a registration/participation fee give people a greater sense of value, and often will lead to more attendees. Doing a series of workshops on a topic to increase skill levels would mean repeat customers as well.

8. Capital Maritime Music Festival

- a. Janie reports that the event went well, though there was low attendance. She suspects this was due to the shutdown (people assuming Navy Memorial closed), as well as bad weather and timing (other major festivals same weekend). They are looking at moving to Veteran's Weekend in November – this puts it after renefest as well, and brings in those people. Revenue was about \$1300, expenses about \$3600.
- b. FSGW would like to continue to support and be a sponsor of this event.
- c. ***Resolved: That \$3000 be allocated for sponsorship of the Capital Maritime Music Fest in 2014.***

Janie Meneeley moved that an amount not to exceed \$3000 be allocated to sponsor the 2014 Capital Maritime Music Fest. Tim Livengood seconded the motion. By voice vote, the motion passed unanimously.

9. Youth Traditions Weekend Transportation Costs Request

- a. A group of youth (organized by an FSGW member) submitted a request for assistance in paying for transportation to the Youth Tradition Weekend in Beckett, MA. Their plan is to rent a van and travel as a group in order to save money.

- b. Resolved: That \$300 be allocated toward the transportation costs of a group of Washington DC area attendees so they may travel to the Youth Tradition Weekend in Beckett, MA.***

Charlie Baum moved that the Board allocate \$300 toward the transportation costs of a group of Washington DC area attendees so they may travel to the Youth Tradition Weekend in Beckett, MA. Roxanne Watts seconded the motion. By voice vote, the motion passed unanimously.

10. Annual Elections

- a. Jim Cole, Charlie Bean, and Mary Cliff have agreed to be on the nominating committee.
- b. Two concert events have been identified as being during the correct timeframe for Board nominations to take place.
- c. Steve Burnett will identify which dances during the appropriate time frame are the best meeting dates as well.
- d. Current Board members who are eligible are encouraged to consider running again for the coming year, and to consider which positions might be of interest.
- e. April will speak to Will Strang about the possibility of electronic balloting. This will include looking at existing online mechanisms which may be suitable to our purpose.

11. Facebook Presence of FSGW

At this point, there are several FSGW-related pages on Facebook. There is the business page, which Liz Milner admins. There is also a closed page administered by Eugene Cole. In addition, there are pages for several activities. It was noted that there are differences in the functionality of business pages vs group pages, and it may be in our interest to have both.

ACTION ITEM: Molly has offered to speak with her sister, who does work with publicity using Facebook pages, and come back to the Board with a report and suggestions.

12. Use of FSGW Logo

The issue of branding consistency was brought up. At this time, FSGW does not seem to have this with either its Facebook presence or its logo use. There are several versions of the logo being used, and it is unclear that everyone knows how to access the most current version.

ACTION ITEM: Roxanne will upload current versions of the logo to the FSGW website. Charlie will send her information about the resolutions and formats that will be most useful.

13. Program Admission Fees

Richard Aigen noted that according to our bylaws, we are to provide a certain number of programs each year. However, they are not required to be free. The Board may wish to consider charging a minimal admission fee for members to attend; this may also allow us to book more expensive/well known acts.

14. FSGW / Friday Night Dance Co-operation

- a. Janie Meneely attempted to drop off a box of Newsletters at the Friday night dance, and was not received politely.
- b. April Blum contacted the FND Board, and was told that the door volunteer was "having a bad day" and agrees that she handled this badly, and apologizes. The Early Manager acknowledges that she saw what was going on, and should have stepped in, but was "doing other things" and "cannot be everywhere."

- c. For future reference – if a box of Newsletters is delivered, the Early Manager (usually wearing a key on a lanyard around his/her neck) should be contacted – the door volunteer is often preoccupied with taking money and handing out tickets. Newsletters can go out on the table or in the nearby racks (avoid putting the box down in front of the cash box). The Early Manager should offer to take the box and see to it that the box is taken upstairs to the mezzanine for storage.
- d. The Board of the Friday Night Dance extends its apology to Janie, and hopes she will give them another chance.

15. Committee Reports

Committee reports were submitted for review by board members.

16. Next Meeting Date & Motion to Adjourn

a. The regular January Board meeting will take place on Tuesday, January 7, 2014.

b. Resolved: That the December 2013 meeting be adjourned.

Tim Livengood moved to adjourn, Charlie Baum seconded. By voice vote, the Motion was unanimously approved. The meeting adjourned at 9:50 pm.

Action Items:

- Independent Audit Committee progress report - Richard Aigen
- Books A Million final report – Tim Livengood
- Banner approval and ordering – April Blum
- FSGW Showcase for Takoma Park – Janie Meneely
- FSGW 50th Anniversary – Charlie Baum, Mary Cliff, Steve Winick
- Anti-Harassment Policy on website policy page – April Blum
- Information on FSGW Facebook Presence, Suggestions – Molly Graham Hickman
- FSGW Logo current versions available on website – Roxanne Watts & Charlie Baum