

1. Quorum and Call to Order

- a. The meeting was called to order at 8:15 pm by President April Blum, who also acted as Recording Secretary.
- b. The following were present, constituting a quorum: April Blum (President), Charlie Baum (VP), Richard Aigen (Treasurer), Liz Milner (Publicity), Roxanne Watts (Publications), Steve Burnett (Dance), Tim Livengood (At Large), and Molly Graham Hickman (At Large).
- c. The following five Board members were absent: Mary Cliff (Past President), Janie Meneely (Membership), Marty Summerour (Programs), Noel-Marie Taylor (Secretary), Steve Winick (At Large).

2. Approval of Minutes

January 2014 Minutes were not available for review, and will be reviewed and approved at the March meeting. November 2013 Minutes are still pending approval.

3. Action Item Reports

- a. Independent Audit Committee: No specifics to report this month; the Treasurer is still collecting data requested by the auditor.
- b. Banners – April received the specifications for placement of the banners from Donna Barker of GEPPAC and distributed copies of the regulations and requirements. She will order the banners now that it appears there are no issues with using free-standing retractor banners which will store compactly.
- c. Policy page – April has some additional background material to review before beginning to work on the policy page.
- d. Fundraising letter results – Richard reported that the letter cost \$1843 and gross receipts were \$10843; therefore a net of \$9000 – a single large donation made up more than half that total. WFF's letter is supposed to go out by the end of March, but it goes only to WFF supporters, not the FSGW membership at large.
- e. Upload of multiple versions of the current logo to the FSGW website. Roxanne and Charlie reported this had not been started, and therefore not completed, but they agreed to compile a list of formats and sizes and upload them for use.
- f. Memberships handed in at dances – April purchased brightly colored envelopes for use by the Door Committee for money handed in at the dance, but which should not be deposited in the Dance bank account.

4. Old Business

- a. Encouraging New Memberships. April still needs to complete the proposed Facebook follow up email, and submit the draft to the Board for approval.
 - i. Molly agreed to see if it is possible to sort the complete list of people who have joined by date of admission, so the most recent new Facebook members would be contacted first. (ACTION ITEM)
 - ii. Richard reminded everyone that Eric's group is the "group page" with free form discussions. The Business page is the one run by Liz.
 - iii. It was the sense of the Board that once the follow up message has been approved, the Membership Chair will use the FSGW Directory to verify whether or not the new Facebook member is already an FSGW member prior to sending a message about joining FSGW.
 - iv. Richard suggested that a message about joining FSGW be "pinned" to the top of the FSGW Facebook page.
 - v. Steve asked to be made an Admin on Eric's page, and Liz said she could add him. (ACTION ITEM)

vi. Liz agreed to look into pinning a message about joining FSGW to both pages. (ACTION ITEM)

b. Planning for 50th Anniversary.

- i. No report from the people who had agreed to do a "50 Songs for 50 Years".
- ii. Afternoon picnic and concert.
 - 1) Only available date is Sunday, October 12 (Columbus Day weekend). Cost is \$1750 (half the normal price). All afternoon event, which will merge into the Sunday Night dance. The Family Dance will be held in the Annex on the same daate.
 - 2) If we use the Ballroom for food service, we will need to put carpeting down, and then take enough of it up to free most of the dance floor.
 - 3) Roxanne reports that costs will likely be \$44-85 per person. There was a brief discussion of charging a nominal fee per person, which would reduce the cost to FSGW.
 - 4) **Resolved: That \$1750 be allocated to reserve the Spanish Ballroom at Glen Echo Park for FSGW's 50th Anniversary celebration on October 12, 2014.**
Charlie Baum moved that the Board authorize the expenditure of \$1,750 to reserve the Ballroom at Glen Echo Park for the FSGW 50th Anniversary celebration. Steve Burnett seconded. By voice vote, the motion passed unanimously.
 - 5) Recognition of "lifers" – need a count.
 - 6) Recognition of previous Board members? April will contact Jennifer Woods about any 25th anniversary compilations.
 - 7) An ethnomusicologist from George Washington University (spouse of a regular contra dancer) telephoned April to ask about assigning some of his students to write about FSGW's 50th anniversary as part of their research paper this semester. April will be the point of contact.
 - 8) A food specialist will do interviews.

c. Annual Elections.

- i. Steve Burnett provided a list of possible online balloting services, and the Board discussed the decision-making process.
- ii. Charlie reported that the slate must be in place by some time in late April, and the printed ballots must arrive in mailboxes on May 1, and must be returned no later than May 10.
- iii. Richard noted that if we do all paper ballots, the postage, printing, and mailing services runs about \$2000.
- iv. April asked if it is possible to use the website to ask members to log in and change their preference from paper to electronic ballots.
- v. Steve asked about actually voting in person, using some sort of voting booth.
- vi. Richard and Roxanne discussed the pros and cons of trying to use the inside back page of the Newsletter as a ballot (since it would have the membership number on it), but this would require significant handling and hand tabulation, as well as not allowing for family memberships with multiple ballots.
- vii. Steve Burnett will check into the top three of the services on the list he provided. (ACTION ITEM)

d. Silver Spring Dance – Sound Equipment.

- i. The Montgomery County Recreation Department has apparently agreed to supply, provide, store, and transport a sound system appropriate to the Silver Spring monthly co-sponsored contra dance.
- ii. Dan Kahn will continue to follow up with Busy Graham and coordinate as necessary.

e. Indexing of Archival Publications.

- i. April has recruited an IT specialist in data migration to assist in indexing of the archival publications that have been scanned by Pat McGee.
- ii. Ryan Holman, Project Manager for the website upgrade, will monitor work flow and end product.
- iii. It was the sense of the Board that once indexed, all archived publications are to be available to the public, as is the case with current Newsletters.

f. Social Media and Co-Sponsored Events

- i. Steve Winick had mentioned his concerns regarding events being perceived as FSGW co-sponsored events because invitations to attend them came from one of multiple FSGW pages. As Steve was not present, this item was tabled.

g. Archiving and Logging Agreement.

- i. FSGW has potential liability if one or more of Pat McGee's indexing volunteers makes use of any material (including but not limited to sound recordings). FSGW has delegated the oversight of indexing and archiving to Pat, and has provided a form for all Volunteer Archivists to sign (attached).
- ii. ***Resolved: That the Folklore Society of Greater Washington authorizes Pat McGee (or his successor, if any), to obtain a signed agreement from any Volunteer Archivist (in form similar to the form set forth in these Minutes as an attachment) not to reproduce or distribute any copies of recordings or other archival material prior to permitting that Volunteer Archivist to proceed; and further Resolved: That the Folklore Society of Greater Washington directs Pat McGee (or his successor, if any) to forward copies of all such signed Agreements to the Secretary of FSGW, or such other officer as the Board of Directors shall authorize, for safekeeping. Safekeeping shall include, without limitation, scanning of the originals as electronic files.***

Richard Aigen moved that Pat McGee be authorized to obtain signed agreements from all Volunteer Archivists not to reproduce or otherwise distribute any copies of archival material, and further moved that Pat McGee be directed to forward copies of all such signed agreements to the Secretary of FSGW or such other officer as the Board may direct. Tim Livengood seconded. By voice vote, the motion passed unanimously.

5. New Business

a. Mini-Fest Report.

- i. April Blum reported the most financially successful Mini-Fest ever. Gross receipts exceeded Seven Thousand Dollars (\$7,000); costs were under \$4,500; a surplus of nearly \$3,000 was achieved.
- ii. In addition, there were 38 renewals or new memberships, for an additional \$1800.
- iii. There were over 850 attendees.
- iv. Excellent press coverage, including a film crew making a documentary about the Foggy Bottom Morris Men.
- v. Tim Livengood successfully recorded all of the storytellers except Richard Roth.
- vi. The use of buttons instead of wristbands, and having two separate lines (one for cash only, one for credit and checks) significantly speeded check in, and this set-up is recommended for the future. The membership table should be placed more prominently next year.
- vii. April donated the cost of this year's special 50th anniversary buttons, but will recommend using a similar size and design but in a different color for next year.

b. New Piano Bench and Carry Bag

- i. The FSGW piano bench collapsed at Mini-Fest and is unfixable.
- ii. Dan Kahn has priced a replacement (a style called a drum throne). \$165, plus a protective carry bag (\$130), for a total of \$295.
- iii. Dan suggests that although FSGW has two keyboards, that for the moment we purchase one new bench, and try it before obtaining another.
- iv. April polled the Board, and it was the unanimous sense of the Board that Dan Kahn should be directed to purchase a new drum throne style piano bench and carry case.

c. Sponsorship of Bay Festival in Shadyside – Southern Anne Arundel County

- i. Molly Hickman presented a proposal by Janie Meneely to co-sponsor a Bay Festival on June 14, 2014, with a significant environmental component, storytelling, a waterfront school, and more, near West River, and 5-6 miles from Camp Letts (site of FSGW's annual Chesapeake Dance Weekend). Youth outreach and an evening dance a possibility.
- ii. Janie would like a "starter" donation of One Thousand Dollars (\$1,000.00). Richard Aigen asked if this sum would be FSGW's only donation – that is, by co-sponsoring, would FSGW be liable for a percentage of any loss.
- iii. Molly moved to table the discussion pending receipt of further information; Charlie Baum seconded, and the motion to table passed unanimously, by voice vote. The Board agreed that it would be acceptable to discuss this further online, and continue the discussion at the next Board meeting as Old Business.

d. Day of the Week for Board Meetings

- i. The day of the week for meetings is not specified in the Bylaws, and may be set by the Board. April has spoken with a possible Board candidate who would not be able to attend on Tuesdays, but could attend on Wednesdays.
- ii. In addition, some Board members attend a significant number of weekend events, which makes timely preparation of agendas and reports in advance of a Tuesday meeting difficult.
- iii. A poll of current members indicated that Wednesday might be an acceptable day. The suggestion was tabled for now.

e. Wheaton Regional Center

- i. Liz Milner has been in contact with Marcie Stickle about possible FSGW use of this facility, which has apparently been granted historic status and is looking for "expressions of interest" which are non-binding.
- ii. Charlie Baum pointed out that the Black Box theatre in downtown Silver Spring is being taken over by a new consortium of art groups, and thought that a similar consortium of interested groups might be the goal for the Wheaton Center.
- iii. April noted that the English Spring Ball had been held in the gym, which has a large stage with an excellent ramped loading dock, but the gym is really too large for most concerts.
- iv. Liz pointed out that many organizations don't really thrive until they have a "bricks and mortar" address – Revels for instance – and she urged FSGW to consider a permanent office space.
 - 1) Tim Livengood suggested some sort of outreach program for music teachers, if we had such a permanent location.
 - 2) Charlie Baum stated that many FSGW members had suggested that FSGW try to establish a permanent office at the Glen Echo Park facility – but noted that there is no good place in the Park to have a concert.
 - 3) Several members noted that issues arise when an organization leases a space for a period

- of time, but then loses the lease – or the rent is raised excessively.
 - 4) Tim suggested rental of a storage locker in a storage facility; Richard noted that this might involve a significant cost, even for a fairly small locker.
 - 5) Liz reminded everyone that there is a synergy one gets from meeting face to face, and that one goal of a bricks and mortar address would be a meeting space.
 - v. Charlie felt that a location much closer to Cabin John would be more appropriate than Wheaton.
 - vi. It was the sense of the Board that Liz Milner would act as Point of Contact for now.
- f. Data Base and Directory Issues
- i. Directory – Listings of Non-Members.
 - 1) The FSGW Directory contains names and addresses of various contacts who are not members of FSGW. These names and addresses need to be recoded so that they are only visible to Board members and staff.
 - 2) Charlie Baum pointed out that in addition to locating and changing contact information currently in the Directory, it is also necessary to have the default for new non-member entries (such as performers) be "Private" and not "Public" or "Members."
 - ii. Directory – Web Crawlers –
 - 1) April pointed out that the FSGW website does not currently list any privacy/information access language, but probably should include language such as, "Unauthorized attempts to upload information and/or change information on this web site are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030."
 - 2) April will add this item to the other Policy postings on her Action Item list.
 - iii. Directory – Inactive Members/Deceased Members
 - 1) We need to categorize or mark Directory entries of deceased FSGW members so that
 - a. We don't lose their contribution/membership history; but
 - b. We don't send them newsletters or renewal notices; and
 - c. We don't send emails to their email addresses.
 - 2) Ditto for people who request removal from all mailing lists
 - 3) Ditto for people who have become inactive.
 - 4) A procedure will be developed with input from Mandy Burnett (data base maintenance), Will Strang (Webmaster), Ryan Holman (Project Manager); April Blum (President); Charlie Baum (VP) and Richard Aigen (Treasurer).
- g. Concert Window
- i. This is a "live sharing" video concept – Charlie Baum pointed out that it is like a Skype session.
 - ii. Brief discussion about whether FSGW wants to pursue this – there are some alternatives, including asking the FND Board member who videotapes the Friday Night dance regularly if he would be willing to do the same for the Sunday night dance.
 - iii. Roxanne mentioned that this might be an alternative for a concert in a difficult location to get to.
 - iv. There may be issues with releases.
 - v. Liz agreed to see if she could get more information about this service.
 - vi. Tim Livengood remarked that the Takoma Park storytelling sessions will be done on a public access cable station, and archived and rebroadcast.
 - vii. Roxanne wondered if something like this could be used to connect with other folklore societies.
 - viii. Steve Burnett suggested that some sort of "This is FSGW" video – capturing all of the many

activities FSGW sponsors throughout the year – be created, perhaps for the 50th party? One issue would be asking for and getting releases from everyone/anyone. Charlie Baum stated that he has deliberately "ruined" concert videos made without asking him for permission to videotape.

h. BAM

- i. Tim will follow up on whether the BAM check has been written; it has not been received.

6. Committee Reports

Committee reports were submitted for review by board members.

7. Next Meeting Date & Motion to Adjourn

- a. The March Board meeting will take place on Tuesday, March 11, 2014.

b. Resolved: That the February 2014 meeting be adjourned.

Liz Milner moved to adjourn, Tim Livengood seconded. By voice vote, the Motion was unanimously approved. The meeting adjourned at 10:12 pm.