

1. Quorum and Call to Order

- a. The meeting was called to order at 8:03 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), Steve Burnett (Dance), Tim Livengood (At Large), and Molly Graham Hickman (At Large).
- c. The following Board members were absent: Janie Meneely (Membership), Marty Summerour (Program), and Steve Winick (At Large).
- d. The following non-Board members were present: Susan Stimpfle (FSGW Member & potential Board nominee), Ryan Holman (FSGW Web Project Manager).

2. Approval of Minutes

The Minutes of the meetings held January 7, 2014 (for January 2014) and February 11, 2014 (for February 2014) had been previously circulated among the Board members, and corrections were provided. The minutes were approved.

3. Action Item Reports

- a. Minutes: April and Noël-Marie are reformatting all approved minutes to a consistent format so they can be uploaded to the website.
- b. Independent Audit Committee: Richard reports that they are still collecting information.
- c. Banners: Have been ordered, should arrive within the week.
- d. Policy Page: Still in process. All current policies need to be accounted for. In addition, a privacy policy for website, noting what information is collected, should be added.
- e. Facebook group welcome note: final language still being decided.
- f. Tracking Facebook page/group members by date they joined: not possible.
- g. Administration of Facebook page: Steve Burnett has been added as an administrator.
- h. Pinning welcome message at top of Facebook page: DONE.
- i. Uploading of logo versions to website: Still in process.
- j. Books-a-Million check: Tim sent a message, no response as yet. It is uncertain whether it would be worthwhile to pursue this collaboration next year, due to the hassles involved in both planning and post-event.
- k. Election Software Information: Steve sent the requested info; further discussion occurred later in meeting.

4. Annual Elections

- a. After looking at numerous possible sites, the two best candidates for on-line services appear to be:
 - Votingplace.net -- \$300 fee includes their in-house support. A free trial version is available to test.
 - BallotBin. While free, this site would present advertisements to our users. Also, there was concern about the security of information passed through the site.
- a. April will work with the Webmaster & the Project Manager to set up a trial ballot at Votingplace.net to see if this service will be adequate. They will report back to the board via email before the next meeting. (ACTION ITEM)
- b. Discussion of ways to encourage people to choose electronic balloting was held. Among the suggestions: website headline, event announcements, newsletter mention.
- c. Timeframe for balloting:
 - a. All submissions (including candidate statements) due late April
 - b. Print version of ballot should arrive in mailboxes May 1, to be returned by May 10.

- c. Electronic ballots occur during same time, with electronic ballots expiring at 11:59 pm on May 10.

5. Shadyside Bay Festival

- a. On June 14, a Bay festival will be held in Shadyside. Janie would like the Board to consider co-sponsoring the event.
- b. Since Janie was not at the meeting, discussion was tabled until she is able to be present and provide further information.

6. Wheaton Regional Center

- a. No further information about the facility plans available at this time.

7. 50th Anniversary Planning

- a. The 50 Songs for 50 Years idea is still in the works. Mary suggests that it be modified to a web page that provides links to old concerts, past performers, etc. She will look into how this could be done.
- b. Roxanne continues to work on staffing and programming for this event.
- c. A Gala event is still being considered.

8. Database Issues

- a. For many years, a substantial number of members have not been receiving renewal notices, due to a coding error. For instance, fewer than half the notices for February were sent out. The Webmaster has developed a way to generate the missing notices, and they will be sent. The Membership Database Manager will go back through the past six months of expirations and send notices to any who did not receive them at the appropriate time. Dance and Program Chairs should alert their door staffs to write up any issues that arise regarding membership inconsistencies, and pass along the reports to the appropriate chair as soon as possible
- b. Privacy policy statements from the Metropolitan Opera and Strathmore were passed around, as examples of what we should consider creating.
- c. Data mining: As part of the website overhaul, FSGW should warn web crawler programs that unauthorized access of database information is prohibited. A standard wording used is "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."

9. FSGW Corporate Status

Due to DC requirements (where FSGW is incorporated), FSGW must maintain a DC mailing address. In September 2012, FSGW had closed its Friendship Heights Post Office Box in favor of one in Cabin John, Maryland. Since this does not suit the requirements, a new box near Capitol Hill has been opened. However, the Maryland box will still be used for most mailings, as it is more convenient.

10. GEPPAC Gala

- a. The annual GEPPAC Gala is Saturday, May 17, with a theme of "Capture the Moment". In previous years, FSGW has been a table sponsor. Sponsorship (\$2000) includes recognition in the event program, signage, and other acknowledgement.
- b. **Resolved: That \$2000 be allocated to sponsor a table at the GEPPAC Gala.**

Molly Graham Hickman moved that FSGW allocate \$2000 to sponsor a ten person table at the Glen Echo Park Gala, scheduled for May 17, 2014. Liz Milner seconded. By voice vote, the Motion was unanimously approved.

- c. Richard will follow up with Donna Barker to confirm the sponsorship.
- d. Liz will create the advertisement that will go into the program. It will highlight FSGW's 50th anniversary.

11. Program Concerns

- a. There appears to be an uncertainty as to which events and activities provide complimentary admissions to Board members. Each area should write up its policies, to be included in the policy pages. It was generally agreed that in regards to co-sponsored events, only those who are working should be comped.
- b. Accessibility: We strive to provide accessible seating at all FSGW events. However, our guests should be reminded to check in advance, and, if possible, notify event organizers of their needs.
- c. Concert Hospitality: a committee to take care of these duties is needed, as the responsibility has generally fallen on just a few people. Roxanne will put a note in the newsletter that we are seeking help with this.

12. General Organizational Discussion

As the needs of the Society change, it is necessary to revisit the job descriptions and requirements for each position. In many cases, a committee may be more suitable to do some tasks (for instance, Membership), rather than just one person. Initial discussion of some of these needs took place, with an eye toward more in-depth consideration at a later date, and possible modifications to both position descriptions and titles.

13. Interview Release and Agreement

An agreement and release between three parties – FSGW, the interviewer, and the interviewee – has been circulated. It will be used to collect Foodways interviews. A copy of the form has been appended to the minutes.

13. Next Meeting Date & Motion to Adjourn

- a. The regular April Board meeting will take place on Tuesday, April 8, 2014.
- b. **Resolved: That the March 2014 meeting be adjourned.**

Charlie Baum moved to adjourn, Tim Livengood seconded. By voice vote, the Motion was unanimously approved. The meeting adjourned at 9:57 pm.

Action Items:

- April will work with the Webmaster & the Project Manager to set up a trial ballot at Votingplace.net to see if this service will be adequate. They will report back to the board via email before the next meeting.
- GEPPAC Gala advertisement (Liz)