

1. **Call to Order and Quorum.** The meeting was called to order and a quorum was declared by the president, April Blum. The following eight board members were present for the meeting: April Blum (President), Charlie Baum (Vice President), Richard Aigen (Treasurer), Kim Gandy (Secretary), Liz Milner (Publicity), Janie Meneely (Membership), Tim Livengood (At Large) and Steve Burnett (Dance). Absent board members were Jadzia Sawa (At Large) and Steve Winick (At Large)
2. **Approval of Previous Minutes.** Draft October meeting minutes were distributed electronically, and copies were also provided. There were spelling corrections, and the Minutes were approved as amended.
3. **Action Item Reports:**
 - a. The following items are pending, there was no report at this meeting
 - i. Independent audit
 - ii. Legacies language
 - iii. Required election if no contested positions
 - iv. New Dancer/Committee buttons
 - v. November 2013 minutes
 - b. Montgomery County storytelling – Tim Livengood contacted the event organizer, but has heard nothing since.
4. **Old Business**
 - a. **Recommendations for extra print Newsletters.**
 - i. Pursuant to a list begun by Charlie Baum and discussed at the last meeting, the following recommendations were agreed upon:
 - (1) February, 150 extra.
 - (2) April, 50 extras – 25 for Chesapeake Dance Weekend and remainder for Potomac River Sacred Harp Convention.
 - (3) June, 500 extra for FSGW WFF.
 - (4) July-August double issue, 100 extra.
 - (5) September, 250 extra for Takoma Park Folk Festival
 - (6) October, 250 extra – 150 for Takoma Park Street Festival, plus about 50 each for the Getaway and Contrastock.
 - (7) November, 100 extra for the Capital Maritime Festival.
 - (8) December, 150 extra for Revels.
 - ii. There is still no systematic way to ensure that copies get to the appropriate places, nor that hard copies get to regular FSGW events.
 - iii. January, March, May – ONE box extra should be the goal.
 - b. **Fee to cover mailing costs**
 - i. April has made a request to the web admin team to implement the Board's resolution from October regarding a \$6 annual fee to cover mailing costs. Need to determine how difficult this will be to implement.
 - ii. April has also requested that Jennifer Woods (Newsletter layout/graphics) get a new "back of the Newsletter" Membership Form drafted and ready to insert.
 - iii. Do we want to be able to "override" the "no label" (i.e. "no newsletter") for long-time members who complain? *Decided that the membership chair can make this determination on a case by case basis.*
 - iv. Do we want/need to account for the surcharge separately from membership fees? *Decided that it should be allocated to "newsletter" to defray postage costs.*

- c. **Getaway Report** Charlie Baum reported that the event was slightly in the black, and presented a written financial summary. Income \$23,162.75, Expenses \$23,038.00
- d. **Maritime Festival Report**
 - i. Janie provided a comparison of the projected Budget with actuals. The expenses of \$3052 matched the income. Both were higher than the estimate of \$2800.
 - ii. Janie estimated that about half of the participants were new, and presented a detailed analysis/report with suggestions to be considered for next year's event, including the pros and cons of the location, and whether to continue partnership with the Washington Revels.
- e. **50Fest.** There was a brief financial report on our 50th anniversary event. There was approximately \$7100 in revenue and \$14,600 in expenses, for a net loss of minus \$7500. The Jonathan Everhart Fund will cover \$5000 of that amount.

5. New Business

- a. **Funding Request.** Mike Livingston requested support for participants in Youth. FSGW provided \$300 last year, slightly under half of the travel cost.
 - i. **RESOLVED:** *Janie Meneely moved that FSGW authorize the sum of \$300 as a grant to assist Washington area folksingers to travel to the Youth Traditional Song Weekend in January, 2015. Tim Livengood seconded. Motion passed unanimously.*
- b. **Funding Request** – Dan Kahn made a verbal and written proposal for the purchase of improved sound equipment and provided a spreadsheet. He proposed a total purchase of approximately \$7000, but broken down into phases. As FSGW increases its "outreach" activities and co-sponsors additional dances, like those in Silver Spring and Greenbelt, the availability and portability and reliability of sound equipment becomes a significant factor.
 - i. **RESOLVED:** Steve Burnett moved that FSGW authorize Daniel Kahn to acquire certain replacement and new sound system items, per the proposal presented, to facilitate the transportation and use of said sound system for FSGW events, in an amount not to exceed Seven Thousand Dollars, and further that Daniel Kahn make decisions regarding the timing of such purchases, in his discretion. Charlie Baum seconded. Motion passed unanimously.
- c. **Co-Sponsorship Request** -- CDSS has shortened its Pinewoods Camp season from 7 weeks to 6 weeks, leaving the week before Labor Day available. A group has expressed an interest in organizing a "TradMAD" week at the Pinewoods Camp, featuring traditional music and dance, probably focusing on song. The organizers would like FSGW to be a co-sponsor, but with no financial risk – only commit to publicizing the week to members via a short article in the Newsletter, for instance.
 - i. **RESOLVED:** *Charlie Baum moved that FSGW agree to provide publicity in the FSGW Newsletter for the new TradMAD week, to be held at Pinewoods Camp the week before Labor Day, 2015. Tim Livengood seconded. The motion passed unanimously*

- d. **BFMS 40th, CDSS 100th, FSGW 50th Booklet** -- April has been told by Sharon McKinley of BFMS that as part of BFMS's 40th anniversary year celebrations (2015), they wish to put together a booklet of songs, dances, tunes, etc., which will also commemorate the 100th anniversary of CDSS. They want to know if FSGW members might like to contribute as well, as part of FSGW's 50th anniversary.
 - e. **Newsletter Issues**
 - i. **Publication date missed**
 - (1) Although we are satisfied with our printer, a significant communications breakdown occurred which resulted in the November newsletter being printed very late. FSGW's long-time contact at the print house retired. No one at the printing house notified FSGW of this change, nor did the print house make arrangements for email to be forwarded to the retiree's replacement.
 - (2) The print house has provided a new email address to which our graphics designer will send all future issues for printing.
 - (3) *The Board agreed that there should be an expression of concern to the printer, and Charlie Baum agreed to follow up.* Richard called the printer, and they have agreed to adjust the invoice.
 - ii. **Resignation of Newsletter Editor.** For personal reasons, our Newsletter Editor must resign.
 - (1) April and Jennifer can get the December issue together – April will ask that all Newsletter emails sent to FSGW be forwarded to her.
 - (2) Replacement should be sought for the January issue. Jennifer Woods, Charlie Baum and Lisa Null have started the search process.
 - f. **Marketing and Publicity Strategy** -- Steve Burnett has been talking to Liz Milner about how to set up and use email blasts, and Steve would like to initiate a broad discussion of how to stay ahead of the marketing curve. Discussed what are the big events approaching in the coming months, how can we better use the resources we have, and what is the best way to provide information to Liz.
 - g. **Schedule the Data Base Scrub** -- Decided to meet at April's house at 11:30am on Sunday, November 16, with as many of us as can help. Goal is to first check the "Family Memberships" to verify that names are standardized, and that no contradictions exist, and then to check Individual Memberships to be sure that "email contact requested" includes an email address.
 - h. **Mini-Fest Report** -- There are several new faces on the programming side this year. We need a new crafts coordinator and April has a volunteer
6. **Next Meeting and Motion to Adjourn.**
- a. The next regular Board meeting will be Wednesday, December 3, 2014.
 - b. *Charlie Baum moved to adjourn and Liz Milner seconded. The motion passed unanimously.*