

1. Call to Order and Quorum. The meeting was called to order by April Blum (President) at 8:12pm and a quorum was declared. The following additional board members were present: Charlie Baum (Vice President), Richard Aigen (Treasurer), Kim Gandy (Secretary), Janie Meneely (Membership), Steve Winick (At Large), Liz Milner (Publicity), Judy Oppenheim (Program), and Tim Livengood (At Large).
2. Approval of Previous Minutes
 - a. Draft December minutes were distributed electronically, and copies were also provided.
 - b. Minutes were approved with minor corrections.
3. Action Item Reports:
 - a. Still Pending, no report
 - i. Legacies language (holding pending new website)
 - ii. Required election if no contested positions
 - iii. New Dancer/Committee buttons (need FSGW button machine)
 - iv. November 2013 minutes
 - b. Sound equipment purchase (April reported via Dan Kahn)
 - i. Dan has purchased one of the two mixers approved in the proposal and hopes to get the other one soon.
 - ii. Discussed donation of a mixer to Washington Ethical Society. Part of the reason to purchase new equipment is to make transportation easier (because the new equipment lighter) and minimize space (because the new equipment is also smaller). No reason to keep outmoded equipment if by donating it it minimizes FSGW set up.
 - c. Independent audit. April has asked Jerry Stein (a former Treasurer) to see if this can be moved forward. Richard and Jerry have met and discussed what seems to be a very burdensome amount of paperwork.
 - d. Replacement of Newsletter Editor. April is talking to a number of people who have expressed interest.
4. Old Business
 - a. Data Base Issues and Wish Lists
 - i. Mandy Burnett provided an extremely well-thought-out and comprehensive list of problems with the current database and processing protocols, which was distributed to the Board for discussion.
 - ii. April reported on her lengthy conversation with Lynn Baumeister regarding similar issues, and distributed a handout for discussion
 - iii. The Board will need to set a protocol for handling data entry of members without email addresses, and for deceased members. Will Strang was present and participated in the discussion.
 - iv. What are the foreseeable costs beyond the monthly fee to Wild Apricot? (Still under discussion – possibly a fee for an email service, etc.) Do we need to pass a resolution authorizing costs for the 30-day trial? Answer: No, the trial is free.
 - v. Do we export a test database of members first, and then sign up for the 30 days and test the database list we have concocted? This is under discussion by Lynn Baumeister and Will Strang.
 - vi. Will Strang has talked to Dennis Cook, and the two of them appear to be in agreement with regard to moving Solabella, NYFMS/NYPFMC and Cooks Concerts information from the FSGW website to a separate database on a separate hosting account (not on the FSGW pair.com account). Will indicates he will contact the 333 Coffeehouse people and make appropriate arrangements for that information to be moved as well.
 - vii. April has made a few announcements at dances asking for volunteers for IT help, web design, data scrubbing, etc. and several people of different skill levels have volunteered, but we don't have someone to gauge their skills and match them to the work that is needed.
 - viii. FSGW does not currently have a scalable logo – something that can go down to cellphone display size without losing identity. Agreed to ask for submissions of proposals by end of March. April will put a notice in the February newsletter, and will repeat in March.
 - ix. Should we ask the membership if anyone would like to have a go at website design? Decided to look at the themes available in Wild Apricot first, before we think about making such a hire.
 - x. Will Strang believes that FSGW should hire a WA employee (or someone they recommend) who also freelances to assist with the transition, as this should speed implementation/problem solving.
 - (1) This will require Board authorization of funds and possibly a contract.
 - xi. Sandy Aubin has resigned from the FSGW Web Administration position after several years.

- b. Fee to cover mailing costs – This was tabled for lack of time.
5. New Business:
- a. Parking issue at Washington Ethical Society
 - i. Parking in and around the WES auditorium is difficult, and WES wants to maintain good relations with the residents in the area. WES would like greater emphasis by FSGW that parking should be on 16th Street only – not on the side streets.
 - (1) Judy has added text to the website.
 - (2) Placards? April has a laminating machine and can make laminated signs.
 - (3) There have not yet been any complaints to police, or cars towed.
 - (4) Realistically, there will always be some people who will park on the side streets.
 - b. Use of "Square" for payments.
 - i. Judy has used her iPhone plus a small device and made direct deposits into FSGW's account for memberships and admissions.
 - ii. Flat rate for "swiped" transactions is 2.75% (but higher if you have to key in the transaction).
 - iii. Can be used to sell items, admissions, donations, or memberships.
 - c. Who Has the Ball?
 - i. Judy has pointed out that we need better follow up with regard to specific tasks – once a course of action or a task has been agreed upon, if that task needs follow up.
 - ii. The Action Items at the top of the Minutes are intended for that purpose. Assignments and/or tasks that someone has agreed to do belong on Action Items and should stay there until the task is completed. The person charged with completing the task should make a monthly report until the task is completed, at which point it can be removed from Action Items.
 - iii. The President should review Minutes from the prior meeting to ensure that new Action Items are added timely.
 - iv. The President and/or Secretary should send out reminders about Action Items several days before the meeting.
 - d. Print Newsletter Distribution
 - i. We need a realistic list of what the "normal" distribution of extra copies is. Last month, Mary Cliff wanted extras but there were apparently none available
 - ii. Should these numbers (per event) be submitted prior to the meeting? This can be part of the "Agenda items, Reports" email that is sent out prior to meetings.
 - e. Elections.
 - i. The Bylaws require at least 3 people for the Elections committee, as well as a Chair. Jim Cole is willing to serve as "advisor" and his knowledge of the technical aspects of the process is encyclopedic. No one who is planning to run again may be on the Committee.
 - ii. April will talk to Ryan Holman about the lessons learned last year. The electronic balloting process was fairly smooth for "Individual members" but less smooth for "Family Members" mostly because of email addresses.
 - f. Filming Mini-Fest
 - i. Laurisha Cotton will be making a short film of this year's Mini-Fest.
 - ii. Agreed that we would also like to have short (2-3 minutes) clips of other FSGW activities – storytelling, family dance, concerts, special dance events, regular (weekly) dances, sings for the new website.
 - iii. If we do this, could we begin an archive of "highlights" or "samples."
 - iv. We will need to prepare some sort of Release and take care not to use any clips without a signed Release.
 - g. Creative Cauldron.
 - i. Flory Jagoda film will be shown at AFC, although FSGW had proposed a joint event with Creative Cauldron. – no timely FSGW follow up. .
6. Next Meeting and Motion to Adjourn.
- a. The next regular Board meeting will be Wednesday, February 4, 2015.
 - b. Tim Livengood moved to adjourn and the motion was passed unanimously.