

## ***FSGW Board Meeting Approved Minutes, June 3, 2015***

### **1. Call to Order and Existence of Quorum.**

The meeting was called to order at 8pm by April Blum, President. Board members in attendance were Charlie Baum, Vice President; Richard Aigen, Treasurer; Kim Gandy, Secretary; Liz Milner, Publicity; Judy Oppenheim, Program; Steve Burnett, Dance; Tim Livengood, At-Large; Janie Meneely, Membership; Jeanne Kaplan, Publications. Incoming board members present: Jerry Stein, Ingrid Gorman, Steve Kaufman

### **2. Introduction of New Board Members**

- a. Jerry Stein – Treasurer
- b. Ingrid Gorman – Publicity
- c. Steve Kaufman – At Large

### **3. Board Appreciation of Transitioning Members**

- a. Richard Aigen – Treasurer
- b. Liz Milner – Publicity

### **4. Action Item Reports:**

- a. Pending, no report
  - i. Legacies language (holding pending new website)
  - ii. Required election if no contested positions. This will be a bylaws discussion. FINAL.
  - iii. New Dancer/Committee buttons (need FSGW button machine)
  - iv. November 2013 minutes
- b. Independent audit – reminder that this is needed in order to apply for grants (Jerry, as the new treasurer, will pursue engaging the auditor). Audit committee: Jerry Stein, Richard Aigen and Jim Cole
- c. Survey (Liz) As incoming publicity chair, Ingrid Gorman will be picking up this item. Good feedback so far.
- d. Mary Cliff tribute (Program committee). Mary has been hard to convince that she should allow us to do a tribute concert for her, but we still feel we should do something for her. Possibilities: a fund in her name for events, scholarships to events for young people, etc.
- e. Maritime Festival (Janie) Fred and Julia will still be here on Oct. 24, but we still don't have a venue outside of a "house concert" type of venue.
- f. Senior centers Outreach (Liz and Ingrid). Jewish Community Center is set up, and several people have responded to Liz's request for volunteer performers.
- g. Amazon update (Richard) We've received our first \$5 check from Amazon Smile. Discussed ways to publicize.

### **5. Old Business**

#### **a. Washington Folk Festival**

- i. Extra newsletters. Was 600 extra enough? Yes, probably only needed 500.
- ii. Last year's financial information was late. Dwain plans to get the reporting done this month. \$10,600 in donations (\$7200 regular, \$1900 Friends of Festival, \$400 Vendor fees). Paid \$2800 for 5000 programs.

#### **b. By-laws Revision Committee.**

- i. After discussion at last night's Web Migration Committee, it seems clear that the language with regard to how membership is structured must be crafted *after* the Web Migration Committee has created a protocol to migrate the current information.
- ii. The current goal is to have an operational website up and running by October 1, going public on or about November 1.
- iii. April will start recruiting volunteers to get the rest of the bylaws language ready to go.

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- c. **Maritime Festival** (5 minutes – 8:50)
  - i. Report from Janie?
  
- d. **Web Migration** (20 minutes – 9:10)
  - i. Progress on importing Events – Landing pages for each of the programs will be created in the new system.
  - ii. Membership information import is being handled by the migration committee
  - iii. Lynn Baumeister will act as "mediator/editor" until the time commitment, task list, and skill set is clear. Then it is likely that FSGW will need to hire someone, part time. Alternatively, does this become a new Board position? If so, then this becomes a bylaws revision issue.
  - iv. Contract with Wild Apricot
    - (1) Kim reported that the Professional level of Wild Apricot (\$100 per month) only permits 2000 contacts, and we are already at that point, so we need the higher level. She provided information and responded to questions about the system and prices.
    - (2) Resolution: *I move that FSGW enter into an agreement with Wild Apricot to provide software and support services for the FSGW membership database and website by entering into a contract with Wild Apricot at the Enterprise level (15000 contacts) with one year of payment in advance to obtain a 10% rate reduction. I further move that we affirm the portion of the board's email vote that authorized the Treasurer or other member of the Executive Committee to enter such an agreement with Wild Apricot prior to the June 1, 2015 rate increase, in addition to paying our monthly fee as far in advance as possible (likely 24 months), if recommended by the Web Migration committee, so that FSGW's per month cost for Wild Apricot's services remain as low as possible.*
    - (3) Judy Oppenheim seconded. Motion carried with 1 no vote.

### **6. New Business:**

- a. **Pat McGee, Archivist**
  - i. Pat McGee passed away recently. He had been indexing and archiving music and festivals for FSGW. Newsletter obituary will be written by Kathie Mack.
  - ii. What do we know about how far he had gotten with indexing?
  - iii. What do we do about fsgw2, which is the location for our index.
    - (1) Will Strang has put himself in as "placeholder" for now.
    - (2) <http://fsgw2.org/Logging/>. The original goal was to index the tapes so that they can be turned over to Library of Congress. How does Pat's passing affect this? Is there anyone else who could take this on?
    - (3) How do we retrieve whatever FSGW material he had in Texas? April had asked Will to look at fsgw2 to see if there was anything remotely resembling an inventory. Apparently not. When Kathie Mack goes to Texas for the memorial service, she will try to ascertain what Pat had, and will bring it back.
    - (4) We will need to identify a new archivist.
    - (5) We also need to think about our inventory generally and how we maintain a permanent record – e.g. scanning old posters.
  
- b. **Budget Meeting**
  - i. Decide where and when. August 22 at April's house. 10:30am.
  - ii. Jerry/Richard can send out last year's numbers. Numbers need to be submitted for:

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- (1) Dance
- (2) Concerts
- (3) Festivals
  - (a) Washington Folk Festival
  - (b) Getaway
  - (c) Mini-Fest
- (4) Newsletter
- (5) Membership
- (6) Publicity – do we include a print advertising budget?
- (7) Wild Apricot (new this year)
- (8) Admin (Treasurer)

### **c. Publicity Chair Report** (See attached)

- i. Paid ads. Should we consider appropriating money to PR for print ads? How can we determine if print ads help bring an audience to concerts?
- ii. WAMU. No applause when their sponsorship was announced, and one attendee was really reaming out the guy at the WAMU booth. Can this relationship be saved?
- iii. WFF calendar. The WFF committee needs to leave the "plain vanilla" program information on the website, as it is more readable and downloadable. Charlie has passed along this information and it will be done next year.
- iv. Responsive design for new website is a need that the Web Migration Committee is aware of. Still need a scalable FSGW logo.
- v. Email blast – The Web Migration Committee agrees that we need to move away from Constant Contact, and use the new CMS to generate and forward PR blasts.
- vi. Discussed how we get photos, coverage, interesting performers like Christylez, etc. Comp tickets for reporters are another possibility.
- vii. More info on new website – photos, sound links, link to YouTube of contra and English dancing, links to storytelling, shape note singing, etc. along with info/background on FSGW

### **d. Fair Trade Organization**

Charlie Pilzer asked Judy Oppenheim to present this to the FSGW board. They are represented by Local 1000; Janie: IMT got into hot water by signing and guaranteeing a high wage and then not having a good turnout. Discussed but no action was taken.

### **e. Hope and a Home.**

Successful performances this month and last month that generated applause and a spontaneous thank you note. On hiatus over the summer.

## **7. Next Meeting and Motion to Adjourn.**

- d. The next regular Board meeting will be Wednesday, July 8, 2015.
- e. Motion to adjourn by Livengood, seconded by Baum, passed unanimously.