

FSGW Board Minutes, September 2, 2015

1. **Call to Order and Existence of Quorum.** Vice President Charlie Baum called the meeting to order at 8:05pm. Other board members in attendance were Jerry Stein, Treasurer; Richard Aigen, Past Treasurer; Kim Gandy, Secretary; Ingrid Gorman, Publicity; Janie Meneely, Programs; Judy Oppenheim, Membership; Jeanne Kaplan, Publications; Steve Kaufman, At-Large; Tim Livengood, At-Large. Absent: April Blum, President; Steve Winick, At-Large; Steve Burnett, Dance. April Blum arrived and participated in the last 30 minutes of the meeting.
2. **Approval of Previous Minutes**
 - a. Draft August minutes were distributed electronically, and copies were also provided.
 - b. Without any changes, the minutes were approved without objection.
3. **Action Item Reports:**
 - a. Pending, no report
 - i. Legacies language (holding pending new website)
 - ii. New Dancer/Committee buttons. Kim will follow up with Steve about the button machine
 - iii. November 2013 minutes
 - iv. By-laws revision – pending new website
 - v. Survey (Ingrid)
 - b. Independent audit. Jerry will pursue this after Labor Day
 - c. Senior centers outreach. Judy and Ingrid are following up on this item.
 - d. Washington Folk Festival final accounting. Richard reported that Dwain promised the accounting last week, but it has not yet been received.
4. **Old Business**
 - a. **Washington Folk Festival**
 - i. Discussed the problem of getting Dwain to focus on reporting the financial numbers timely, and whether, if the festival continues, we have any way to influence this.
 - ii. What steps can be taken now to ensure that the WFF will be able to continue even in Dwain's absence? Concluded that there's no way to do this until Dwain decides to pass on the information; if something unforeseen happened to him, it is likely that the WFF would look very different since we would be unable to duplicate what he has been doing without more information.
 - b. **Web Migration**
 - i. Meeting was held September 1, and work was done on landing pages for the new website.
 - ii. April has two lists that need individual contact for more information prior to importing members.
 - (1) List 1 is members who have a single email address for multiple family members. These people can be reached by email.
 - (2) List 2 is members who (ostensibly) do not have any email address. These people will need to be telephoned or written to. April and Jackie Hوجلund may work on these by making individual telephone calls.
 - iii. Still hoping for October 1 for a test site.
 - iv. Wild Apricot pre-payment:

Steve Kaufman moved and board voted unanimously to ratify the prior electronic approval for the pre-payment of two years' worth of monthly fees for Wild Apricot, in order to lock in a significant discount. April polled the Board electronically, in accordance with the Bylaws, and there were at least nine votes in favor, and none opposed. Note: FSGW did pay for a year in advance (on May 31), and having done that, we are eligible to pay for an additional two years at \$200 per month instead of \$270 per month. In addition, there was a 10% discount for paying a year in advance, which brought the cost down to \$180 per month for the two years.
 - a. **FSGW Archival Materials/Pat McGee**
 - i. April sent an email asking for more information but has heard nothing.
 - (1) Kathy mentioned needing to know what LOC already has; April asked for an explanation.
 - (2) Kathy said that a memorial service would be held after a relative returned from overseas, but left no indication of how long that would be.
 - (3) April asked for some sort of estimate of "how much" exists in terms of materials, as the Board

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cannot usefully discuss this or allocate funds without knowing whether it's a boxful or a carful.

b. **Programs Update for 2015-2016**

- i. Janie Meneely reported that she has at least 9 exciting programs planned (see FSGW website for details of near-time programs) and has a goal of either breaking even on programs or at least reducing the subsidy substantially. She is particularly working to increase the number of house concerts in the area.
 - i. **Hope and a Home** Tim Livengood explained the project to provide storytelling to children at this program for people who are recovering from homelessness; these programs advance the folk arts to children, but they are not available to the public. Richard Aigen notes that they are somewhat outside of our mission. Right now there is no one lined up until Cathy Fink in the Spring. The board had funded 9 performances at Hope and a Home for \$1800 (\$200 each) through August, and we need to decide whether to continue it for the coming year, which is currently in the proposed budget.
 - ii. Jerry Stein moved to approve \$1800 for this storytelling project; Steve Kaufman seconded; Motion carried.

c. **Budget**

- i. Review of financials and notes provided by Richard Aigen and Jerry Stein. These items were reviewed and discussed during the budget meeting held in August, and additional edits have been made as a result of those discussions.
- ii. Further discussion of line items, particularly purchasing advertising for a special concert.
- iii. WFF numbers are based on 2014 actuals, since 2015 actuals have still not been provided.

Moved by Tim Livengood: *I move to approve the Budget submitted by the Treasurer and Past Treasurer for fiscal year 2015-16.* Seconded by Jeanne Kaplan; Motion carried.

5. **New Business:**

- a. **Takoma Park Folk Festival.** Discussed our contribution to TPFF, which was \$500 cash, plus the use of our newsletter/postage/ mailing list. However they are going to reimburse us for the printing and insertion, which is not "in kind" but actually costs us \$150 to the printer.
- b. **Newsletter Request for Special Donations** (10 minutes – 9:25)
 - i. Jeanne Kaplan wants to discuss promoting special donations for special purposes – e.g., the Song Circle and Hope and a Home.
 - ii. Jeanne will work with Kim to craft language for a newsletter Wish List "ask"?
- c. **Special Meeting for Publicity Planning** (10 minutes – 9:55)
 - i. Ingrid would like to meet with the Chairs who run events (Steve B. for Dance and Janie for Programs for sure, possibly Membership (Judy), Getaway (Charlie), Mini-Fest (April) to plan a promotion calendar, with levels of promotion desired and hoped-for outcomes.
 - ii. Ingrid lives near Takoma Park Middle School and would be happy to host.
 - iii. Ingrid noted some of the places that she has delivered newsletters. Steve Kaufman asked about getting newsletters to libraries.

6. **Next Meeting and Motion to Adjourn.**

- a. The next regular Board meeting will be Wednesday, October 7, 2015. Kim Gandy will be unable to attend and asked that someone else take minutes of the meeting.
- b. Motion to adjourn by Kim Gandy. Seconded by Tim Livengood. Motion carried.