

## *FSGW Board of Directors Minutes, February 17, 2016*

1. **Call to Order and Existence of Quorum.** President April Blum called the meeting to order at 8:05 pm. Present were Charlie Baum, Vice President; Richard Aigen, Past Treasurer; Ingrid Gorman, Publicity Chair; Janie Meneely, Programs Chair; Judy Oppenheim, Membership Chair; Steve Burnett, Dance Chair; Tim Livengood, At Large; and Steve Kaufman, At Large, with Kim Gandy, Secretary participating by telephone. Absent were Jerry Stein, Treasurer; Jeanne Kaplan, Newsletter Editor; and Steve Winick, At Large.
2. **Approval of Previous Minutes**
  - a. Draft January Minutes were distributed electronically, and copies were also provided.
  - b. The Minutes were approved without changes or corrections.
3. **Action Item Reports:**
  - a. **Independent audit/Combined Federal Campaign**
    - i. Jerry Stein was not present to report on this action item.
  - b. **Web Migration progress**
    - i. April reported that only 2 direct responses have been received from the February Newsletter article requesting corrections.
    - ii. The Web Migration committee has determined that data migration will inevitably include some erroneous data. April and Jackie Heglund will create a trial migration list of about 100 names, with several of each "flavor" to be sure that all variations in membership are tested and that the proposed migration of a maximum of two adults per household works.
  - c. **Pat McGee archival materials** retrieval. Charlie Baum reported that Kathie Mack is considering traveling to Texas to look into retrieving the materials.
  - d. **Affiliate Criteria** for new website. As there was a lot of new business, the Board agreed to table this item until next month.
  - e. **Publicity Committee?** Ingrid Gorman is contemplating the creation of such a committee, perhaps with students from the Montgomery County Arts Council.
4. **Old Business** (45 minutes – 8:55)
  - a. **Concerts.**
    - i. Charlie Baum may be taking over for Janie Meneely as of July 1, and he and Janie have a very busy calendar for Spring.
    - ii. There are two informal committees for concerts:
      - (1) One does planning, suggests concerts, contacts artists.
      - (2) The other handles concert logistics.
  - b. **CDSS Scholarship.** The Board agreed to table this until next month.
  - c. **Missing FSGW Button Machine.**
    - i. The FSGW button machine which is ordinarily stored at Jennifer Woods' home was never returned from the Getaway.
    - ii. Robert Cox of the Chesapeake Dance Weekend has asked for an update, as the button machine will be needed soon.
    - iii. Charlie Baum has already asked those who might have retrieved the machine, and no one remembers having seen it or taken it.
    - iv. Charlie will do the following:
      - (1) Follow up with the camp, as it is possible that the machine is still somewhere on camp property.
      - (2) Check with Dwain Winters to see if the other FSGW button machine is available for CDW use.

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- v. April is the current custodian of the Friday Night Dance button machine, which takes slightly different button blanks, and she will check with FND to see if they would permit CDW to use the FND machine.
  - vi. One other option is to purchase a new FSGW button machine, at a cost of \$300-400. The Board can revisit this option once Charlie has ascertained that the machine is not at the camp, but has vanished.
- d. **Elections.**
- i. Jim Cole, Jackie Hogleund, and Bob Hofkin constitute the Election Committee.
  - ii. April presided at a Member Meeting at the February 14 dance. No nominations received, but a current younger member is actively trying to recruit potential Board members.
  - iii. Open positions appear to be Newsletter (publications), Dance Chair, and Vice President (current VP Charlie Baum is willing to run as Programs Chair, leaving the Vice President slot open).
- e. **Mini-Fest.**
- i. Gross ticket sales are about the same as last year – \$600 more gross according to the bookkeeper..
  - ii. Total attendance of about 800, with 25-30 new members or renewals.
  - iii. Carl Mintz (former FSGW President) has always signed us up with Montgomery County (in mid-July). He has received a notice that at least some applications will be on-line only, but this may not apply to Mini-Fest, which uses multiple rooms and requires additional school personnel. Here is what Montgomery County's announcement said: "Large events (multiple-room events, auditorium use, tournaments, etc.) may not be booked via the self-service reservation module. More information will be coming soon about the new process, including submission deadlines."
  - iv. A local musician has suggested a CD Exchange for next year; April has made note of a room which could be used half of the day for a children's storytelling session, and the rest of the day for such a CD Exchange. The Board enthusiastically endorsed the concept of a CD exchange as part of Mini-Fest.
  - v. The room in question is across the hallway from the Storytelling room, and April pointed out that it might also be possible to do a "stories for kids" segment separately from the Storytelling track. Tim Livengood will consider this next year.
- f. **Getaway.** Charlie Baum reported that the contract for the 2017 Getaway has been signed.
- g. **Glen Echo Maintenance of Ballroom and Bumper Car Pavilion.** April Blum and Steve Burnett asked GEPPAC for some specifics regarding certain maintenance issues at the Spanish Ballroom and Bumper Car Pavilion. Here are the replies.
- i. Damaged floor:
    - (1) What are the plans for replacing damaged wood in the Ballroom? There is currently quite a bit of tape which is both unsightly and a bit of a tripping hazard.
    - (2) Damaged wood on Ballroom dance floor: *Our facilities staff makes urgently needed repairs to the floor boards throughout the year, but smaller repair jobs are often not dealt with until our slow season, November through March. As a temporary measure, we place black gaffer's tape on the damaged areas to prevent further damage. Our staff has been working steadily over the past couple months to address all floor boards in need of repair. They have made good progress and expect all repairs to be completed by the end of March. If*

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*the black gaffer's tape on the floor ever needs to be replaced because it is a tripping hazard, please alert the hall manager and they can take care of it quickly.*

- (3) Board discussion: Steve Burnett and the Dance Committee will ascertain how many pieces of tape are currently visible, and will start to keep track of the number of taped boards. Since GEPPAC has indicated that all patching should be completed by the end of March, FSGW will verify that that is the case. If the number of taped boards becomes excessive during the April-October "busy season" then FSGW will request that maintenance and repair of the floor have a higher priority.
- ii. Repainting and patching:
- (1) What are the Park's plans for touching up the paint and repairing damage in the Ballroom? The Carousel always seems to be freshly painted. Why isn't some of that care (and manhours and budget) spent on the Ballroom? To the best of my knowledge, no effort has been made to touch up the paint since the Ballroom first reopened after its major refurbishment.
  - (2) *Touching up paint and repairing damage in the Ballroom: There are certain areas that are subjected to wear every weekend - the front of the stage, the stairways leading up to the stage, and the green doors leading out of the ballroom. These areas are painted every couple of years and our facilities staff agrees that they are overdue for a painting. That task, along with high dusting in the Ballroom to remove cobwebs, should be completed in the spring. The site operations manager agrees that there are other areas in need of repair that have not been addressed in a long time. They include stucco damage, wood damage, and decorative painting, all of which will require specialized contractors. Our staff plans to address those repairs some time in 2016.*
  - (3) Board discussion: The specialized contractor who refinished and repaired the hallway floor that encircles the Ballroom did an excellent job; FSGW hopes that additional contract work to forestall further damage will be equally well completed.
- iii. Bumper Car Pavilion floor refinishing and problems caused by same
- (1) What is the explanation regarding the floor in the Bumper Car Pavilion? Our January 3 dance had been on the calendar for quite some time. Did no one calculate minimum curing time prior to applying the oil? Is curing time for this treatment either temperature or humidity sensitive? If so, should heaters have been used to promote curing? What steps have been taken to ensure that this will not happen again? Is the floor useable? The last time oil was applied to the BCP floor it left residue on dancers' shoes for weeks afterwards, and it was at least six weeks before the stickiness began to disappear.
  - (2) *Our facilities consultant felt confident that the linseed oil would be cured enough by January 3, but clearly that was not the case. We did try to time it based on scheduled events and favorable weather, and we thought that the warm temps we had at the end of December would help that along. Of course, that didn't go as planned and we take responsibility for that. Since January 3rd we have buffed the floor which has helped remove some of the tackiness. At some point we needed to protect the floor from winter weather and salt so it has been covered with a tarp for a few weeks. When the weather improves we will remove the tarp and assess the condition of the floor, and take whatever steps are necessary to have the floor danceable for our first dance event on March 19th. Between March 19th and FSGW's first Bumper Car Pavilion dance on May 15th, there will be many events taking place on that floor: weddings, social dances, dance classes, GEPPAC's Family Day festival, a high school prom, and other private rentals. All of that foot traffic will help*

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*ensure that the floor is in good condition for your May 15 dance. When we need to treat the Bumper Car Pavilion floor again, we'll know not to schedule any dances for at least a couple months afterwards. I'm sorry that our poor planning led to the disruption of your January dance*

- (3) Board discussion: FSGW's first dance event will not be until May, by which time it is hoped that the floor will be in better shape. The unavailability of the floor for the January Advanced Contra event was a significant disappointment.

### **5. New Business:**

#### **a. Donation to St. Stephen's Church.**

- i. The FSGW co-sponsored Square Dance has been a great success, and the venue, St. Stephen's Church, has been undergoing extensive renovations.
- ii. The organizers suggested that the entire gate (\$5 per person) from the January dance be donated to St. Stephen's, as they are renovating the church.
- iii. The Board electronically approved donation of FSGW's usual share to St. Stephen's. At this meeting, pursuant to the bylaws, the Board ratified the Motion that had been circulated electronically.

(1) Motion by Steve Burnett: I move that FSGW contribute to St. Stephen's renovation fund by

- (a) donating our usual portion of the door proceeds (about \$100) and
- (b) paying two musicians to perform at the event, in an amount not to exceed \$300.

This will allow DC Squares to donate all of the door proceeds from the January square dance to support the ongoing renovation at St. Stephen's.

(2) Janie Meneely seconded the Motion, and it was passed unanimously.

#### **b. Publicity – New Flyer**

- i. Ingrid Gorman and Judy Oppenheim have created a new "generic" flyer (1/3 page, on cardstock, color printing) to be handed out at FSGW events. It is mostly intended to entice NON-members. The Board discussed what other types of images would be appealing and attractive (the photo is currently of a Family Dance).
- ii. Discussion of this subject led to a brief further discussion of what the ultimate storage solution will be for the thousands of FSGW photographs that are in the possession of a variety of FSGW members.
- iii. Ingrid and Judy pointed out that there is a space which can be filled with a label, which will permit the flyer to be customized.
- iv. Cost is approximately \$1 each. They were printed locally at FedEx/Kinko's. April and Ingrid will look into online printing, which might significantly reduce the cost.

#### **c. Chesapeake Dance Weekend mailing**

- i. Sargon de Jesus and other members of the CDW committee are concerned about low sign-ups, and they wish to mail flyers to about 300 previous attendees, although these dancers have already received at least one email reminder.
- ii. CDW is now and for some years has been scheduled on the same weekend as the Richmond Springforth dance weekend. This year Springforth has a particularly popular band and caller, and the low attendance for CDW may be partly for that reason.
- iii. Although the Board does not need to approve the mailing, and although the Board wants the CDW committee to continue to act independently, the following concerns were voiced:

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- (1) The CDW website does not prominently display the "sign up using PayPal" button. That should be corrected so that electronic sign-up is more visible.
- (2) Sending paper reminders to people who have already received one or more electronic reminders seems wasteful. Compiling a list of potential attendees who have never been to CDW and sending them a postcard or flyer seems more likely to result in an increase in sign-ups. However the Board notes that this decision is CDW's to make.
- (3) The Board thinks that some sort of follow-up polling by CDW might provide useful information. Why have so few people signed up this year? Asking non-attendees for feedback might provide specifics that could be addressed by CDW at future events. Board members cited the lack of a second dance venue, the uncomfortable cabins, the requirement that dancers pay for cabins even if they live nearby, and the layout of the lines in the hall as specific concerns.
- (4) The logistics of using the FSGW bulk mailing permit are sufficiently complex that the Board feels CDW should use stamps and regular first class mail.
- (5) Several Board members specifically recommended that CDW make an effort to avoid scheduling the CDW on the same weekend as the Richmond Springforth ball. This might be accomplished by CDW contacting the Richmond governing body and asking for advance notice, if possible.
- (6) Who is going to generate the labels? Attendees are not all FSGW members, so we can't use the regular set up. The labels will have to be typed by someone, and then stuck on to the envelope. With use of stamps, it will at least not be necessary to sort in zip code order.
- (7) The CDW committee estimates 300 copies of the flyer at 5 cents per page, plus \$12 for envelopes, \$11 for labels, and \$130 for postage. All labor costs, of course, will be free.

### **d. Corporate Members**

- i. There are a few "corporate" members in the data base. The Web Migration team has asked that these be changed over to individual memberships, with the usual voting rights, at least until after the migration is complete and the new system has had a chance to be road tested.
- ii. One of the Mini-Fest participants, Carpathia Folk Dance Ensemble, has also asked about this sort of membership. Note that this is NOT the same as an affiliated group. Affiliated groups offer our members reduced ticket prices, just as we offer our members.
- iii. Charlie noted that corporate membership is not defined in our bylaws.
- iv. The Board agreed that particularly as our bylaws only permit persons to be members, and because the new website might not permit corporate members, that no corporate members be added until after the data migration has occurred.

### **e. Newsletter Mailing and Distribution**

- i. FSGW intends for some batches of Newsletters to be hand-carried and distributed.
  - (1) About 25 to the Library of Congress.
  - (2) About 5 to the English Dance at the Glen Echo Town Hall.
  - (3) About 10-12 to the House of Musical Traditions
  - (4) 30-40 to the Spanish Ballroom for the Sunday night dance.
- ii. Ingrid and Charlie Baum will undertake to discuss ways in which to facilitate the distribution of specific batches of Newsletters.
  - (1) Currently the printing house delivers the extra newsletters to Jennifer Woods, but both Ingrid and Charlie feel that having them delivered to Charlie's covered

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porch or Ingrid's covered porch would be preferable, and would result in earlier distribution.

- iii. Steve Burnett and Judy Oppenheim suggested that changing the interior calendar to include events during the first week of the NEXT month (e.g., listing the events scheduled for the first week of April in the March newsletter) would be helpful for our members. Judy has spoken with a member who does not have a computer, and whose Newsletter is consistently delivered after the first of the month.

f. **Internal Email Correspondence Protocols.** (5 minutes – 9:45)

- i. The "alltheboard" email address automatically sends an email to each Board member at the address that person has listed for forwarding.
- ii. Some Board members dislike the additional email traffic generated during discussions.
- iii. Other Board members prefer to know everyone's opinions; April, as President, tries to ensure that all decisions are by consensus, and that knowing all opinions is helpful in that regard.
- iv. Board members agreed to think carefully before sending anything to "alltheboard."

g. **Proposed New Co-sponsored English Country Dance in Reston** (10 minutes – 9:40)

- i. Jane and Todd Harding (related to long-time ECD dancer Barbara Harding) would like to start an English dance in the Reston area. Their group (the Old Dominion Dancers) is not incorporated.
- ii. "If we could find a venue in Reston and hold bi-weekly (if not weekly) dances (ECD) is there any chance it could be under the auspices of FSGW, thereby allowing us to find affordable spots as a non-profit?"
- iii. April has already spoken to Will Strang (on the ECDC committee), who does not have any objections.
- iv. The Dance Chair will communicate with the Hardings to further the process.
- v. The Board does not currently anticipate any monetary contribution will be necessary; the Hardings have asked for FSGW co-sponsorship status in order to obtain the lowest possible rental rate.

h. **Free to Members Issue.** Discussion was tabled until next month.

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

- a. The next regular Board meeting will be Wednesday, March 9, 2016
- b. Motion to adjourn. April apologized to the Board for running slightly over the 10 pm scheduled end of the meeting. Janie Meneely moved to adjourn; Charlie Baum seconded. The Motion passed unanimously and the meeting adjourned at 10:10 pm.