

## **Minutes for FSGW Board meeting**

**October 5, 2016**

### **1. Call to Order and Existence of Quorum (2 minutes – 8:02)**

Thank you to Heather Livingston, who took minutes in Kim Gandy's absence. Meeting was called to order at 8:04 without a quorum but expecting one. Board members present: Ingrid, Tim, Judy, Heather, Mike, Charlie, April present. Note: Quorum attained at 8:23pm when Jerry arrived.

### **2. Approval of Previous Minutes (8 minutes – 8:10)**

a. Draft September Minutes were distributed electronically (but late), and copies were also provided.

b. Other changes, corrections? Motion to approve.

Minutes reviewed, all present agree they look OK. No quorum yet to approve officially.

Note: After attainment of a quorum, we approved the minutes. Steve notes that the budget is not attached to the previous minutes. Tim moves to adopt, Charlie seconds that, motion carries.

### **3. Old Business – Logo Ideas Presentation, Debra Witt (15 minutes – 8:25)**

a. The Board met with Debra Witt at the September Board meeting to discuss logo ideas. This is a first look at proposed ideas.

Debra arrived around 8:25 to the meeting and reviewed what was discussed at last meeting: We are trying to capture a feel, want a sense of diversity, decided doing something more literal put us in a box and that Debra was going to explore typography and color use for movement and rhythm creation. She looked at it with that in mind. She passed out questions to rate logo 1-10: Is it inviting, does it give a feel of being diverse, does it feel accessible, does it look crisp, is it clean, does it look and feel dynamic, and does it blend tradition with modern?

Three designs to show us:

1) Straight calligraphy (Do we need to include “of” or not?)

One consideration was “Is it flexible?” All one color, contained in a shape, linearizing possible. Modern feel to the calligraphy. Contrasting font for Greater Washington. Not super legible, several people thought. Debra said she can get rid of the swish from the “k” so that the “l” doesn’t look like a “t.” Debra said she can calm it down.

2) Contemporary one with graded “o.” April notes that this one would not be scalable (because of the lines in the “o”)

3) Initials. We all liked this one a lot because it has a bright, fresh, cheerful, contemporary feel. April notes that she’d like each of the letters to visually take up roughly the same amount of space. Tim thinks having them have different space adds to the diversity. Judy thinks the “S” is too plain, but says it’s fine. Possibly explore some different fonts for the “S.”

Possibly make the “S” white instead of shaded as it is. April notes that we might use different colors on the different pages. The “of” will be put back in.

Ingrid notes we could make FSGW toy blocks, April notes we could make necklace, earrings, etc. April notes this (Initials) version is very scalable. Charlie notes that the colors will start conveying the organization even without the letters.

We will be getting four (at least) versions: Box, horizontal with words to right, horizontal with words below, and vertical

Tim notes we can make fridge magnets.

There was some discussion about how vertical layout would look. But we’re all happy about this; we like this with some tweaking on the S and the W.

April notes that this will pop up nicely on the (color) electronic version of the newsletter.

We have consensus that we like the Initials logo version. Next steps: Debra will add “of” and tweak the “S” and balance the letters a little bit more. Then she will make black and white version and also add horizontal version with type underneath and with the blocks vertical for banners. (She’ll give us the color/type variation first.)

Question: Do other orgs in area have a similar logo?

#### **4. Action Item Reports: (15 minutes – 8:40)**

##### **a. Independent audit/Combined Federal Campaign (Jerry)**

Jerry needs to finish the budget first, then will start it, expects it will take 6 months to a year, April says that’s normal, as it’s the first. It would be nice to have it because then we can apply for grants for big projects.

Jerry will send it around and then we will propose a resolution.

##### **b. Web Migration progress (April)**

Lynn Baumeister has prepared a Statement of Work which should enable us to hire a part-time Project Manager. More information will be forwarded to the Board electronically.

April is currently proofreading a Statement of Work (an outline of what we hope someone willing to serve as project manager would be willing to do). April will run this by Will Strang and then we will try to find someone to do this and “whip us into submission.” (This will be a paid position. Note none of our current volunteers are able to do this as a volunteer position: Not enough hours, too much stress.)

Lynn is thrilled we are doing away with the family membership. April still has to “fight the bylaws fight” to make that change, but she says “we will do it.”

##### **c. Pat McGee archival materials retrieval. (April) April hasn’t had a chance to follow up .**

##### **d. Photo Archive – Mini-Fest photos? Ingrid hasn’t had a chance to follow up**

**e. Problem Dancer #5.** April has talked with Rick (FND Pres) and briefly with the problem dancer. Rick and April feel that in the time since event there have been no problems.

**f. Hope and a Home and Grapevine.** (Report from Tim)

Event last week with Cathy and Marci, started a bit late, did fine job, fun had by all, Jerry sent check to pay them.

First Grapevine event with Heather Forest and Chelise Fox, about 37 people, collected about \$400, Jerry was asked to write checks for \$130 to each, the \$30 each pays them for their dinner (easier bookkeeping-wise than just paying for dinner).

Tim has requested (two amounts of \$130 each) for October's Grapevine for Carol Birch and Jim May.

Tim notes that October Grapevine not necessarily Halloween-themed.

Ingrid suggested a bawdy tale night would be good.

**g. Proposed Scholarship.** Have not heard back from donor. April will contact her.

**h. Chesapeake Dance Weekend.** (April) No report this month.

April needs to do a critique, CDW didn't do so well this year, April has suggestions (they requested help).

**i. Washington Folk Festival Manual.** (Charlie)

Charlie looked at TPF's "How To Festival" sheet and thinks it can be used as a guideline for writing a "How To Festival" for the WFF. Charlie will follow up on this, get something in writing people can look at.

ASIDE: April, Jennifer, and Duane all have button machines and all their component parts (Jennifer may have not all parts).

**j. Vaping at Glen Echo** (April) Follow-up

There is a brand new sign on Glen Echo Park property saying no smoking/vaping anywhere on the property. But Reuven Eitan told April that Montgomery County put those signs up without GEPPAC's permission. GEPPAC discussed with Montgomery County, not sure if signs are still up. April notes sign specifically mentions playgrounds. April will follow up with Reuven.

April hopes the dancer who complained about the vaping will accept this explanation, but he has bumped it up the ladder, as is appropriate.

**k. Getaway Report** (Charlie)

Preliminary report. \$21,579 paid by attendees (subject to correction). West River charges were \$19,496 (includes \$3,700 deposit) Typically, other expenses run \$500-\$1,000. Anticipating a surplus of \$1,000-\$1,500. Complete report to follow next month.

Getaway committee meeting Monday.

Judy notes snacks were about \$300. Charlie notes there's an outstanding photocopying bill. April's button machine had been jammed but she has now got it working correctly. Button issue, but that was minor.

## **5. Old Business (35 minutes – 9:15)**

### **a. Approval of Budget for Fiscal Year 9-1-16 through 8-31-17 (5 minutes – 8:45)**

- i. Jerry Stein (Treasurer) provided a proposed budget, reflecting the input of Board members at the recent budget meeting.
- ii. Proposed resolution: Jerry moved that the proposed Fiscal Year 2016-17 budget be approved. Seconded. Discussion.

### **b. Logo. (Taken out of order, see above).**

### **c. Takoma Park Folk Festival Alternative (5 minutes – 8:50)**

Mike had nothing to add to the below. Charlie notes that FSGW knows how to run festivals, but can't replicate the "Takoma" part. Charlie was at the meeting, there were a lot of older people, some new blood but not clear if it will be enough. Heather notes Fred Stollnitz had felt positive about the meeting.

- i. Brief report from Charlie on the aesthetics.
- ii. Mike: I don't have numbers, but I can say it was a success. The 120-seat auditorium was more than half full most of the evening, and we sold or renewed several memberships. Mary Cliff (Note: Judy O. corrected that it was Judy O., not Mary) donated about 30 CDs to be used as giveaways for people who joined or renewed on the spot, and Judy and I agreed that we should do that more often.

Severn Savage and Heather and Mike will be donating some CDs for that purpose.

- iii. Expenditures approximately \$900 on the venue and \$250 on sound.

### **d. Implementing a new procedure for "Free" admission. (10 minutes – 9:00)**

Text for "get in free" coupons. What do we want the maximum allowable amount to be? What events are NOT included? Can a coupon be used as partial payment for a more expensive event? Can more than one coupon be used by a single member for a single event?

Note we wouldn't want folks using this for Getaway or CDW, e.g., do we limit it to one coupon per person per event. Tim notes limiting by time better than limiting by dollar amount. Mike notes we'd like to keep the wording simple. Suggests any FSGW event with a fixed admission price of \$25 or less. April wonders about Family Dance exception. Note it can't be used for donation-based events (Grapevine, house concerts). Charlie notes events can be labeled as "Member passes are not accepted at this event." April notes we really want to grow the Family Dance. Partial payments could get messy. We need to check with Penelope, but we think we don't want to use it for Contrastock.

Mike will play with wording and will report back to us.

**e. Membership Drive (10 minutes – 9:10)**

Tabled at the last meeting. It seems clear that a membership drive would be appropriate. Brainstorming session.

We can combine this with unveiling new logo. April notes she currently orders lots of stuff for Footfall, similar stuff could be ordered for FSGW with new logo.

Time of year? Mike is trying to line up a big performer for an outdoor event.

**f. Concerns about Maintenance at the Spanish Ballroom (5 minutes – 9:15)**

i. There was a recent incident, probably during a Saturday night Swing Dance, that left a substantial tar-like substance on a portion of the Ballroom floor. GEPPAC efforts to clean it using mild cleaners were unavailing. Eventually, GEPPAC used a solvent which removed the oil finish from a portion of the floor, which made it sticky. It appears that the attempt to re-oil the surface was too successful – there is a substantial risk of slip and fall in one portion of the Ballroom. April has written to Reuven Eitan requesting an update. We do not want an insurance claim caused by a slip and fall, and we have unquestionably had "notice" that there's a problem.

Probably at a swing dance someone had something on their shoe: 10' x 5' area had a sticky substance on it. Now too slick. A couple people fell at Contrastock. Reuven messaged April: "Today mopped with dilute Murphy's Oil soap. May feel a bit tacky but in a couple weekends of dancing it should be normal." Lucky we didn't get a lawsuit. We have insurance but don't want to have to use it. Tim suggests a traffic cone; they did put them out for the waltz, but for contra it was possible to avoid it.

ii. A significant number of bathroom stalls in both women's bathrooms have missing or damaged hardware and misaligned doors. In addition, there has been persistent leaking of water onto the restroom floor in the Ballroom women's restroom. April has written to Reuven requesting an update.

April told Reuven need more towels and trash cans. Also, there is only one handicapped stall in carousel ladies room and the lock on the door is broken and has been for months, so there is no properly closing handicapped door.

**6. New Business: (40 minutes – 9:55)**

**a. Possible Weather Issues – Hurricane Matthew (5 minutes, 9:20)**

Mike has some thoughts on making sure FSGW is prepared for possible rain issues which might affect the McNally Trio concert at WES.

Looks like it won't be an issue this time. But do we have a weather cancellation flowchart in place or do we need to come up with one?

Jerry notes that GEPPAC located events are up to GEPPAC. Charlie notes we have put cancellation notes on websites including "there's a strong possibility...."

For Mini-Fest, April makes decision based on Montgomery County and then alerts track chairs, and performers are told ahead of time that if you get a message, pass it along.

Mike notes he's not talking about communication, he's talking about the decision process.

Charlie notes that for Mini-Fest, it's up to Montgomery County.

Charlie notes if performer is coming a distance, might choose to cancel earlier. Judy notes it might involve some discussion with performer. April notes it's Mike's decision for concerts, and the board will back him.

Jerry notes there was a Baltimore dance in the past with bad weather where people who couldn't get there because of the weather were given tickets for the next year's event.

**b. Problem Concert Attendee Issue (10 minutes, 9:30)**

Mike has requested some time to discuss Board policy with regard to problem dancers, and how to apply the same policy to non-dance events. April has printed out the policy on dancers who exhibit inappropriate behavior to aid this discussion.

April printed out the "Policy on Dancers who exhibit inappropriate behavior," and April notes that making someone else uncomfortable is not acceptable at FSGW events. She notes that it's important that we have a paper trail. And that if it's an event at GEPPAC, then GEPPAC has to be involved.

**c. Newsletter Calendar (5 minutes – 9:35)**

The Newsletter calendar is becoming downright unwieldy, and difficult to proof. Solutions? Suggestions? Should it show FSGW events more prominently? Should it show at least the first few days of the following month?

April notes it used to be tiny and only had FSGW events. April would really like FSGW events to be prominent. Updating it every month can be a big chore. April used color coding. Possible to add partial and entire (in February) week for the following month at the end of the calendar. FSGW events can be pulled up from FSGW online calendar. When we migrate, we may be able to populate it automatically.

Jerry notes that it is important to put band name for Glen Echo dances on Sunday. April reminded Heather it's a newsletter issue. Agreed that adding note to board box would be helpful.

**d. Mini-Fest 2017 (10 minutes – 9:45)**

i. Francine Krasowska asked about running a CD exchange this year. There are a couple of extra classrooms we haven't used before that would work. But would it be better to have this in a hallway? Francine volunteered to coordinate. Discussion.

We could give CDs to new members at Mini-Fest too.

Where to put the CD exchange? In a room or in the front hallway further down (so folks can see it). If we get too many, how do we organize it, and what do we do with the extra CDs? Charlie notes it needs to be on the left side to not block fire doors.

Donation jar rather than money. April has seen places that use unwanted CD as construction materials.

ii. April got an email from *Coracree* about having a Saturday event at her house (Ballroom Blum) the first weekend of February. That's Mini-Fest day, and *Coracree* has volunteered to do workshops and play for the evening dance. Can we put a track of teaching workshops together?

April would like a family or partial family track from 1 or 1:30 to 4. Aim things at families/kids (family hours) in one room. Performers would know that they will be performing for two-year-olds.

Ingrid mentioned doing a Mini-Family-Dance sampler to cultivate interest in the year-round family dance. If we have a space, then that's a good idea. Space for kids to perform.

*Coracree's* percussionist might be good for this. Jane Rothschild might could do a fiddle workshop.

**e. Musical/Theatrical Project (10 minutes – 9:55)**

i. An original musical was staged in Asheville, NC, last year about Leslie Riddle, an African-American country guitarist who taught the Carter Family most of their early repertoire and taught Maybelle Carter how to play guitar (Mr. Riddle never got credit). Mike has asked Ash Devine and Saro Lynch-Thomason (who were in the original production and were at Getaway) what it would take to bring the musical to DC as an FSGW-sponsored event – perhaps to Lincoln Theater or the Atlas.

Mike notes Saro is friends with Dom Flemons, maybe could get him to play the lead? Would cost a lot of money, would need grant. April notes new African-American Museum could be a great venue.

ii. Discussion – is it possible to bring this musical to the area? Grants from Smithsonian? Library of Congress? What about the new Oprah Winfrey Theater in the new African-American Museum? (And approaching Oprah for grants?)

**7. Next Meeting and Motion to Adjourn. (5 minutes, 10:00)**

a. The next regular Board meeting will be Wednesday, November 2, 2016.

b. Motion to adjourn, passed unanimously.