

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

April Blum (President) called the meeting to order at 8:02pm. Also present: Charlie Baum (VP), Ingrid Gorman (Publicity), Jerry Stein (Treasurer), Judy Oppenheim (Membership), Heather Livingston (Publications), Kim Gandy (Secretary), and Tim Livengood (At-Large). Kim participated via Skype due to illness.

2. **Approval of Previous Minutes**

- a. December 2016 Minutes
 - i. Draft December Minutes were distributed by email and print copies were also provided at the January meeting.
 - ii. With minor corrections, Tim moved to adopt the minutes and Charlie seconded. Passed without objection.
- b. Draft January 2017 Minutes/Proceedings
 - i. Draft January Minutes were distributed by email.
 - ii. April will provide the changes to Kim. With those changes, Charlie moved to adopt and they were unanimous.

3. **Action Item Reports:**

- a. **Independent audit/Combined Federal Campaign** (Jerry)
- b. **Web Migration progress** (April) Actively searching for a Project Manager. There are a couple of possibilities. Need to talk about maximum amount the Board is willing to spend on Project Manager (see New Business).
- c. **Pat McGee archival materials retrieval.** (April) No responses so far.
- d. **Problem Dancer #5.** (April) No change this month.
- e. **Hope and a Home and Grapevine.** (Tim). Noa Baum enthralled the young audience at Hope and a Home on Monday, January 30, with an audience of 14 children including 4 under the age of 4. Gayle Turner and Donna Washington performed for the December Grapevine, at which we collected \$312 in audience donations from an audience of 24 to split between the tellers, in addition to the FSGW support of \$130 for each teller. Andy Offutt Irwin and Carrie Sue Ayvar told stories for an audience of 52 at the January Grapevine show, which collected \$598 to split between the tellers, in addition to the FSGW support of \$130 for each teller. Tim will send whatever documentation he has to Jerry.
- f. **Proposed Scholarship.** (April) No change this month; April will talk to Jackie
- g. **Washington Folk Festival Manual.** (Charlie)
- h. **Musical Theater adaptation** (Mike) No new information yet.
- i. **Distribution of Donated 78s and Books.** (April). Need to make the list and check with LoC.
- j. Insert CDSS scholarship information in Newsletter (March issue).

4. **Old Business**

a. **Mini-Fest**

- i. April is still herding squirrels, but gave a good outline of the wonderful events that are planned. We are still looking for a stage manager, but may have a volunteer, and needs someone for the Irish session. She has several more FSGW banners, and will bring them to Mini-Fest. Please try to put one where it will show in photographs.
- ii. Ingrid – brief report about advertising. We've paid for some advertising this time, including the Guide to the Lively Arts, and will see if it increases attendance. Also some on-air from Bluegrass Country at fire sale prices on Thurs-Fri-Sat.

b. **Logo, Corporate appearance online** (10 minutes – 8:30)

- i. This is an important task, should not be backburnered or allowed to languish, and should be tied to the new website. Ingrid notes that the Takoma Park Folk Festival is also pursuing a new logo. April would like to have something more playful than the squares.
- ii. With potential hiring of Web Admin Project Manager to move this along, we should move ahead on the logo so that it is set to go with website launch.

- iii. Ingrid has some additional contacts; April will also follow up. While we are at it, what about a logo for the FSGW WFF? April designed the Mini-Fest logo some years ago, and it's been surprisingly useful – Mini-Fest uses it on the buttons that are used in lieu of "tickets".
- iv. Per Ingrid: a new website, a new logo, a brand "refresh" and perhaps an updated mission statement?
- v. Will need to put logo on new banners. April has determined that a local sign company can use the current metal frames and simply replace the banners, at a reasonable cost.
- vi. We need to appeal to a more diverse (not merely younger) audience.

c. **CDSS year-end donation**

- i. The Board resolved electronically to make a year-end donation of \$500 to CDSS. Pursuant to the by-laws, we need to reaffirm that resolution at a face-to-face meeting.
- ii. Mike Livingston made the following motion: *I move that FSGW make a year-end donation in the amount of Five Hundred Dollars (\$500.00) to the Country Dance and Song Society (CDSS), a 501(c)(3) organization that has supported traditional music, dance, crafts and more in the United States for one hundred years.* Heather Livingston seconded. Passed without objection.

d. **Membership Donation letter**

- i. Do we want to coordinate this with the website and logo rollout? Alternatively, do we want to coordinate this with the WFF announcement? Or tie it to a possible Membership Drive?
- ii. Should FSGW be sending 2 letters per year requesting donations (end of year and WFF)? Duplicative? Annoying to some? Should any appeal be for ALL activities, not just WFF? General opinion was that twice a year isn't too often to seek funds or memberships.
- iii. Include information about estate planning – how to make a donation to FSGW.

e. **Elections**

- i. Charlie Baum will roll off the Board at the end of this term, and is therefore eligible to serve on the Election Committee. Molly Hickman (Busy Graham's daughter) will run for Vice President, and Steve Roth will run for Dance Chair.
- ii. The Election Committee hopes to have a completed slate of candidates to present at the February and March meetings (held in conjunction with February and March concerts and dances).
- iii. Judy Oppenheim will roll off as Membership Chair, and Steven Winick will roll off as At Large member. Ken Mayer is interested in running for At-Large member. How can we help an incoming Membership Chair? What should we be doing as "homework?" Membership has continued its long slow slide (with a few bumps up) for more than a decade.

f. **WFF Contract with GEPPAC**

- i. April reviewed the Contract (which she received from the GEPPAC office) and requested a few changes.
 - (1) Clarification of FSGW access to the Spanish Ballroom.
 - (2) Request for indemnification of FSGW if any damage or injuries occur during the Saturday night dance at the Spanish Ballroom (not an FSGW event).
 - (3) Use of "FSGW Washington Folk Festival" instead of "Washington Folk Festival" and of "FSGW WFF" instead of "WFF."
- ii. No additional concerns were noted.

5. **New Business:**

a. **Web Migration and Need for Paid Project Manager**

- i. It has become apparent that although FSGW is lucky to have skilled volunteers (notably Will Strang and Lynn Baumeister) who have moved the Web Migration process forward, FSGW needs to hire, probably on an hourly basis, a Project Manager, to push this project to completion.
- ii. It's difficult or impossible to know how many hours it will take to get a PM up to speed, and then how much of the work the PM will need to do. We do have volunteers who can do some of the work. Wireframes, data migration, template for venues to be moved over,

decide what goes where, and what goes on each page. Lynn and Will have prepared a 'Statement of Work' document to describe what remains to be done.

- iii. It will help Lynn (who is interviewing candidates) to have some idea of the Board's sense of a "not-to-exceed" amount. Discussion ensued. No resolution required at this point, but probably either electronically, or at the next Board meeting.

b. FSGW Washington Folk Festival.

- i. The Board agreed at the last meeting to create a new Committee (WFF-L), charged with determining how to move forward with the FSGW WFF after this year (Dwain's last year as Coordinator).
- ii. Several Board members volunteered to be included, and there were suggestions of others to invite. Discussed whether to include anyone from the current committee.
- iii. We need to seek people who can think "outside the box."
- iv. We need a time frame. When do we meet with GEPPAC? When do we inform the membership? Mike raised Penelope's concern that perhaps we haven't really negotiated with GEPPAC—how sure are we that the restrictions described to us are real and non-negotiable? We need to find this out first. Perhaps GEPPAC doesn't realize how much money we have lost. Not sure what is NPS and what is GEPPAC, as far as rules.
- v. We will need to discuss what happens to the equipment which is stored on GEPPAC property. They are not likely to permit us to leave the containers on-site after this FSGW WFF is over.
- vi. Agreed to have the first meeting at Ingrid's house on February 12th.

c. Society

- i. Didn't get to the Brainstorming session, but will take this up at the next meeting: What can we do to make FSGW more of a Society? How can we get the dancers to sing and the singers to dance with each other? Some sort of free annual event for members only? Postponed this item until the next meeting.

6. Next Meeting and Motion to Adjourn.

- a. The next regular Board meeting will be Wednesday, March 1, 2017.
- b. Motion to adjourn from Heather, seconded by Tim, passed unanimously.
- c. Meeting adjourned at 9:52pm