

## FSGW Board Meeting Minutes, July 7, 2017

1. **Call to Order and Existence of Quorum.** April Blum (President) called the meeting to order at 8:00pm. Board members present: Ingrid Gorman (Publicity), Steve Kaufman (At Large), Molly Hickman (VP), Ken Mayer (At Large), Steve Roth (Dance), Mike Livingston (Programs), Jerry Stein (Treasurer) and Tim Livengood (At Large). Charlie Baum, immediate past Vice President, also attended. Absent were Kim Gandy (Secretary) and Heather Livingston (Publications). Molly Hickman acted as Recording Secretary.
2. **Approval of Previous Minutes**
  - a. Draft June Minutes were distributed by email and print copies were provided. With minor changes, the Minutes were approved.
3. **Action Item Reports:**
  - a. *Independent audit/Combined Federal Campaign*– Jerry Stein has selected the auditing firm Wenger, CPA, who will get started right away.
  - b. *Pat McGee archival materials retrieval.* (April) No change this month.
  - c. *Hope and a Home* – Tim noted that there was no program in June; the organization had a picnic instead.
  - d. *Washington Folk Festival Manual.* (Charlie) Charlie that this is on hold until financials from Dwain are received. .
  - e. *Musical Theater adaptation* (Mike and April) No change this month.
  - f. *Distribution of Donated 78s and Books.* (April). Betsy Platt is still working on this.
  - g. *WFFL.* See Old Business for further discussion.
  - h. Recruitment of additional Concert Committee members – see Old Business
4. **Wish List for Bylaw Revision:** A list of what needs to be changed, so we get to all of it.
  - a. Easier method to amend Bylaws.
  - b. Change to membership structure – one person, one member. All members' dependents get the membership rate (the old rationale for "Family")
  - c. Change one Board position to IT Liaison.
  - d. Address "corporate" issues s (Revels). They can't vote, and therefore need a different type of membership, such as "affiliation."
  - e. Election of a completely unopposed slate by acclamation? Doesn't allow for write-ins?
  - f. Elect only HALF of the Board each year? Or elect Board for two-year terms -- elections held only every other year instead of every year. This will also require rethinking the "five-year" limit.
  - g. Eliminate the differentiation between "Programs" and "Concerts" which is no longer reflected in the Board personnel.
  - h. Mechanism for deputizing a committee member to represent a Board member at a meeting?
  - i. Include other appropriate ways for the Board to meet (e.g., Skype or conference call).
  - j. Consider decreasing the number of mandatory Board meetings per year (i.e., not require monthly).
5. **Old Business**
  - a. **Logo**
    - i. We need about 25 lawn signs with "FSGW Event" and arrows – printed both sides.
    - ii. Banners – Need bids on printing and replacing current banners. Ingrid to follow up.
    - iii. Ingrid will draft a paragraph for the September newsletter, using some of the language Mike drafted and shared in June with the Board.
  - b. **Concert Committee.**
    - i. Mike continues to find himself without volunteer assistance. It's the same few people stepping up to the plate every time and we need a "deeper bullpen."
      - (1) Ingrid suggests putting the call for volunteers (2 free concerts for every 1 you volunteer at!) directly in the e-blast, not just on the website.
      - (2) Jenn Furlong suggests giving free membership to people who commit to joining the committee and volunteering at x concerts / year (e.g., limit to fifteen free FSGW memberships and if you sign up, you and whole family get in free). Jenn also volunteered to solve the Alexandria (3rd Friday concert) problem.
  - c. **WFFL (Washington Folk Festival Longterm)**
    - i. New members were brought up to date.
    - ii. If WFF were to leave Glen Echo, it would need to move to a site with easy access and 2-3 acres of parking (Jerry Stein). Jenn Furlong suggests the waterfront in Old Town Alexandria, which has ample parking and public transportation (though we may need to warn the city and subsidize the trolley somehow); and has people who love FSGW.
    - iii. Ingrid is starting school in September and needs someone else to chair this extremely important task. The Board will pick a successor in mid-August.

- iv. Meeting with GEPPAC is essential and the consensus is to go ahead and meet without the financials from the most recent WFF. Jerry Stein offered a ballpark estimate of how next year's Festival might shake out financially. April will send an email and write up a list of concessions we want to request from Glen Echo.
  - d. **Sound Equipment.**
    - i. Dan Kahn has provided a spreadsheet of FSGW equipment.
    - ii. Mike has provided a list of other equipment which is apparently being used for many FSGW concerts.
    - iii. Further discussion tabled until next month.
  - e. **Problem Attendee.** Nothing to report this month.
6. **New Business:**
- a. **Takoma Park Street Festival**
    - i. October 1st, 10 am to 5 pm. FSGW could showcase some musicians (Jenn); provide English country dance demonstrations (April); and/or show a reel of the kinds of events we do (Mike), especially events held in Takoma Park (Tim). Booths are somewhat expensive; no indication of cost for non-profits like FSGW, though Jerry thinks ~\$350.
    - ii. Tim moved that FSGW rent a table at the Takoma Park street festival on Oct 1, in an amount not to exceed \$500. Mike seconded. The motion passed unanimously.
  - b. **Complaint from Caller**
    - i. An out-of-town caller sent a lengthy email to all Board members complaining about the refusal of the FSGW dance booker to schedule him to call a Sunday contra dance. Penelope Weinberger has responded. Steve Roth will circulate a draft email to at least a few board members before also responding. Since we have several co-sponsored FSGW dances (e.g. Silver Spring contra, which has booked this caller for the July 17 dance), do we want standard operating procedures set in stone? Steve Roth will ask Busy Graham (Carpe Diem! Silver Spring contra dance) to have coffee with him sometime this week. Further discussion later.
  - c. **Concerns about the Newsletter Format Change**
    - i. April has received several phone calls. If anyone receives any more feedback, tell them to email [newsletter@fsgw.org](mailto:newsletter@fsgw.org). April suggests that there may be a way to appease the people who miss the calendar by putting it online where it's easier to correct/update.
  - d. **Publicity and Redistribution of Responsibilities**
    - i. Ingrid will be taking grad school classes, and will be unable to do as much publicity as she has in the past.
      - (1) eBlast will need a (possibly paid?) person, just as we pay for newsletter layout and membership data entry. Ingrid can proof, but will not have time to put this together every week. Perhaps we could explore the \$5 job sites (Jenn) or Wild Apricot may have some way of making mass mailing easier (Ingrid). Someone could help by drawing up a template, or "just the bare facts," or doing everything but the pictures, and then that person and Ingrid could proof it together. Ken suggests maybe an unemployed dancer would want to take on this role (and be paid) -- or maybe even a digital marketing consultant!
      - (2) Grant applications. Once the audit is complete (earlier discussion), FSGW will be in a position to research and seek grants – and a grant of a fairly small amount (\$10k) would cover a significant proportion of the WFF annual losses (currently in the \$15k range). Mike points out that the actual writing is practically an afterthought.
    - ii. Unbalanced Workload. It is apparent that some positions require a huge investment of time every month – that particularly includes Newsletter, Publicity, Programs, and Dance. We began the discussion of how to spread the workload more evenly above. Further discussion needed.
7. **Next Meeting and Motion to Adjourn.**
- a. Next meeting will be combined with the annual budget meeting
  - b. The combined Board and Budget Meeting will be Saturday, August 12, at April's house, starting at 1 pm
  - c. Motion to adjourn by Steve Roth. Seconded by Tim. Motion carried. Adjourned at 930 pm.