

*FSGW Board Meeting Minutes, September 5 2017*

1. **Call to Order and Existence of Quorum.** April Blum (President) called the meeting to order at 8:02pm. Seven additional board members present, constituting a quorum: Molly Hickman (VP), Ken Mayer (At Large), Tim Livengood (At Large), Jerry Stein (Treasurer), Steve Roth (Dance), Jen Furlong (Membership), and Kim Gandy (Secretary). Ingrid Gorman (Publicity), Mike Livingston (Programs), Heather Livingston (Publications) and Steve Kaufman (At Large) were absent. Also present was Charlie Baum, past vice president.
2. **Approval of Previous Minutes**
  - a. Draft August Minutes were distributed by email and print copies were provided.
  - b. With a minor correction, the minutes were approved without objection.
3. **Treasurer's Report.** Jerry reported that Leslie is working on the 2017-18 budget, which will be submitted for Board approval as soon as possible. FSGW currently has \$374,770 in assets, as follows:
  - a. Vanguard \$178,512
  - b. Eberhart \$47,525
  - c. Fidelity \$105,405
  - d. Wells Fargo \$42,328
4. Action Item Reports:
  - a. **Independent audit/Combined Federal Campaign** (Jerry) Audit is moving along, and he will be meeting soon with the auditor.
  - b. **Pat McGee archival materials retrieval.** (April) No change this month.
  - c. **Hope and a Home.** (Tim). The program will be starting again in September
  - d. **Washington Folk Festival Manual.** (Charlie Baum) Even if it is hard to pin Dwain down, Charlie says that interviewing himself and Dean Clamons will obtain most of the information that is needed for future WFFs.
  - e. **Musical Theater adaptation.** No change this month.
  - f. **Distribution of Donated 78s and Books.** (April). Betsy Platt is still working on this.
  - g. **WFFL.** See Old Business
  - h. **Recruitment of additional Concert Committee members.** (Mike) No report this month. April urged everyone to think of volunteers who may be interested in learning and running concerts.
  - i. **Training Sound Techs.** No report this month, but may be part of WFF transition.
  - j. **Problem Attendee.** (Mike) April provided this report from Mike: Problem Attendee (PA) came to the Iain Matthews concert; told the door person PA had asked to be put on the comp list. Door person told PA that no comp list had been provided. Mike went to the Green Room, asked for confirmation of comp status and about PA's problem behavior. Mr. Matthews agreed to comp PA but stated to Mike that no distracting behavior was to be permitted. Per Mike, PA stood at the back of the hall and later sat near the back, but refrained from problem behavior.
  - k. **Combined Calendar.** (Molly) Nothing new to report; Molly will follow up.
5. **Wish List for Bylaw Revision.** A running list of what needs to be changed.
  - 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 (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? Note: this doesn't allow for write-ins.
  - f. Elect only HALF of the Board each year? Or elect Board for 2-year terms with elections held only every other year instead of every year. This will also require rethinking "5-year" limit.
  - g. Eliminate the differentiation between "Programs" and "Concerts" which is no longer reflected in the Board personnel.
  - h. Should there be a way to deputize a committee member to represent a Board member at a meeting?
  - i. Are we required to have a non-calendar fiscal year (currently September 1 to August 31)?
  - j. Other acceptable ways to meet, such as via video or conference call.
  - k. Change the number of required Board meetings; does it need to be monthly?

## 6. Old Business

### a. Logo

- i. Lawn signs – Need to order at least 25. Ingrid is getting bids.
- ii. Banners. April will get another bid on replacing the ones we have.

### b. **WFFL and meeting with GEPPAC.** Report from Executive Committee regarding meeting with GEPPAC on August 31.

- i. Four members of GEPPAC were present, along with the FSGW President, VP, Secretary and Treasurer.
- ii. A co-sponsored event changes the perception of NPS, permits much more direct on-site requests for donations. Note that ALL funds will need to pass through GEPPAC.
- iii. A written Agreement regarding responsibilities, distribution of surplus, if any; payment of fees and costs, etc. will be drafted and should be reviewed. This will start the transition process.
- iv. Nitty-gritty logistics discussed:
  - (1) Temporary ATM onsite – suggested by Jerry Stein.
  - (2) Food trucks – will need research, as they will require a minimum.
  - (3) Significantly reducing the "staff food" either by using bag lunches and/or \$5 vouchers.
  - (4) Use existing structures onsite for most venues. If any tents are needed, they will be rented, installed, maintained, and removed by an outside service.
  - (5) Using the BCP for music means it will be available for a Saturday night contra dance. Charlie Baum also pointed out that as long as we are doing a Saturday night event (dance) we could also reinstitute Saturday night concerts at other WFF venues.
  - (6) Storytelling and Dance will continue in their current venues; five music stages can be BCP, Annex, Dance Studio, second floor classroom, and one outdoor with tent over stage only, to reduce costs.
  - (7) Crafts must be moved, to free up BCP for Saturday night. Alternate venues include:
    - (a) Cuddle up
    - (b) Spanish ballroom vestibule and hallways
    - (c) Yellow Barn (rental fee)

- (d) Washington Conservatory of Music (rental fee)
- (8) The rules regarding merchandise sales are different if the organization in question is inside a building as opposed to on the grass. That's how HMT got back on the grounds last year.
- (9) Shuttle – We would like some numbers – how many trips were made? Did anyone keep track of how many people used the shuttle? Jerry will check with Dwain. There is actually litigation which requires that the buses not be in competition with the Montgomery County system. So we should look for a sponsor. While we cannot charge for the service, a sponsor could hand out advertising or have their advertising on the shuttles.
- v. A new Steering Committee, composed of GEPPAC and FSGW personnel:
  - (1) Programming – FSGW only. (Heather Livingston is considering)
    - (a) Katey wondered if having themed programming would make it easier to get stage sponsors.
  - (2) PR and Marketing – GEPPAC TBA; FSGW – Ingrid.
  - (3) Fundraising – GEPPAC, possibly Katey; FSGW – Ken is willing to look at this. GEPPAC is willing to help with stage sponsorships. We discussed a Shuttle sponsor at the meeting. Another suggestion was a sponsor for the ATM machine.
  - (4) Operations/Logistics – GEPPAC will have an on-site person during WFF only; FSGW – Dwain with Molly shadowing in order to transition.
    - (a) Volunteers. FSGW – Elizabeth Lee?
  - (5) A restoration of the “troika” for WFF – three coordinators who jointly make decisions; one member rolls off each year.
  - (6) Katey suggests that we make a formal announcement to NPS (perhaps in the form of a letter) that WFF has a new structure. This may “reset” what seems to have been a somewhat strained relationship.
  - (7) Discussed reinstating the Saturday night dance, in the bumper car pavilion (another reason to move the crafters, possibly by renting the Yellow Barn or the Washington Conservatory), and Steve Roth has several ideas for a band that will be a particular draw.
  - (8) Charlie Baum pointed out that having an evening dance could also result in an evening concert, which used to be a regular part of WFF. This could be in one of the locations listed above.
- vi. No need for Board action at this time, but getting FSGW people in place for the new Steering Committee should occur no later than the end of September. A follow up meeting with GEPPAC needs to be scheduled.

c. **Redistribution of Responsibilities.** Tabled this month.

## 7. New Business:

- a. **Takoma Park Street Festival.** We are wait-listed for a table, but we need to authorize the expenditure. Will be on the closed part of Carroll Ave. Ingrid has offered to help staff the table, but we would need volunteers.
  - i. Molly moved that FSGW allocate the sum not to exceed Three Hundred Dollars to rent a table at the Takoma Park Street Festival, to take place October 1, 2017. Tim seconded. Motion passed unanimously.
- b. **Artist Compensation.** Molly raised the discussion that we had started last month,

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regarding the payment of artists at dances vs. concerts vs. storytelling. The board discussed the ins and outs of how artists are compensated. Agreed to discuss this at next month's meeting when Mike is present.

- c. **Membership:** Jen has created "business cards" for FSGW memberships ("ask me how") and she is creating some sheets that can be used at events, and compensation for volunteers who work events. Hopes to have 10 teachers/classrooms involved soon!
  - d. **Report from Publications Chair:** Heather has received some positive feedback with regard to the new newsletter format, plus a few people wanting the one-page calendar. The September format appears to have been well received. For October, she will list all FSGW events FIRST in their respective sections, plus appropriate cross-referencing.
8. **Next Meeting and Motion to Adjourn.**
- a. The next Board meeting will be Tuesday, October 3, 2017.
  - b. Meeting was adjourned at 9:15pm without objection.