

## Draft FSGW Board Meeting Minutes June 18, 2018

### 1. Call to Order and Quorum

April Blum (President) called the meeting to order at 8:10pm. A quorum was present: April Blum (President), Jerry Stein (Treasurer), Kim Gandy (Secretary) Mike Livingston (Programs), Heather Livingston (Publications), Tim Livengood (At Large), Jen Furlong (Membership), Ken Mayer (At Large), Ingrid Gorman (Publicity), and Steven Roth (Dance). Absent: Molly Hickman (Vice President) and Steve Kaufman (At Large). Also present were incoming board members Sinead Walshe (Publications) and Jerry Blum (At Large), and FSGW's bookkeeper, Leslie Barkley.

### 2. Approval of Previous Minutes

Draft revised May Minutes were distributed by email and print copies were provided. With some changes/corrections, the minutes were adopted. Mike requested that his No vote be recorded.

### 3. Action Item Reports/Updates:

- a. **Combined Federal Campaign** (Jerry). Goal is 2019 Campaign.
- b. **Retrieval and Digitization of Archival Material.** (Charlie). Kathie Mack is on her way back from Texas, expected to arrive at April's house Wednesday with all of the Pat McGee tapes, machines, etc. The material will be kept at April's house temporarily while Charlie Baum finds people who can further process the material for archiving at the Library of Congress.
- c. **Musical Theater adaptation.** No report this month. FINAL
- d. **Distribution of Donated 78s and Books.** (April). Followed up again with Betsy Platt.
- e. **Recruitment of additional Concert Committee members.** Steven Roth volunteered to serve on the committee. Mike requested that this item be removed from the agenda and that there be no further discussion.
- f. **Training Sound Techs.** Jen offered to check with Dan Kahn after the new equipment arrives, and schedule a class so that more people in the community can learn to use it.
- g. **Combined Event Code of Conduct.** April noted that the new website's About Us page contains information on types of behavior that would be inappropriate, and what happens if someone steps over the line, and the process that follows.
- h. **Combined Calendar.** (Molly)

### 4. Wish List for Bylaw Revision. A running list of what needs to be changed, so we get to all of it.

- a. Easier method to amend Bylaws.
- b. Membership:
  - i. Change to membership structure – one person, one member. All members' dependents get the membership rate (the old rationale for "Family").
  - ii. Address "corporate" issues (Revels). They can't vote, and therefore need a different type of membership, such as "affiliation."
- c. Board position issues:
  - i. Change one At-Large Board position to IT Liaison
  - ii. Eliminate the differentiation between "Programs" and "Concerts" which is no longer reflected in the Board personnel.
- d. Elections:
  - i. Can we handle a completely unopposed slate by acclamation? Doesn't allow for write-ins?
  - ii. 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 "five-year" limit.
- e. Meetings:
  - i. Should there be a way to deputize a committee member to represent a Board member at a meeting?
  - ii. Should we be required to meet monthly?
- f. Are we required by the bylaws to have a non-calendar fiscal year (currently Sept.1 to August 31)?
- g. April will lead the effort to change the Bylaws once her final term as President is over.

### 5. Introduction of New Board Members; thanks to Outgoing Board Members

- a. New members:
  - i. Charlie Baum, President (not present because of date change)
  - ii. Sinead Walshe, Newsletter
  - iii. Jerry Blum, At Large

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- iv. Penelope Weinberger, Dance (not present because of date change)
- b. Outgoing members:
  - i. Steve Kaufman, At Large
  - ii. Tim Livengood, At Large
  - iii. Heather Livingston, Newsletter
  - iv. Steven Roth, Dance
  - v. April Blum, President
- c. Transitioning members:
  - i. Ingrid Gorman, from PR to At Large
- d. April will remind Will Strang to switch over all FSGW email addresses.
  - i. Does anyone want to have overlap with incoming board, and if so, for how long? Heather requested to overlap with Sinead; Tim and Steven don't need to overlap.
  - ii. Absent a PR Chair, Ingrid has agreed to receive those emails. Tim asked about continuing to use Constant Contact for Grapevine and storytelling events, and there was a discussion of email systems and the ability to use Wild Apricot for this function.

Ken Mayer made the following motion, which was seconded by Gandy and passed without objection:

Whereas, April Glasse Blum has accomplished great things in her five years as president of the Folklore Society of Greater Washington, and

Whereas, her leadership has left FSGW a stronger and more modern organization, with a new logo, a new website, and solid financial footing that will allow us to access grant funding and the Combined Federal Campaign, and

Whereas we are only allowing her to step down from her position because we know she will still be applying her energy, spirit, intellect, and organizing skills on our behalf (Oh, and the bylaws),

Therefore be it resolved that the FSGW board of directors appreciates and thanks April Glasse Blum for her extraordinary service as president of FSGW!

## 6. Old Business

- a. ***Wild Apricot Migration.*** FINAL REPORT
  - i. Migration. The migration took place during the first week of May, and we appear to have jumped off the cliff without major catastrophe. There were minor issues, but nothing major.
    - (1) Newsletter Mailing. This process appears to be working, thanks to Will Strang and Lynn Baumeister. The mailing house was able to switch to the new system.
    - (2) Renewals. Mandy has done an outstanding job of familiarizing herself with the new system. Jen and Mandy will monitor renewals.
    - (3) Accounting. Leslie now has appropriate access, and the link to QuickBooks should make all reporting much easier and faster.
  - ii. Miscellaneous Outstanding Items. Charlie, Molly and April met with Lynn and Will to go over the last few items. Lynn is ready to turn all responsibility over to FSGW.
    - (1) April needs to track down the 84 "bounce back" emails. She will contact Lynn to help.
    - (2) April needs to tidy up the Constant Contact mailing list – a long project that will take some time.
  - iii. Thank you. April suggested that FSGW should consider giving lifetime memberships in appreciation. The Board owes Lynn its thanks for her devotion, enthusiasm, and problem-solving abilities, all done on a volunteer basis.
    - (1) Jen moved that "FSGW give Lynn Baumeister an individual lifetime membership, and an additional lifetime membership to a person of her choice, as partial recognition of Lynn's work on the Wild Apricot migration."
    - (2) Seconded by Tim Livengood. Motion passed without objection. There was an additional discussion of recognitions.
  - iv. Tim noted that it is hard to export information from Wild Apricot into other more common

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calendar programs. April will ask Lynn about this function.

- v. April noted that at some point in the not-too-distant future (12-18 months), Will Strang will want to opt out of being Webmaster; the Board should be prepared to hire a Webmaster with a monthly stipend. Ideally this should be an FSGW member, but the skill set is the most critical thing.
- vi. Roth moved that FSGW allocate an amount not to exceed \$400 for additional administrative expenses related to migration. Gandy seconded. Passed without objection.
- vii. Will and Lynn suggest that ongoing maintenance be handled by Beth Soderberg, who has been working with Will and Lynn since last August.
  - (1) The original Resolution allocated up to \$25,000 for website migration purposes. Beth has billed slightly under \$8,000 to date, so no additional board allocation is necessary at this time.

b. **Washington Folk Festival 2018** [See Reports below for more detailed report from Heather]

- i. Programming. Tremendous schedule of performers, much increased diversity that was commented on by others; Meet the artist venue was great; they were able to accommodate an additional performer at the last minute; good attendance despite the mud; Ingrid's publicity helped increase the attendance. There was more programming for kids, and it was very well received. Heather encouraged participation on the committee.
- ii. Operations. There will be a meeting later about this. Now we know how Glen Echo works when there is super-heavy rain! Great to see performers interact in the hospitality room. One sound issue in Palisades, not clear what caused the problem, but the performers were gracious. Lots of innovative things in the dance program too!

c. Mike moved to remove the following item from the agenda on the grounds that it is committee-level business and not board-level business. Seconded by Heather Livingston. The motion carried.

***Door Sheets for Concerts [removed from agenda]***

- iii. Mike Livingston, Leslie Barkley (FSGW bookkeeper) and Jen Furlong have agreed by email on a format for reporting financials for concerts/programs, to include information about new members.

c. **Affiliations**

- i. Roth reported that the Frederick Dance now is covered by CDSS insurance and we have no further obligation to them.
- ii. Larry Weiner, long-time leader of the Greenbelt International Folk Dance Committee (IFD), has asked about co-sponsorship. Charlie has already responded with encouragement.
  - (1) Probably needs formal vote by the Board.
  - (2) A dance activity, and therefore under the general supervision of the Dance Chair.

7. **New Business.**

a. **General Data Protection Regulation**

- i. FYI – There are new regulations in the European Union which could impact FSGW. The effective date was May 25, 2018.
- ii. Former FSGW President Anne Sergeant has asked if FSGW plans to comply. This probably does not affect Dance events, but might affect Programs/concerts.
- iii. Will Strang (Webmaster) indicates that there are resources on GDPR available on Wild Apricot.
- iv. Gandy doesn't think that this will impact FSGW, but she is getting information from the Mintz, Levin firm for her nonprofit organization, which she will share with FSGW.

b. **Agreement between GEPPAC and NPS.**

- i. At the recent GEPPAC Gala, Katey Boerner (Executive Director of Glen Echo Park) and April discussed the pending re-negotiation and signing of an Agreement between GEPPAC and the National Park Service. The negotiations appear to be stalled, and the parties are currently operating on a 30-day extension. We don't know for sure what impact this will have on FSGW.
- ii. Katey felt it was likely that NPS would significantly reduce both the type and amount of help it (NPS) offers to GEPPAC, and significantly reduce monetary support to GEPPAC. And probably

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- result in more paperwork rather than less.
- iii. This may also result in increased fees for use of the Spanish Ballroom and/or Bumper Car Pavilion for FSGW's weekly contra dances, and also increased fees for Washington Folk Festival, a factor to keep in mind as next year's budget is created.
- c. ***Maryland State Arts Council annual Maryland Traditional Heritage Awards***
- i. Now in its 11<sup>th</sup> year; nominations in three categories – people, places, and traditions.
  - ii. Deadline is July 30, 2018. There was a discussion of possible FSGW nominee, and agreed that there was no reason we couldn't nominate multiple events:
    - (1) Washington Folk Festival
    - (2) Mini-Fest
    - (3) Getaway
    - (4) Chesapeake Dance Weekend
    - (5) Weekly Sunday contra dance
- d. ***Current Financials – Questions for Bookkeeper***
- i. Why is Chesapeake Dance Weekend included in Weekends rather than Dance? Answer: Strictly historical; Leslie was at the meeting and said that she can present the information in any way we wish her to.
- e. ***Abbot Stage Sponsorship***
- i. Ingrid Gorman has received a request from the Takoma Park Folk Festival for the following:
    - (1) Sponsorship of the Abbott Stage, check for \$500.00; and
    - (2) Printing of their schedule and inserting it as a tip-in for the September FSGW Newsletter.
  - ii. Ingrid moved "that FSGW allocate the sum of Five Hundred Dollars to the Takoma Park Folk Festival, scheduled to take place September 16, 2018, by which payment FSGW will be acknowledged by TPF as the sponsor of the Abbott Stage; I further move that the following be paid for by FSGW as an "in-kind" donation: The cost for printing enough copies of a one-page TPF schedule or flyer for insertion into the September FSGW Newsletter and the cost of inserting that one-page schedule or flyer into the September FSGW Newsletter." Roth seconded. Motion passed without objection.
- f. ***Theft of FSGW Sound Equipment and Estimated Replacement Costs***
- i. Description of incident. System was kept in a van that had been parked on the street.
  - ii. No insurance coverage
    - (1) Not covered by FSGW/CDSS insurance (which is event-oriented)
    - (2) Not covered by homeowners' insurance, because car was parked on the street
    - (3) Not covered by car owners' insurance.
    - (4) Jerry is looking into getting coverage for the new purchase
  - iii. Per emails from Dan Kahn and Joel Bluestein:
    - (1) Joel and Dan have contingent plans to cover events up to the Peirce Mill dance on July 28.
    - (2) The stolen equipment was typically used for:
      - (a) About a dozen square dance events (mostly downtown).
      - (b) The FSGW Getaway (October)
      - (c) Some WFF stages (end of May/beg of June)
      - (d) New Year's Eve contra (end of December)
      - (e) One large Silver Spring contra per year (the others use the small FSGW equipment, which lives in April's basement).
    - (3) Dan notes the following regarding replacement equipment:
      - (a) The models of the 4 main 15-inch speakers and the 4 10-inch monitors are no longer available. Dan strongly suggests that the sound techs listen to the prototypes prior to making a purchase decision.
      - (b) New model speakers tend to be physically smaller and lighter, which is a

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- plus.
- (c) That model of microphone is also not available. The new microphones should be all of one type if possible.
- (d) Dan is looking for color coded mic cable in 25 yard spools.
- (e) The mixer that was stolen (the most complex item) is still available, which is a plus as it will not be necessary for techs to learn a new system.
- (4) Discussion of new sound equipment protocols.
  - (a) Folding cart for easier movement of equipment?
- (5) The Maryland Tax Exempt Certificate has been renewed. The delay in processing was caused by submittal of the form without a Washington DC address, and therefore was returned.
  - a. Noted: FSGW MUST keep a DC mailing address to retain its DC corporate status.
- 6. The following Resolution had been made electronically by Steven Roth and seconded by Heather Livingston: I move that FSGW allocate an amount not to exceed Twelve Thousand Dollars (\$12,000.00) for the purchase of replacement sound equipment, to include, without limitation, 4 or more speakers and stands; 4 or more floor monitors; a mixer; cables; 12 or more microphones; carrying cases for the same; one or more folding portable carts for the same; and such other equipment as may appear appropriate. I further move that Dan Kahn be authorized to act on FSGW's behalf to purchase such equipment, with the consent and approval of Treasurer Jerry Stein." The resolution was adopted via email, and ratified by the board at this meeting without objection.

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

- a. The next Board meeting will be the first meeting of the new Board.
- b. The Secretary will put these meetings on the FSGW calendar and on the GEPPAC calendar.
- c. The July meeting will be Tuesday, July 10, 2018. NB: Independence Day is Wednesday this year.
- d. Note that the Budget Meeting should be scheduled at the NEXT meeting.
- e. Ken Mayer moved to adjourn the Board meeting; seconded by Jerry Stein. Motion carried without objection.

## **REPORTS SUBMITTED**

### **Storytelling – Submitted by Tim Livengood**

Hope and a Home: FSGW presented Groovy Nate (Elnathan Starnes) for a music program in our Hope and a Home outreach program, singing together, learning rhythm, and playing improvised percussion instruments. There were 19 children, ages roughly 3-16, plus 4 adults. Nate was paid \$200 by FSGW check immediately after the half-hour performance.

Report on the Grapevine: The featured tellers for the May 9 Grapevine were Robert Kikuchi-Yngojo and Lynette Ford. The tellers were each paid \$150 by check from FSGW at the conclusion of the performance. The rest of the report will have to be delivered later, as the door sheet is still on the cognizant Board member's desk while he is on travel.

### **Programs – Submitted by Mike Livingston**

In May 2018, FSGW produced or cosponsored four concerts: Tret Fure, Michael & Paty Sevenser, Two Sisters, and Dulcemelos. Total attendance was 123 and net cost was \$473 (an average subsidy of \$4/seat)

. For the preceding fiscal year, average monthly attendance was 106 and average monthly net costs were \$1,277 (an average subsidy of \$12/seat). For calendar year 2017, average monthly attendance was 158 and average monthly net costs were \$3,186 (an average subsidy of \$20/seat).

One additional note to address some apparent misconceptions that came to light at the May board meeting: Since and including July 2016, the number of months in which the subsidy rate for concerts has been >\$15 has been 12 out of 23 (52%). In the same period, there have been six months in which the subsidy rate has been in the target range of \$10-\$15, and five months in which it has been <\$10.

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**Treasurer – Submitted by Jerry Stein**

FSGW Actual as of May, 2018 (does not include most expenses of Washington Folk Festival)

	Dance	Concerts/Story	Weekends	Admin	FSGW total
Income	\$ 70,784.00	\$ 16,693.00	\$ 62,872.00	\$ 36,063.00	\$ 186,412.00
Expenses	\$ 70,648.00	\$ 61,288.00	\$ 40,303.00	\$ 56,111.00	\$ 228,350.00
Net	\$ 136.00	\$ (44,595.00)	\$ 22,569.00	\$ (20,048.00)	\$ (41,938.00)
<b>Budgeted</b>	<b>\$ 7,889.00</b>	<b>\$ (22,404.00)</b>	<b>\$ (24,634.00)</b>	<b>\$ (13,943.00)</b>	<b>\$ (53,092.00)</b>

Balances: Checking accounts \$35,347; Marketable securities \$288,980.

**Washington Folk Festival – Submitted by Heather Livingston**

This year's program was especially strong. Diversity of genres and cultures represented continues to increase. Programming included Native American and urban dance groups and interesting showcases on the power of women's voices, music and healing, and the immigrant experience, including a very recent immigrant from Ethiopia, a wonderful singer (who is considering joining the WFF program committee!). The Meet the Artist program was particularly nice, with young artists such as Jake Blount and long-time festival elders such as Reed Martin represented. Thanks to Tom Sweeting for envisioning and running this program, which started several years ago.

The lion dancers (East Rising Lion Dance Troupe) Saturday morning were fabulous and adorable, as was the Maryland Youth Pipe Band Sunday morning, who because of the rain paraded around inside the Spanish Ballroom. There was interesting, interactive dance programming in the ballroom throughout the weekend, ranging from familiar favorites such as contra and English country dance to Armenian and klezmer dance, plus a workshop on play-party games for all ages, especially delightful for children (led by FSGW vice president Molly Hickman and her mother, Busy Graham). Speaking of Molly, she did a fantastic job all weekend, was everywhere helping with everything. Performers all seemed to have a great time and were gracious and performed their all despite the weather (which was actually not bad Saturday, though the reports had been for storms all day; Sunday was cold and very rainy). Thanks to fantastic publicity work by our publicity chair, Ingrid Gorman, we had a good audience Saturday and a decent audience Sunday, including many families, even with the bad weather.

Operationally, a few notes:

Although overall, sound was excellent, there were some noticeable issues, most particularly one instance on Sunday at Palisades stage when a relatively simple transition between groups took 30 minutes, cutting 15 minutes into one group's performance time. I wondered if any of this issue was related to the equipment issues resulting from the theft of equipment usually used at the festival prior to the festival. Note that the sound engineer at Palisades on Sunday was not the same person as on Saturday. Performer hospitality went very well - folks appreciated the soup! - and there was wonderful performer camaraderie in the hospitality room.

We now know how Glen Echo Park works (and doesn't work) in all-day soaking rain, which will help in future planning. Crystal Pool and Palisades audience areas especially will need better rain plans. There was also an issue of water coming off of the Yurt tent and backstage slipperiness. If you know anyone interested in joining the WFF program committee, please put them in touch with me at heatherpankl@gmail.com. We meet once in December and then biweekly (weekly during the crunch time) from January through the end of April / early May). To see what your friends and others are saying about WFF, go to Facebook and type in "Washington Folk Festival" in the search box. If you have any photos from the festival you'd like to share, send them to me or Ingrid and we can post them to the Washington Folk Festival Facebook page.

**Newsletter – Submitted by Ingrid Gorman**

In May, there was an adjustment made to the number of newsletters that are mailed out per month, following from the changes in membership structure. Separately, there was also an increase in the number of non-mailed newsletters that were printed in order to have plenty to distribute at WFF. The total number to print was 1650, with instructions for 489 of these to go to Heyman for mailing and the remainder, 1161, to be

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delivered to Jennifer's house. This excess was brought to WFF and distributed, and the remaining newsletters following WFF were sent home with Mary Cliff (1 box) for distribution in Virginia, some left at Glen Echo, and the remainder brought back to Maryland for distribution in the usual places.

As outgoing editor, I've appreciated my time learning more about the board and the newsletter, and the resulting connections made. I will be available as needed to answer questions that might arise as the incoming editor acclimates herself to the process.