

Folklore Society of Greater Washington
Minutes of board meeting on May 5, 2020

Charlie Pilzer called the meeting to order at 8:02 PM. Quorum (greater than 8) was achieved.

Present remotely:

Charlie Baum (Past-President),
Jerry Blum (At-Large),
Renee Brachfeld (At-Large),
Kim Gandy (At-Large),
Ingrid Gorman (VP),
Jim McRea (Publications),
Charlie Pilzer (President)
Ben Sela (Dance, started later)
Will Strang (Treasurer),
Neil Zimmerman (Secretary);



came later remotely:

None

Absent:

Nancy Lisi (Publicity)
Jerry Stein (past-Treasurer),

Minutes of previous regular Meeting: Will moved adoption, Jerry B seconded, passed without objection.

President's Report: Charlie P: He is optimistic that the FSGW will thrive in future years.

Treasurer's Report: Will Strang: Wells Fargo down by \$ 4,000 in last month due to expenditures. Investments have come back up some; down by 7 % from this year's high. Since June of 2017, we have withdrawn almost \$ 200, 000 from our investments, and \$ 11, 000 in this fiscal year (since 9/1/19); we have at this time \$ 233, 000 total in investment accounts. Charlie P: We are running a slight profit in this fiscal year.

Grapevine Report: Renee B: Almost 100 people attended at the April 15 online performance; the group took in over \$ 1, 100 in donations. Zoom is working well as the platform; considering staying online after returning to Busboys and Poets.

OLD BUSINESS:

Fiscal Control Policy: Neil: Would this policy have prevented the problem(s) that occurred several years ago? Yes, in part because the topic of financial controls has already borne fruit.

MOTION: The Board adopts the Fiscal Control Policy version 5/3.2 (see Appendix I); Neil moved, Jim seconded. Passed by affirmation.

Elections: Charlie P: No report from Committee. Jim: Have not received electronic nor paper ballot.

Payment to Cancelled Performers: Charlie B: Has gotten back a number of responses. Ben S: contra dance 12/25 performers have responded; almost all have declined (\$ 1, 280 has been declined, \$ 300 has been accepted). Will: English dance more than half have declined. Let's put all the heartwarming responses into the Minutes, and an edited version into the Newsletter.

Extension of Cancellation Policy: Charlie P: Our present policy cancelled events through May 10, or authorities changed state/District policy. Neil: Would the FSGW be willing to publicize events not sponsored nor co-sponsored events? What if there is a split in the local jurisdictions? Charlie P: What if the VA Governor announces, "50 People Gatherings OK as of June 4?". There is a diversity of opinions on the Board.

Neil: We need some objective criteria for re-opening. Several others: Some arguments that we should not try to get objective criteria at this time.

NEW BUSINESS:

Getaway 2020 and 2021: Charlie B: Getaway October 2020 has been cancelled; the venue has offered to move the deposit to 2021. Charlie has a contract, and will send it for legal approval. After that, we would expect Charlie B to submit for Board for financial commitment. Is this prudent for 17 months from now?

MOTION: The Board approves a total commitment of up to \$ 21, 000, including rolling over the already spent \$ 3, 700 deposit for the 2021 Getaway; Neil moved, Ingrid seconded; passed without objection.

Possible Assistance with Unemployment Insurance: Bill Rucker: Arnold and Porter are offering pro bono assistance with people appealing UI decisions. Q: Are there FSGW performers who need such assistance? If so, Bill can facilitate that connection. A: The Board will pursue this connection with Bill. Perhaps this list could go to the cancelled performers?

Storage at Ingrid's House: Ingrid: [short-term] She has banners, mugs, ..., and has to get it out of her house; where will it go? [long-term] Should we have a longer-term location? April: Glen Echo Park is not willing to store anything.

Bylaws: Charlie P: We need to amend Bylaws. Charlie would like to appoint a small committee [less than four people to consider Amendment(s)]; he would like to appoint April as the head. April concurs. She anticipates coming back with suggested Amendment(s) in the last quarter of 2020.

Strategic Direction: Charlie P: What do we publicize, how do we run events online? Jim: Doing things a month in advance is unworkable; 3 – 10 days is typical nowadays. Clarification from Jane Gorbaty: She is encouraging FSGW to hold some “community-building” events. Action item: Charlie P will poll for a Work Session to brainstorm ideas for online “community-building”.

Move to Adjourn: Neil moved, Jerry B seconded, passed by affirmation at 10:xx PM.

Appendices:

Appendix I: Fiscal Control Policy of Folklore Society of Greater Washington (v5-3.2)

Article X, Paragraph E of the Bylaws of FSGW states: 'No contract or obligation of The Society's funds in excess of the budget for any activity shall be made or undertaken except with the express approval of The Board or membership, as herein provided.' The Board adopts the following policy on Financial Controls so as to implement this provision of the Bylaws.

This Policy will take effect immediately upon approval by the Board.

It is the responsibility of the Board to review and control commitments and expenditures against the current and future fiscal year budgets. Additionally, the Board shall see that commitments, transactions, and event reports are timely reported to the bookkeeper and the treasurer according to the Financial Reporting Policy of 1/14/2020.

The Financial Reporting Policy passed on 1/14/2020 applies to all provisions of this policy regarding timely reporting of transactions.

The Board may approve revisions to the current fiscal year budget and individual exceptions to this policy during the course of the fiscal year.

Definitions used for this policy.

Event - a planned public or private occasion. A concert is an event as is a dance. An event is allocated a budget as part of a program.

Annual Event - an event that occurs once per year. The Getaway, Contrastock and the Washington Folk Festival are examples of annual events. An annual event is allocated a budget.

Program - a group of events or costs that are allocated a budget - As examples, the monthly concert events are a program; the weekly English Country Dance is a program; administrative costs, such as the newsletter and publicity, are programs. Programs can be aggregated for reporting purposes, as in all Dance Programs.

Commitment - an action that commits FSGW to a future possible expenditure, such as a formal contract, a verbal or email agreement for a performance, or an agreement to provide some specified future support. If an action commits FSGW to a possible future expenditure, even if the amount is not yet known, it is a commitment.

Pertinent email addresses:

treasurer@fsgw.org - the treasurer

president@fsgw.org - the president
bookkeeper@fsgw.org - the bookkeeper
report@fsgw.org - financial transactions and commitments should be sent to this address.

It forwards to the bookkeeper and the treasurer
contract@fsgw.org - contracts should sent to this address before signing.
It forwards to the bookkeeper, treasurer, president and legal reviewer.

A. Accounting and Reporting

1. FSGW will operate on accrual accounting by Fiscal Year 2021; therefore, timely reporting of future commitment of funds is essential and mandatory.
2. When funds are committed, regardless of the applicable fiscal year, it must be reported to the bookkeeper and Treasurer and to other responsible parties as designated.
3. The Treasurer will provide monthly financial reports to the Board that include future commitments. Reports will include each program's budget variance (actuals to budget and actuals-plus-future commitments to budget), a Balance Sheet with comparison to the prior fiscal year and dollar variance and Income/Expense Statement with comparison to the prior fiscal year and dollar variance and additional reports as determined by the Finance Committee.

B. Authorization for Commitments and expenditure of FSGW funds

1. No one may make contractual or other commitments for bank loans, corporate credit cards, or leases or purchases of real estate without approval from the Board.
2. Only individuals authorized by the Board may commit or expend funds. Signatories to a checking account must be authorized by a resolution from the Board.
3. The Board must approve each transfer or expenditure from a named fund or investment account. This includes a transfer from an investment account to a cash account.
4. For the purposes of this section, the aggregate expenditures or commitments for an event are subject to the following restrictions:
 - a. A commitment or expenditure of \$1000 or more requires approval by the Treasurer or the President, who must verify that the current fiscal year budget is not exceeded. A record of these approvals shall be kept by the Treasurer.
 - b. Recurring monthly expenditure of \$1000 or more may be approved on a fiscal year basis by the Board. The sum of the expenditures may not exceed the

current fiscal year budget. A record of these approvals shall be kept by the Treasurer.

- c. A commitment or expenditure of \$3000 or more has the same requirements as 4a plus approval by the Board, written contracts, and legal review of the contracts. The contracts shall be signed by the Treasurer or the President.
- d. Any commitment or expenditure of \$5000 or more has the same requirements as 4c plus the contracts shall be signed by an additional member of the Board.

C. Limitations on Commitments and Expenditures

- 1. No program or annual event may commit or expend funds for the current fiscal year that exceed its approved budget.
- 2. Funds to be committed for an annual event in a future fiscal year may not exceed its current fiscal year budget plus 5%.
- 3. Funds to be committed for a program's events in a future fiscal year may not exceed 50% of that program's current fiscal year budget.

Appendix II: Replies from Cancelled Performers Offered Refunds

[Note from Secretary: In the following letters from cancelled performers, “Charlie” is generally Charlie Baum]

Castlebay

Hi Charlie,

We're doing OK for now. Probably there are others who need the money more than us. Later, if it looks like we're going to starve, we'll let you know.

Our annual spring routine for the last fifteen years has been a tour down the east coast and back. The disappointment in not being able to perform is fully as disheartening as the loss of income.

We're hoping (as is everybody) that in a few weeks or months there will be a new normal of some kind which can accommodate gatherings.

Cheers!

Fred & Julia
Hear the music!

Mike Agranoff

Many thanks, Charlie. But not necessary. Mike Agranoff the artiste is fortunate to have a wealthy patron in the person of Mike Agranoff the retired engineer. I'll just take a re-booking when you're ready to get back into business.

Mike Agranoff

Andrew Van Norstrand

Hi there. Thanks so much for contacting us. These are some strange times! The pay offer is much appreciated. I'd be really happy with a check for [60% of what was offered]

Thanks again, this is a big help. I do hope we can reschedule sometime. Take care,

Andrew

Audrey Knuth

Hi Charlie,

As someone who is now struggling to figure out what it means to be a full-time musician right now, anything is appreciated at this point and touched that the FSGW is able to help out. A check would be lovely.

Thanks again.

Audrey

Andrew Finn Magill & Alan Murray

Hey Charles,

Thanks for this email. It's certainly a challenging time for all of us. Alan and I like so many performers have lost all of our gigs for the foreseeable future which is in fact our livelihood. I'm sure the other performers who were on your roster are no different and we as a music community are all wrestling with how to deal with this and move forward. Organizations like yours have always done great work to foster community however and we appreciate you!

I spoke with Alan about this and we have decided to ask for 50% of the fee if that's alright with you. If you are in a position to send each of us a check of \$____, we'd be most grateful and it would help out a lot. Yes, when all this has passed I would most certainly like to revisit the idea of performing once again for the FSGW. I hope everyone there is safe and good spirits considering everything~

Thanks and keep well!

Gathering Sparks

Hi Charlie,

Thanks so much for your email, and for the very generous offer. Jane and I have talked about it, and we don't feel right at this time taking a fee. We are hoping at some point that we'd be able to re-schedule our concert and of course we look forward to getting paid at that time!

In the meantime, there may be others who need that kind of help more than we do right now.

I hope you are staying safe and healthy. We are certainly living through challenging times, but we look forward to a time when we can gather together to enjoy music in person.

All the best,

Eve Goldberg

For Gathering Sparks

Sara Grey and Kieron Means (e-mail followed up on a initial phone call response)

Dear Charlie,

It was lovely to have a long chat this afternoon and Kieron and I can't thank you enough for this reimbursement!

It couldn't have come at a better time...especially with Dave [Sara's husband] temporarily, (I hope,) out of work.

Thanks again,Charlie and it's such a relief to know that as long as things are back to some sort of "normal" by next year in April, the 18th of April to be exact.

When you are able to verify one way or the other when the time is right,that will be fine...thanks so much.

Love to you,

Sara

Kim Capps

Wow Charlie that is quite unexpected and incredibly kind! I am assuming that the \$___ would go to pay all the musicians with which I am playing, is that correct? Two of us do not look to music for a main financial support, and need nothing. However, Eleanor Ellis who was playing with me does support herself with music. I would like to propose that, if possible, you could pay her, not me. How would we need to handle that? My guess is that if you all could pay Eleanor \$___—that would be wonderful, and you could send her the tax form. Or give her an option of accepting the \$___ or not. Let me know how you want to proceed from here—in these very hard times it is so lovely to know that you are doing this—I have been very concerned about the musicians I know for whom performance is a huge part of their livelihood. And I will make sure to do everything I can to be supportive of FSGW

Thanks so much!

Kim

Tal Naccarato

Dear Charlie,

Firstly, may I congratulate you on your stepping back into the Program Chair's shoes at such a challenging time; I wish you great success, and I hope we meet again soon. And might I add that your professionalism, thoughtfulness and kindness at the FSGW at this time seems unparalleled and nonpareil.

I am floored by the generosity and insight exhibited in your kind offer, which I graciously accept. It is certainly welcome, unexpected and greatly appreciated news, arriving at precisely the right time. Many thanks. I am looking forward to doing a show for the FSGW at the next available opportunity, after the 'lockdowns' are lifted, and we beat this monster back, which I am more than confident that we will.

We have consistently beaten the odds for a remarkable 243 years in this nation: repeatedly, over and over, and time and time again, as I am confident that we will do so once again, once more, now.

Be safe; hope to talk soon.

"Andra Tutto, Bene".

Tal

Appendix III: Grapevine Written Report from Tim Livengood

Report for the April 15 Grapevine:

FSGW sponsored the first online performance of the Grapevine Storytelling Series on Wednesday, April 15, 2020, using FSGW's Zoom meeting membership. The event featured storytellers Cooper Braun-Enos and Susan Gordon. Susan opened with a short telling of about 15 minutes, followed by Cooper for about a half hour. Audience numbers are difficult to track in these circumstances, but we had 91 unique ID's signed into the Zoom room (86 of them neither the storytellers nor organizers), with several representing multiple audience members.

Financial report:

Donations through Paypal to support the April 15 event totaled \$1115.17, averaging \$12.97 per audience ID. Donations will be distributed as \$625 to Cooper Braun-Enos, \$350 to Susan Gordon, and \$140.17 will be held by FSGW. The difference in teller payment amounts was understood by the tellers in advance as resulting from the difference in featured time.

Appendix IV: Treasurer’s Written Report from Will Strang

Date or Month end Wells Fargo Vanguard Fidelity Total Invest drop
 % Inv drop

05/05/2020 30,650.56 106,193.26 95,963.14 232,806.96 15,858.83
 7.3%

04/06/2020 34,481.27 100,919.09 90,955.89 226,356.25 26,140.25
 12.0%

03/25/2020 33,581.81 87,688.84 96,000.54 217,271.19 34,325.85
 15.7%

03/03/2020 36,344.38 108,885.54 99,980.64 245,210.56 9,149.05
 4.4%

end of Feb 107,614.57 99,102.66 11,229.00
 5.2%

pre-drop hi 112,766.67 105,248.56 (total 218,015.23)
 0%

1/21/2020 28,619.19 114,403.43 103,821.83 246,844.45

12/2019 23,224.46 112,184.47 102,230.49 237,639.42

11/2019 17,861.62 110,191.15 100,202.95 228,255.72

10/2019 19,176.85 107,789.58 98,445.01 225,411.44

09/2019 39,960.56 106,288.85 97,080.95 243,330.36

06/2019 15,900.81 110,576.98 111,243.31 237,721.10

Vanguard total withdrawn: \$179,000 Fidelity total withdrawn:
 \$20,000

Vanguard withdrawals: 9/17/2019 \$6,000 5/28/2019 \$5,000
 5/15/2019 \$10,000 4/25/2019 \$5,000 4/16/2019 \$3,000

10/23/2018	\$4,000	10/9/2018	\$20,000	9/20/2018	\$8,000
9/4/2018	\$5,000	7/25/2018	\$10,000	7/11/2018	\$10,000
5/24/2018	\$20,000	3/12/2018	\$5,000	12/26/2017	\$8,000
12/8/2017	\$5,000	11/14/2017	\$5,000	10/6/2017	\$10,000
9/18/2017	\$10,000	7/28/2017	\$10,000	6/6-7/2017	\$20,000
Fidelity withdrawals:		9/17/2019	\$5,000.00	8/5/2019	\$10,000.00
5/28/2019		\$5,000.00			