

Board Meeting Minutes (Approved 10/3/23 by the FSGW Board of Directors)

BOARD MEETING – September 5, 2023

Charlie Pilzer called the meeting to order at 8:00 PM as an online Zoom meeting. Quorum (at least 8) was established.

Attendees Present:

Charlie Pilzer, *President*Jamie Platt, *Vice President*Caroline Barnes, *Dance*Will Strang, *Past Treasurer*Jim McRea, *Publications*Alyssa Hemler, *Secretary*Chris Lindsay, *Programs*Lucia Schaefer, *At-Large*David Shewmaker, *Membership* (until 10:02pm)
Lynn Bayer, *At-Large*Jackie Hoglund, *Treasurer*Lynn Baumeister, *At-Large*

Guests:

Dana Best Mo Brachfeld (office staff) Fred Stollnitz Tim Livengood Jane Gorbaty (joined 8:19pm)

Approval of Minutes:

- MOTION: To approve Minutes from the August 1, 2023 Board Meeting
 - O Vote: Jamie Platt moved, Caroline Barnes seconded
 - o Jackie Hoglund abstained
 - Resolved: The minutes of the August 1, 2023 meeting are approved and entered into the Society records

REPORTS:

President's Report and State of FSGW:

- FY2024 began on September 1st.
- FSGW has transitioned to Quick Books Online. It is now very easy to review income and expenses. Charlie outlined the preliminary income and expense totals for FY2023.

Treasurer's Report:

• FSGW's reserves are up this month. Jackie's time has been spent primarily on putting together the budget for FY2024.

Office Report:

- Mo has taken over sending the weekly ECD email blasts in addition to their normal duties of managing the website, social media and general eblast. They are also working on cleaning up contact records in the Wild Apricot database.
- Charlie Pilzer is pursuing a lead on hiring a second administrator.

OLD BUSINESS:

COVID Review:

- Anecdotally, there seem to me more cases around but there is no way to track cases anymore.
- There have still been very few cases related to FSGW events. While there have been some reports of positive tests after Friday night dances, there have not been multiple reports within 1-2 days of any one event.

Concerts:

- Chris has agreed to pay Focus Music \$100 to support their show next week at the Lyceum. In turn Focus will offer FSGW members a discount.
- There are two cosponsored shows in September. Vidar Skrede, is playing a house concert and Jocelyn Pettit and Ellen Gira will be playing at the Lyceum in Alexandria.
- Two co-sponsored shows are in the works for October. October 29th Cillian Vallely and friends will be playing at the Lyceum. This is co-sponsored with Traditional Music in Alexandria City. On October 17th Genticorum is playing at Phyllis Derrick's house in Silver Spring.
- Julie Henigan is likely playing a house show in late October, and will be publicized in the FSGW newsletter but is not technically cosponsored.
- A virtual show is in the works for November with Native American performers.
- A holiday show on December 18th is in the works with Karen Ashbrook, Paul Oorts, and Andrea Hoag, and will likely be in Silver Spring. This will be cosponsored and FSGW will pay for sound support. Chris is working to get a discounted rate for FSGW members.

Dances:

- The Labor Day Social Dance Showcase was well-attended despite the heat. A lot of people who
 aren't experienced dancers attended. FSGW had fliers on hand and it was a good publicity
 opportunity.
- The family dance has been renamed to the barn dance. The hope is to attract a wider range of ages. All communications and publicity are being updated with the new name.
- The Silver Spring dance is in a different location this month Seekers Church. The talent for that series is booked through the end of the year.
- Contrastock is coming up on October 15th. The biggest priority right now is publicity.
- Cat Tucker is the chair of the New Year's Eve dance which is fully booked except for a sound tech. Charlie Pilzer will reach out to Cat. Publicity will be ramping up soon with the goal of getting more attendees than last year.

Getaway:

• 123 people are registered including 85 fully paid attendees. Dean anticipates they will break even or make money.

- The committee is working on finalizing all of the logistics with the venue.
- Next year's venue is unknown so it is difficult to create a budget.
- The current organizing committee chairs, Dean and Carly, would like to hand over leadership responsibilities to someone else for next year. Ideally a replacement is identified before this year's event.

WFF

- FSGW and GEPPAC completed the post-festival reconciliation. GEPPAC will reimburse FSGW about \$7000.
- There is no update about a 2024 festival.

Play Day Square Dance:

• The talent is booked for this event and it will be advertised in the eblast and upcoming newsletter.

NEW BUSINESS:

Membership:

- As Membership Chair, David Shewmaker would like the organization to think critically about the pros and cons of the current FSGW member structure, recognizing that a change to the membership structure would require the bylaws to be updated.
- David will spearhead an end-of-year fundraising campaign including setting up a timeline and drafting a letter.
- David would like to reach out to our constituent groups to understand what they see as the value of FSGW.

Takoma Park Old Time Jam:

• The Takoma Park Old Time Jam is looking for a new venue. Some options include the School of Musical Traditions and Rocklands Winery.

Rocklands Farm Winery:

- Rocklands Farm Winery wants to have an evening dance (5-8pm) as part of their upcoming Fall Festival on October 29th. Jonathan Vocke has asked FSGW to help with advertising the event and to provide matching funds of \$375 to pay musicians. This is a good publicity opportunity.
 - o **MOTION:** David Shewmaker moved, Jim McRea seconded, to appropriate \$375 to cosponsor a dance at the Rocklands Farm Winery Fall Festival. Motion approved with one abstention (Will Strang).

Budget Discussion:

- The finance committee held a meeting to discuss FSGW's financial situation.
- Treasurer Jackie Hoglund presented a draft FY2024 budget and walked the board through each element and asked for input and edits. There will likely be additional minor edits presented at the October board meeting.
- This is a big transition year with many large one-time expenses. Jackie does not see any way around approving an unbalanced budget right now.
- FSGW has healthy reserves so the organization will survive if this unbalanced budget is realized, but it is not a sustainable model.
- The board brainstormed ideas for increasing fundraising and making up the budget deficit.
 - **MOTION:** Will Strang moved, Jim McRea seconded, to adopt the FY2024 version 2 budget. Approved unanimously.

Meeting Adjourned at 10:33 pm.

• Jackie Hoglund moved, Will Strang seconded.

Next meeting will be Tuesday, October 3rd at 8pm on Zoom.

Appendix I: Treasurer's Report: FY2023 P&L

Folklore Society of Greater Washington

Profit and Loss

September 2022 - August 2023

	TOTAL
Income	
1 Program Income	
Attendee Revenue	137,754.31
Crafts, Food, Items	
Item Sales	602.00
Food Sales	95.00
T-Shirt/CD Sales	814.00
Total Item Sales	1,511.00
Total Crafts, Food, Items	1,511.00
Total Attendee Revenue	139,265.31
Dances	237.48
Donations	48,243.42
Friends of the Festival	17,035.00
Total Donations	65,278.42
Equipment Rents	350.00
Grants	11,950.00
Total 1 Program Income	217,081.21
2 Admin Income	
Investment Income	
Dividend Income	10,492.62
Total Investment Income	10,492.62
Membership Dues	15,765.00
Membership Dues - Paper Mailing	1,460.00
Total Membership Dues	17,225.00
Sponsorships/Adverts	280.00
Total 2 Admin Income	27,997.62
Total Income	\$245,078.83
GROSS PROFIT	\$245,078.83
Expenses	. ,
1 Program Expense	
Artist Pay	86,315.93
Equip Rent/Maint	360.00
Equipment Rental	5,937.50
Total Equip Rent/Maint	6,297.50
Equipment Purchase/Maintenance	573.08
Miscellaneous	2,783.78
Operations	769.06
Total Miscellaneous	3,552.84
Sound Technician	12,316.83

Folklore Society of Greater Washington

Profit and Loss

September 2022 - August 2023

	TOTAL
Supplies/Food/Hosp	3,284.50
Food Services	120.00
Hospitality Reimbursements	102.51
Inventory Costs	439.00
Total Supplies/Food/Hosp	3,946.01
Travel/Transport	16,356.33
Travel - Mileage/Reimbursement	160.00
Total Travel/Transport	16,516.33
Venue Rental	53,288.00
Facility Fee	877.50
Total Venue Rental	54,165.50
Total 1 Program Expense	183,684.02
2 Admin Expense	
Bank & Service Charge	4,243.00
Charitable Donations	2,400.00
Equipment Rent/Maint	2,962.48
Free Concerts	650.00
Free Dances	1,920.00
Mailings/Postage	7,133.45
Admin Postage	19.80
Total Mailings/Postage	7,153.25
Other Costs	
Election Ballots, Etc	120.00
Supplies	400.79
Total Other Costs	520.79
Outreach	375.00
Professional Fees	
Administrative Services	13,976.17
Bookkeeping/Audit	4,950.00
Data Entry/Membership	2,000.00
Graphic Design Svcs	5,488.00
Total Professional Fees	26,414.17
Publicity/Printing	6,667.34
Event Publicity	5,763.05
Total Publicity/Printing	12,430.39
Total 2 Admin Expense	59,069.08
otal Expenses	\$242,753.10
NET OPERATING INCOME	\$2,325.73
NET INCOME	\$2,325.73

Appendix II: FY2024 V2 Budget and Notes

2024 Budget V2 - Approved 9/5/2023	1. New Years Eve Contra	2. Weekly Contra	4. ContraStock	5. Hashdance Weekend	6. Spring Ball English	7. Weekly English	8. Barn Dance	Spring Contra	11. Concerts	12. Grapevine			16. Mid- Winter	17. Washington	18. FSGW Admin	19. Membershi			Total FSGW
Program Income \ Budget source	2023 Actuals(Talk	2023 Actuals	2023 Actuals	2023 Actuals	2023 Actuals	2023	2023-06 BoD	Monthly 2023 Actuals	2023 Actuals	2023-08 BoD	ut Song Fred Stolnitz	Weekend FY2023	Festival TBD	Folk TBD	Actuals + Finance	p 2023 Actuals + Finance	s 2023 Actuals	Marketing 2023 Actuals + Finance	. 3017
•						Actuals	Meeting			Meeting		YID		160	committee + 2023- 08 BoD Meeting	committee	2023 Actuals	committee	450.04
Attendee Revenue	3100	78,340	7,130					7,200	2,100		0	30,000)						159,940
Crafts, Food, T-Shirt/CD		500	590	780		40			500	0.000					00.000				1,410
Donations		500			40		1,000		500	6,000					23,000			0	32,600
Grants					2,700			1,750)										4,450
Sponsorship																			(
Advertisement from others																	65		65
Total Program Income	3,100	78,840	7,720	13,780	5,970	17,440	1,000	8,950	2,600	6,000	0	30,000) (0	23,000	0	65	0	198,465
Admin Income																			
Invest Income															1,880				1,880
Membership Dues																16,000	1,430		17,430
Equipment Rental																			(
Total Admin Income	0	0	0	(0	0	0	C	0	0	0	C) (0	1,880	16,000	1,430	0	19,310
Total Income	3,100	78,840	7,720	13,780	5,970	17,440	1,000	8,950	2,600	6,000	0	30,000) (0	24,880	16,000	1,495	0	217,775
Program Expense																			
Artist Pay	1,200	39,250	3,600	7,200	1,205	10,980	3,300	6,640	4,600	4,000	2,400)						0	84,375
Equipment Rental/Maintenance						400									2,400				2,800
Miscellaneous		2,450										200							2,650
Sound Technician/Tech	300	7,350	670	1,210	325		1,100	1,360	450	1,000									13,765
Supplies / Food / Hospitality	390		240					C				500)						2,990
Travel / Transport	150			.,		10						1,500							1,660
Venue Rental	3,450		1,830	3,320	3,600			2,500	2,500	1,000		23,872							75,382
Total Program Expense	5,490		6,340) 0	2,400	0	0	0	183,622
Admin Expense	0,400	10,400	0,040	12,011	0,000	10,400	0,000	10,000	1,000	0,000	2,400	20,012	1	, ,	2,700	•			100,022
Bank & Service Charge		1,700	210	410	1	370		145	25	236					1,250	ı.			4,346
Charitable Donations to Others		1,700	210	410	5	370		140	23	230					2,900				2,900
Depreciation															2,900	1			2,900
•															500				500
Dues & Memberships to Others															180				
Election Costs															100	1			180
Fundraising .															4.075				1.075
Insurance															1,075				1,075
Outreach															1,125				1,125
Professional Fees																			C
Accounting/Audit															6,000				6,000
Admininstrative Services															20,880				20,880
Bookkeeping															9,000				
Graphic Design Services			120														8,400		8,520
Legal															С				(
Technical Support															4,250				4,250
Total Professional Fees																			
Publicity (advertising to others)	75																		75
Printing					200												3,840		4,040
Mailing & Postage												200)				6,600		6,800
Website Migration															10,000				10,000
Total Admin Expense	75	1,700	330	410	200	370	0	145	25	236	0	200) (0	57,160	0	18,840	0	70,691
Total Expense	5,565	75,160	6,670	13,220	5,560	19,800	5,500	10,645	7,885	6,236	2,400	26,272	2 (0	59,560	0	18,840	0	263,313
Net Income	-2,465	-,	1,050									3,728	3 (0	,			0	-45,538
	Lower attendance than expected in 2022. 2024 contact: Cat Tucker.	each. Artists:	Caroline, Penelope	Confirm with Penelope and Alyssa	Ask Bob Hershler for contact		Artists: \$200 band, \$100 caller, \$100	dancers, \$15 public, \$12 FSGW, assume 50/50, Carpe	pay 2 perfs @ 250 guarantee, except 1500 for	guarantee: 9 * 2 * 250 and \$100 venue		We paid West River \$2,534 for \$/29- 10/2/2023, + \$1850 already paid. Total fee: \$23872. \$6956 due on 7/1/2023		No current plans for WFF 2024.	12 mo * 60 hrs * \$29/hr. WA cost: 4250/yr.	membership	design: 2024: 11 issues * \$750, \$150		
Income Overhead Rate (15% or 0)	0.15	0.15	0.15	0.1	5 0.15	0.15	0.15	0.00	0.15	0.15	0.00		5 0.00	0.00	0.00			0.00	1.50
Overhead on Total income	465		1,158																24,968
Net Income after Overhead	-2,930		-108		1		1	1	1	-1,136		.,500	,	0	1	1	1	0	-70,506

Section 8	2024 Budget changes Motion on 6/6/2023: to make Family Dances free to attendees beginning June 11th, 2023.	Comment 2024 budget updated to show \$0 for attendance
12	Change "12. StoryTelling (Grapevine)" to "12. Grapevine"	Explain to Leslie
12	Motion on 8/1/2023: to authorize Grapevine for \$5000 of commitments over a projected 10 shows in the fiscal year 2024 budget	
12a 17	No WFF planned for next year, so budget is currently zero. For reference, here are the motions	Explain to Leslie
	from the 5/2023 board meeting for the 2023 WFF: MOTION: To approve an expenditure and contract of up to \$12,000 for tents for the	
	2023 Washington Folk Festival. Moved by Will Strang, seconded by Lucia Schaefer; Passed unanimously. □ MOTION: To approve an expenditure and contract of up to \$16,500 for buses for the	
	2023 Washington Folk Festival. Moved by Will Strang, seconded by Stephen Winick; Passed unanimously.	
	☐ MOTION: To approve an expenditure and contract of up to \$6,000 for use of Glen Echo park, to cover GEPPAC site expenses for the 2023 Washington Folk Festival.	
	Moved by Will Strang, seconded by Stephen Winick; Passed unanimously. MOTION: To approve an expenditure of up to \$3,500 for use of Glen Echo park, to	
	cover Program Book printing expenses for the 2023 Washington Folk Festival. Moved by Will Strang, seconded by David Shewmaker; Passed unanimously.	
	□ MOTION: To approve an expenditure and contract of up to \$2,500 for parking management for the 2023 Washington Folk Festival.	
18	Motion on 8/1/2023: to allocate our traditional stage sponsorship of the Abbott stage at the 9/10/23 Takoma Park Folk Festival in the amount of \$500 cash in the FY24 budget	
18	Motion on 8/1/23: to allocate \$750 in the FY 24 budget to fund dancing at Play Day in Takoma Park on September 23	
18 n/a	Professional Fees: Indented the categories and renamed them Motions from 4/2023 Board meeting (already included in 2023 v8 budget)	
	- moving up to \$25,000 from our reserves to our operating accounts	
	to be a sponsor of the Gala in the Park event by paying \$2400 for a tableto allocate \$200 under	
	Concert Publicity for fiscal year 2023 for publicity expenses by Liz Milner - to increase the insurance line in our FSGW Administration budget from \$900 to \$1075 for	
All	FY2023 See comments embedded in fields and the notes at the bottom of each column for more info.	