



## Board Meeting Minutes (Approved 11/7/23 by the FSGW Board of Directors)

### BOARD MEETING – October 3, 2023

Charlie Pilzer called the meeting to order at 8:04 PM as an online Zoom meeting. Quorum (at least 8) was established.

#### Attendees Present:

Charlie Pilzer, *President*  
Jamie Platt, *Vice President*  
Caroline Barnes, *Dance*  
Jackie Hoglund, *Treasurer*  
Will Strang, *Past Treasurer*  
Alyssa Hemler, *Secretary*  
Chris Lindsay, *Programs*  
Lucia Schaefer, *At-Large*  
Lynn Bayer, *At-Large*  
Lynn Baumeister, *At-Large*

#### Absent:

Jim McRea, *Publications*  
David Shewmaker, *Membership*

#### Guests:

Dana Best  
Mo Brachfeld (office staff)  
Maya Pierick (office staff)  
Fred Stollnitz  
Jane Gorbaty

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#### Approval of Minutes:

- MOTION: To approve Minutes from the September 5, 2023 Board Meeting as corrected.
  - Vote: Will Strang moved, Jackie Hoglund seconded
  - Resolved: The minutes of the September 5, 2023 meeting are approved and entered into the Society records

#### REPORTS:

##### President's Report and State of FSGW:

- This is a busy month of events including Contrastock and multiple concerts.
- Charlie introduced Maya Pierick who has been hired as a second office administrator.

##### Treasurer's Report:

- Treasurer Jackie Hoglund shared changes to financial reporting due to the transition to QuickBooks Online including how restricted funds will show on balance reports and how progress will be tracked against the approved budget.
- Currently, FSGW's net total equity is \$259,547 but the profit and loss statement is showing a significant negative balance because of the recent FSGW Getaway venue expenditure.

- Jackie clarified that board approval will be needed in order to draw from our reserve funds to cover operating expenses later this year (due to the approved budget expenditures exceeding the approved revenue).

#### **Office Report:**

- Maya Pierick has been hired and will be getting onboarded by Lynn Baumeister and Mo Brachfeld. Maya will be initially focusing on membership cleanup.
- Mo has been working on cleaning up duplicate contact records in the database in addition to regular eblasts and social media.

#### **Webmaster Report:**

- Will is troubleshooting a recent issue with the google email lists.

#### **OLD BUSINESS:**

#### **COVID Review:**

- Covid is still around but program presenters have no knowledge of an outbreak at any FSGW event or Friday Night Dance. The availability of a new vaccine is a positive development.
- The board discussed whether notification emails should continue to be sent when a single case is reported following a dance. Some attendees appreciate the notification, others would prefer not to receive them anymore. One compromise would be to allow participants to opt in or out of notifications. Any policy change relating to exposure notifications would have to be approved by both the FND board and the FSGW board. FSGW is not ready to take any action at this time.

#### **Dances:**

- Dance Chair Caroline Barnes submitted the venue request proposal to GEPPAC for all 2024 dance dates.
- Contrastock is coming up and the main priority now is publicity. Last year there were many late registrants and walk-ins.
- The recent Play Day Square Dance was moved indoors due to rain. About 40-50 people participated in the dancing and many barn dance fliers were handed out. FSGW has been asked to put on another dance in February but there is no funding so Lucia turned it down.
- FND is re-working how they pay open band members. There are two aspects to the pay structure: how much the open band as an entity is paid and how much each participant is paid. Multiple ideas were discussed and Dana Best, FND President, emphasized that FND cannot afford to lose money on open band dances. No consensus was reached, but both the FND and FSGW boards will have to agree on a new payment structure.
- Publicity has begun for the New Year's Eve contra: a "save-the-date" is in the October newsletter with a longer article targeted for the November newsletter. Publicity efforts will need to continue in order to reach the goal of greater attendance than last year.

#### **Concerts:**

- There were two successful concerts in September. The September 5<sup>th</sup> show with Vidar Skrede was full and the September 10<sup>th</sup> show at the Lyceum sold 44 in-person tickets and was also streamed online.

- On October 18<sup>th</sup> there is a Silver Spring house concert with Genticorum and on October 29<sup>th</sup> there is another cosponsored show at the Lyceum, this one with Cillian Vallely.
- Program Chair Chris Lindsay has been working on a show for November but it may not come together in time.
- In December there will be a holiday show with Karen Ashbrook and friends.

#### **Getaway:**

- The Getaway was successful with 131 people registered, including 30 attending for the first time. The final financials are still being calculated.
- There is currently no coordinator for the 2024 Getaway. The future of the event was discussed at this year's event, but no one stepped up on the spot to lead the planning for next year.

#### **NEW BUSINESS:**

##### **Budget Discussion:**

- Jackie reviewed and presented an updated version of the budget.
  - **MOTION:** *Jackie Hoglund moved, Lynn Bayer seconded, to adopt the FY2024 version 3 budget. Approved unanimously.*

##### **Future of FSGW:**

- Charlie reported that he has had private discussions about the future of big FSGW events and will do more work on the broader future of the organization before the next meeting.
- Charlie still needs to find a nominating committee chair and is generally having trouble finding future leadership for the organization.

##### **Database Migration:**

- Contact cleanup is underway in preparation for moving to a new database.
- Identifying viable options for a new database and conducting the necessary research is difficult and taking a lot of time.

##### **Fundraising, Annual Solicitation:**

- Charlie identified a goal of beginning fundraising efforts well in advance of the end of the year. Maya Pierick may help with this.
- Board members will be invited to a future meeting to brainstorm ideas for achieving the revenue goal for donations that is in the approved budget.

##### **Meeting Adjourned at 10:18 pm.**

- Jamie Platt moved, Will Strang seconded.

Next meeting will be Tuesday, November 7, 2023 at 8pm on Zoom

2024 Budget V3 - Approved 10/3/23	1. New Years Eve Contra	2. Weekly Contra	4. ContraStock	5. Hashdance Weekend	6. Spring Ball English	7. Weekly English	8. Barn Dance	10c. Silver Spring Contra Monthly	10d. Other Dance Events	11. Concerts	12. Grapevine	13c. Schweinhaut Song	15. Getaway Weekend	16. Mid-Winter Festival	17. Washington Folk Festival	18. FSGW Admin	19. Membership	20. Publications	21. Publicity & Marketing	Total FSGW	
Program Income \ Budget source->	2023 Actuals	2023 Actuals	2023 Actuals	2023 Actuals	2023 Actuals & 2024 CAP Award	2023 Actuals	2023-06 BoD Meeting	2023 Actuals	2024 Actuals	2023 Actuals	2023-08 BoD Meeting	Fred Stollnitz	FY2023 YTD	TBD	TBD	Actuals + Finance committee + 2023-08 BoD Meeting	2023 Actuals + Finance committee	2023 Actuals	2023 Actuals + Finance committee		
Attendee Revenue	3100	80,256	7,130	13,000	3,230	16,688	0	7,200	0	2,100		0	30,000							162,704	
Crafts, Food, T-Shirt/CD			590	780		40														1,410	
Donations		250				1,585	0		1,000	500	6,000					23,000			0	32,375	
Grants					2,556															2,556	
Sponsorship																				0	
Advertisement from others																			65	65	
<b>Total Program Income</b>	<b>3,100</b>	<b>80,506</b>	<b>7,720</b>	<b>13,780</b>	<b>5,826</b>	<b>18,313</b>	<b>0</b>	<b>7,200</b>	<b>1,000</b>	<b>2,600</b>	<b>6,000</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>23,000</b>	<b>0</b>	<b>65</b>	<b>0</b>	<b>199,110</b>	
<b>Admin Income</b>																					
Invest Income																1,880				1,880	
Membership Dues																	16,000	1,430		17,430	
Equipment Rental																				0	
<b>Total Admin Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,880</b>	<b>16,000</b>	<b>1,430</b>	<b>0</b>	<b>19,310</b>	
<b>Total Income</b>	<b>3,100</b>	<b>80,506</b>	<b>7,720</b>	<b>13,780</b>	<b>5,826</b>	<b>18,313</b>	<b>0</b>	<b>7,200</b>	<b>1,000</b>	<b>2,600</b>	<b>6,000</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>24,880</b>	<b>16,000</b>	<b>1,495</b>	<b>0</b>	<b>218,420</b>	
<b>Program Expense</b>																					
Artist Pay	1,200	40,343	3,600	7,200	1,205	11,411	3,300	6,640	1,600	4,600	4,000	2,400								0	87,499
Equipment Rental/Maintenance								400								2,400				2,800	
Miscellaneous		2,583											200							2,783	
Sound Technician/Tech Support	300	7,500	670	1,210	325		1,100	1,360	150	450	1,000									14,065	
Supplies / Food / Hospitality	390		240	1,080	230	240		0		310			500							2,990	
Travel / Transport	150					15							1,500							1,665	
Venue Rental	3,450	25,019	1,830	3,320	3,600	7,650	1,100	100		2,500	1,000		23,872							73,441	
<b>Total Program Expense</b>	<b>5,490</b>	<b>75,445</b>	<b>6,340</b>	<b>12,810</b>	<b>5,360</b>	<b>19,716</b>	<b>5,500</b>	<b>8,100</b>	<b>1,750</b>	<b>7,860</b>	<b>6,000</b>	<b>2,400</b>	<b>26,072</b>	<b>0</b>	<b>0</b>	<b>2,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>185,243</b>	
<b>Admin Expense</b>																					
Bank & Service Charge	100	1,741	210	410		389		145		25	236					1,150				4,406	
Charitable Donations to Others																2,900				2,900	
Depreciation																				0	
Dues & Memberships to Others																500				500	
Election Costs																180				180	
Fundraising																				0	
Insurance																1,075				1,075	
Outreach																375				375	
Professional Fees																				0	
Accounting/Audit																				4,000	
Administrative Services																20,880				20,880	
Bookkeeping																8,400					
Graphic Design Services			120																8,400	8,520	
Legal																0				0	
Technical Support																5,010				5,010	
<b>Total Professional Fees</b>																					
Publicity (advertising to others)	75																			75	
Printing					200														3,840	4,040	
Mailing & Postage													200						6,600	6,800	
Website Migration																				10,000	
<b>Total Admin Expense</b>	<b>175</b>	<b>1,741</b>	<b>330</b>	<b>410</b>	<b>200</b>	<b>389</b>	<b>0</b>	<b>145</b>	<b>0</b>	<b>25</b>	<b>236</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>54,470</b>	<b>0</b>	<b>18,840</b>	<b>0</b>	<b>68,761</b>	
<b>Total Expense</b>	<b>5,665</b>	<b>77,186</b>	<b>6,670</b>	<b>13,220</b>	<b>5,560</b>	<b>20,105</b>	<b>5,500</b>	<b>8,245</b>	<b>1,750</b>	<b>7,885</b>	<b>6,236</b>	<b>2,400</b>	<b>26,272</b>	<b>0</b>	<b>0</b>	<b>56,870</b>	<b>0</b>	<b>18,840</b>	<b>0</b>	<b>262,404</b>	
<b>Net Income</b>	<b>-2,565</b>	<b>3,320</b>	<b>1,050</b>	<b>560</b>	<b>266</b>	<b>-1,792</b>	<b>-5,500</b>	<b>-1,045</b>	<b>-750</b>	<b>-5,285</b>	<b>-236</b>	<b>-2,400</b>	<b>3,728</b>	<b>0</b>	<b>0</b>	<b>-31,990</b>	<b>16,000</b>	<b>-17,345</b>	<b>0</b>	<b>-43,984</b>	
Notes:	Lower attendance than expected in 2022. 2024 contact: Cat Tucker.	50 dances, 100 paid, \$15 each. Artists: 4 * 150. Sound: 150. Venue: 25% income + 0.25/dancer	Contacts: Caroline and Alyssa.	Contacts: Penelope and Alyssa	Contact: Ann deBuis, Linda Marshall	Confirm with Bob Hershler	11 dances. Artists: \$200 band, \$100 caller, \$100 sound. Venue \$100. Consider grants...	12 dances, 60 dancers, \$15 public, \$12 FSGW, assume 50/50, Carpe Diem gets CAP grant and covers venue costs. Split the net.	Labor Day Dance: GEPPAC donation \$1000, \$250 each to musicians & caller. Sept Takoma Park Play Day: \$750, \$150 each to sound, caller, and 3 musicians	2023 comments: 5 live & 4 Zoom events, artist pay 2 perfs @ 250 guarantee, except 1500 for windborne. 60 attendees @ 20 member, 25 public	Artist guarantee: 9 * 2 * 250 and \$100 venue fee.	Artist: \$200 per event	We paid West River \$2,534 for 9/29-10/2/2023, + \$1850 already paid. Total fee: \$23872. \$6956 due on 7/1/2023 and \$12,531.50 is due at event.	No live MiniFest in 2023, none planned for 2024.	No current plans for WFF 2024.	office pay: 12 mo * 60 hrs * \$29/hr. WA cost: 4250/yr. storage rent: 200/mo	End of year letter & email should push event restart and renew membership	graphic design: 2024: 11 issues * \$750, \$150 base fee + \$25 per page 2023: \$100 base fee plus \$18 per page.			

# Appendix 1

Version	Section	2024 Budget Notes
V3 10/3/22	Summary	Since the V2 budget has not yet been entered into Quick Books, approving this V3 budget will prevent duplicate work by the bookkeeper. The net change in the budget from V2 to V3: -\$1096, which includes correcting the missing Labor Day Dance Showcase expenses at \$1000.
V3 10/3/22	1. NY Eve Contra	The Bank and Service Charges have been updated to show an estimate of \$100 (was 0), and the amount in 12. Admin has been reduced by \$100. Cat has been contacted to include those numbers in the event report. Net change for NY Eve Contra: -\$100 to net income.
V3 10/3/22	2. Weekly Contra	Updated all income and expense numbers to include last contra dances of FY 2022. Reduced expected donations from \$500 to \$250 per Leslie. Determined that \$470 in hospitality from 2023 was artist pay, corrected in QB and updated artist pay expense. Net change: -\$360.
V3 10/3/22	6. Spring Ball English	The CAP award for the 2024 Spring Ball has been received: \$2,556, slightly lower than the V2 budget's predicted amount of \$2,700. The Grant field has been updated. Net change: -\$144
V3 10/3/22	7. Weekly English	Updated all income and expense numbers to include last English dances of FY 2022. Net change: \$568
V3 10/3/22	8. Barn Dance	Moved GEPPAC Donation for Labor Day Dance from 8. Barn Dance to XXX. Since the V2 budget was missing the \$1000 expenses for the Labor Day Dance, this results in a net change of -\$1000.
V3 10/3/22	10d. Silver Spring Contra Monthly	Removed the CAP grant of \$1750 under income and reduced the Venue Rental costs from \$2500 to \$100. Net change \$650.
V3 10/3/22	10d. Other Dance Events	New column for a) GEPPAC Labor Day dance (was under 8. Barn Dance and b) Play Day in Takoma Park (was under 12. Admin). Net change: -\$750.
V3 10/3/22	18. Admin	Lowered Bank and Service charges by \$100 (see 1. NY Eve Contra). Moved \$750 for Play Day to 10d. Other Dance Events. Lowered Bookkeeping from \$8000 to \$7400 to match actual. Increased Technical Support by \$760 for QuickBooks Online. Net change: \$690.
V3 10/3/22	18. Admin	Per discussion at the October 3 Board meeting: reduced the Audit line item from \$6,000 to \$4,000. Notes from the Council of Non- Profits to a) post the 2021 IRS 990 on our website and b) have an auditor perform a "compilation" vs a full audit to assess "whether the records are free from obvious errors". <a href="https://www.councilofnonprofits.org/running-nonprofit/nonprofit-audit-guide/what-review-or-compilation">https://www.councilofnonprofits.org/running-nonprofit/nonprofit-audit-guide/what-review-or-compilation</a>
V3 10/3/22	Notes/Spelling	The Notes row at the bottom has been updated with current contact names for each program. And Fred Stollnitz's spelling was corrected at the top of the Song Circle column.
V3 10/3/22	Overhead	The three lines at the bottom of the spreadsheet that attempted to assign a percentage of overhead to each program have been removed.
V2 9/5/23	8	Motion on 6/6/2023: to make Family Dances free to attendees beginning June 11th, 2023.
V2 9/5/23	12	Change "12. StoryTelling (Grapevine)" to "12. Grapevine"
V2 9/5/23	12	Motion on 8/1/2023: to authorize Grapevine for \$5000 of commitments over a projected 10 shows in the fiscal year 2024 budget
V2 9/5/23	12a	Create new category "12a. Storytelling"
V2 9/5/23	17	No WFF planned for next year, so budget is currently zero. For reference, here are the motions 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. <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> MOTION: To approve an expenditure and contract of up to \$2,500 for parking management for the 2023 Washington Folk Festival.
V2 9/5/23	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
V2 9/5/23	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
V2 9/5/23	18	Professional Fees: Indented the categories and renamed them
V2 9/5/23	n/a	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 table - to 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 FY2023
V2 9/5/23	All	See comments embedded in fields and the notes at the bottom of each column for more info.