



Ballroom Dance Club of Fairbanks, Inc.

Board of Directors
Nov 15, 2007
Minutes

Meeting was called to order at about 6:00 p.m. at FRA

Directors Present: Steve Nelson, Patty Nelson, Sue Waryas (left early), Scott Bates, Jack Schmid (arrived late), Stan Justice, Holly Stack, Janet Thorpe(had a date – left early), Scott Luper

Absent: Lorrie Rea

Staff: Sydney Seay absent

Guests: Holly Buzby

A quorum was present.

Agenda Review

- ❖ Additions *No additions*

Presidents Report

- ❖ Upcoming Elections *We have more nominations than seats. Discussed doubling up and even three people on some committees. Determined we are late with elections. By-laws have unrealistic time frame.*

Treasurers Report Janet T.

- ❖ Monthly Financial Report *Janet provide a written report that showed our account rose by over \$4,600 in the last month. Not posted are some checks to instructors, ball expenses, ball receipts.*
- ❖ Misc *Discussed how Frank and Patty were paid. They were paid cash from the money received. Lacking accounting for such payments we decided to make future payments with a check.*

Secretaries Report

- ❖ Misc. *None*
- ❖ Policy and Procedure Manual *Went over the Classes and Workshops and Dance Angel sections and hashed out a version that all could live with for now. See attached.*

Consent Agenda

- ❖ Approve October Minutes *Minutes approved with no changes.*
- ❖ Misc

Committee Business

Programs: Scott L.

- ❖ Third terms classes. *Flyer is needed by the end of this session so we can give it to graduating students. Scott will get it done this week. Discussed what dances to schedule. Maybe American Tango or Hustle.*
- ❖ Brainstorming for up coming seminars. *Discussed getting Kurt to do a WCS seminar. Maybe bring Katya up or see if we could bring Felix in.*
- ❖ Misc *Stan mentioned an idea of working with FNSB to get a good dance floor installed in the Civic Center – either a portable floor or a permanent floor. Holly will look into.*

Social Activities: Patty N.

- ❖ Harvest Moon Ball Update (results and feedback) *Ball was deemed a smashing success and Patty and Steve were thank for all they did getting it organized. Princess did a great job and we will send a thank you letter. We don't know how we did financially. \$2,324 goes to Princess but some refund if bar went over \$300. Free tickets to board members and instructors.*
- ❖ Community Band for Dec 21 ? *Band charges \$200 plus \$40 for food and \$50 for the hall. We decided to charge \$8 per head.*
- ❖ Misc. *Discussed Starlight Ball. Will look at Chena River Convention Center as an alternative. Nice thing about the Princess is that there is little work on our part. Going to some place like Civic Center we would have to decorate and clean up.*

Facilities: Sue

- ❖ Committee Report *Some bad scuff marks from classes and Sue is trying to figure out who it is.*
- ❖ Misc *Christmas lights to be moved to timer that controls parking lot lights.*

NLCD : Sue

- ❖ Committee Report
- ❖ Misc

Membership: Scott B.

- ❖ Committee Report *No report.*
- ❖ E-News Report *Goes out every Tuesday*
- ❖ Misc

Publicity: Lorrie / Holly / Jack

- ❖ Committee Report *Jack faxed the marquee info to Sandy Harrington. Emails to Latitude, KUAC, etc.*
- ❖ Advertising Due Dates for Oct / Nov. *The 3 month calendar is coming up. Need to get info from Frank and Patty. Starlight Ball ads. We have Princess reserved for Feb. 9th*
- ❖ Misc

Admin Asst: Sydney

- ❖ Class numbers. *Absent*
- ❖ Misc

New Business

- ❖ Anchorage Ballroom Group *Steve discussed Anchorage Ballroom group and information he sent them.*
- ❖ Angel Policy

- ❖ Misc

Old Business

- ❖ Seminar Contracts *Steve plans to come up with boiler plate so we can do these with ease.*
- ❖ Annual Members Meeting (feedback) *Great annual meeting. Good food and good comments. Email ballots to go out soon.*
- ❖ Misc

Member and Public Comments

Meeting Review and Wrap up

- ❖ Comments
- ❖ Set Dec Board Meeting
- ❖ **December 13 at 6 PM FRA (hopefully)**
- ❖ Adjourn

Note: Here is my understanding of what we approved at the last meeting. I did do some wordsmithing for clarity hopefully without changing meaning. Remaining to be approved are the Board section Jack was to work on the and Communication Section the committee was to work on. Stan

Classes and Workshops approved November 15, 2007

Schedule of Class Sessions and Maximum Size of Classes

There will be two 6-week class sessions in the fall, followed by a break for the Christmas/New Year holiday period. After this break, there will be three 6-week class sessions with one break at the discretion of the board.

Classes are generally limited to a maximum of 36 students in order to maintain quality of instruction. Larger classes may be allowed for spot dances subject to instructor approval.

Classes with less than 10 students will be cancelled unless approved by the board.

Accurate class data is collected and maintained for insurance and instructor payment purposes. A summary number is recorded on the hall record sheet.

Class Fees

Fees per 6wk class session are set at:

1 Hour Classes

\$50 members and students

\$60 non-members

\$30 to repeat a class

\$10 single class rate

1.5 Hour Classes

\$70 members and students

\$80 non-members

\$40 to repeat a class

\$15 single class rate

Single Class Payments Generally Not Allowed

Payments for single classes are generally not allowed due to the accounting complexities this creates. Students are generally required to register and pay for the entire 6-week session of classes.

**** This part was not approved. Janet agreed to work on it.

[Board members, volunteer, credits, repeat class discounts and gift certificate students are recorded as single class fee students](#)

Student Refunds

Partial refunds must be requested prior to the beginning of the 2nd class. Refunds will generally not be given after this unless there are extenuating circumstances.

Refunds will be based on the single-class rate.

Teaching Contracts

All teachers of regular classes and special workshops are independent contractors, and are required to sign contracts with the BDCF specifying scope of work, payment rates, and other relevant issues. W-9 forms are to be attached to all contracts. For special workshops a sponsorship form needs to be filled out.

Contracts were developed upon direction from the State Department of Labor. In addition to the contracts, the state Department of Labor requested that a syllabus be provided for each dance class, business license with business name for check payment; and IRS W-9 form on file.

Payment of Teachers

A single teacher shall be paid \$3.50 per student per class

Teaching couples shall be paid \$4.00 per student per class

A minimum payment of \$50 per class is authorized for classes that the board authorizes to be taught in spite of their not having enough students to cover normal payment to teachers as specified above.

Payment for Workshops

Payment rates for visiting instructors are negotiated on an individual basis, usually based on the instructor's contract rate and/or a percentage of workshop profits (if any).

Cut-off Temperature for Class Cancellation

For the safety of all concerned, classes are automatically cancelled on any day when the temperature reaches minus 35 degrees F. by noon at the Fairbanks airport, as reported by the National Weather Service (452-3553). Make up classes will be scheduled as needed.

Class Benefits Offered to Those Assisting With Classes, Practices, or Other Essential Club Activities

A free 6-week class session will be earned by any member who assumes one of the following responsibilities:

- 1) Opening or Closing the hall for one night/week for an entire 6-week class session
- 2) Supervising Saturday practices for an entire 6-week class session
- 3) Other activities as determined by the board

Dance Angel Guidelines

Teachers have the discretion to approve or reject angel candidates, as stated in their contract. Angels must be proficient in the moves taught in class, so that they don't require individual instruction. If persons with these qualifications are not available, experienced dancers who generally learn new moves quickly, without individual help from instructors, may also be approved as angels. Angels are required to rotate between students that are rotating. Angels should not try to teach moves that have not yet been covered in the class. This practice is distracting to the teacher and to other students working on the move currently being taught.

Angels must be pre-approved and sign acknowledgement of angel guidelines. Angels are not to go on the floor until they are requested to do so.

No one other than instructors, students, or angels should be on the dance floor during class.