



Ballroom Dance Club of Fairbanks, Inc.

Board of Directors
January 17, 2008 Minutes

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

Directors Present: Steve Nelson, Patty Nelson, Sue Waryas, Scott Bates, Jack Schmid, Stan Justice, Holly Stack, Janet Thorpe, Scott Luper, Nam Joem, Tom Duncan, Lorrie Rea

Absent: Holly Buzby

Staff: Sydney Seay

Guests: Mary Christensen (left early)

A quorum was present.

Agenda Review

- ❖ Additions Old Business – revisit Tundra Caravan next fall New Business – Fbks Visitor and Convention Bureau - Our Telephone line

Presidents Report

- ❖ *Discussed committee structure. Committees can get help from non-board members. Most of the work is done at the committee level. Committees make recommendations and the board decides. Clarified who is on which committee. Need for organization and communication while keeping it fun. Stan raised issue of not having a budget so every expenditure should be approved by the entire board. Some excess email traffic but keeps everyone informed. Some chaos but the work gets done.*
- ❖ *It was announced the Lorrie Rea is leaving the board due to her busy schedule. Sue volunteered to take on Lorrie's advertising duties and Holly will be seeking additional help with the large advertising job.*
- ❖ *Contracts – Mary signed a contract and others are in the works.*
- ❖ *Guest Mary Christensen asked the board to help Megan and JJ go on the cruise by devoting the net from Feb. 2 dance towards their \$150 each instruction fee. After Mary left we decided to pay the \$150 instruction fee for any instructor that wants to go on the cruise.*

V. Presidents Report

- ❖ *Financial Procedures Jack had emailed a discussion of financial procedures to prevent embezzlement. The primary recommendation is not have a single person doing all the financial steps. We do have some controls such as requiring 2 signatures on checks over \$500. Sydney collects class \$, makes deposits and pays the instructors. Janet reviews the deposits, checks, etc. Janet does the other deposits and payments. Stan and Jack will draft procedure manual changes for the board's approval.*

Treasurers Report

- ❖ Monthly Financial Report *Janet circulated an end of year report and first report for 2008. Our net gain for the year was \$8,987.70 and our total in assets stands at \$44,138.99. Our incoming revenue broke \$50,000 which changes our reporting and some fees.*
- ❖ Budget vs. Routine Expenses List *Lacking a budget every expenditure theoretically requires board approval. In reality we have a somewhat informal list of routine expenditures and only the non-routine expenditures get board approval. Expenditures less than \$150 have a lesser approval criteria. Janet agreed to look at last years expenses with an eye towards drafting a budget. The alternative of formalizing a list of routine expenses was also on the table. No decision.*

Secretary's Report

- ❖ *Stan now has the edits of the publicity section of the manual but since no one has had time to read it we tabled it.*

Consent Agenda

- ❖ Approve November Minutes *Sue submitted an edit via email which was incorporated. Discussed Janet's quote and decided to say "we are financially healthy". Approved with the changes.*
- ❖ E- decisions *There was email discussion about advertising, ball flyers, etc. but nothing that the board needed to approve officially.*

Committee Business

Programs: Scott L.

- ❖ *We looked at class registration numbers and two classes are below our 10 limit. We decided that since the instructors wanted to continue and they were 2 level and the corresponding 1 level classes have high enrollment we decided to support them continuing.*
- ❖ *Discussed next session and committee is close to getting it finalized. Some suggestions were made. Schedule will be done by next week for publicity.*
- ❖ *Seminars Discussed possible seminars – Liv and Van, etc. Work continues. Our advanced dancers have been asking for something.*

Social Activities: Patty N.

- ❖ *Moonlight Ball Update – Posters and flyers by Kurt and Holly were distributed to board members for posting/distribution. Advertising was discussed.*
- ❖ *Upcoming Social Dances – Patty has many of the upcoming dances worked out.*
 - Feb. 2 – Mary and Felix as hosts*
 - Feb. 15 – Lathrop Swing Club (tentative – trying to get Feb. 29 from English Country)*
 - March 1 – Frank and Patty Host*
 - March 21 - Open*
 - April 5 - Open*
 - April 18 - Open*
 - May 3 - Open*
 - May 16 - Open*
- ❖ *Holly raised the issue of hiring Gentle Storm for a dance. Normal rate is \$500*

Facilities: Sue

- ❖ *Hall calendars were distributed.*
- ❖ *AW Wholesale account being set up for ease of getting supplies. New paper towel holders coming. Nothing is to be left in front of doors/fire escapes. Foam cups replaced with paper cups. Music chair broken or arrived lacking parts. Clean-up time is here – check off tasks when completed.*

NLCD : Sue

- ❖ Committee Report *Insurance – Scott to send member list.*
- ❖ *Scheduling – The calendar is tight making it hard for us to expand our class offering. Some of the tightness is caused by dance groups that are very small but unwilling to give up their dates. The NLDC monthly board meeting makes it hard to use Tuesday as they are reluctant to meet anywhere but the hall. Steve to try and negotiate.*

Membership: Scott B.

- ❖ Committee Report *Scott reports we still have about 173 with 29 new members.*

Publicity: Lorrie / Holly

- ❖ Committee Report *See above flyer distribution.*
- ❖ Advertising Due Dates *Planned for upcoming publicity. More discussion about how to get the publicity function better organized. Publicity is frequently on a tight schedule as programming is hard to get done far in advance.*

Admin Asst: Sydney

- ❖ *Classes going well.*

New Business

- ❖ *Sue to take over Lorrie's functions.*
- ❖ *We voted to donate 2 dance lessons for the FNSB annual party.*
- ❖ *Our advanced dancers are asking for classes. Discussed how to fill this need. Need to find out what they are looking for. Discussed "refresher" classes where instructors would cover an entire 6 week class in one session. Discussed possible seminars. Hard to find space in the hall schedule. Steve to work on.*
- ❖ *Are ongoing discussions with Ft. Wainwright spouses and soldiers. Work to continue.*
- ❖ *Tom agreed to take over care of our phone line.*

Old Business

- ❖ *Discussed next falls Symphony Ball*
- ❖ *No further contact from Channel 13*
- ❖ *Tundra Caravan – Patty raised the issue of perhaps being able to hold our Saturday afternoon lesson. Patty thought they were just decorating during the day on Saturday and maybe they could take a 3 hour break so our class schedule is not interrupted. Sue agreed to raise the issue.*

Member and Public Comments *None*

Meeting Review and Wrap up

- ❖ Comments *Nam raised the possibility of improving/changing the practice sessions. Several ideas were discussed.*
 - *Having time slots for the various dances*
 - *Having instructors or experienced dancers available*
 - *Having free mini lesson*
 - *Current systems provides considerable flexibility, has been well attended, and people seem happy.*
- ❖ Confirm Feb. Board Meeting *The third Thursday of each month. **February 21 @ FRA.***
- ❖ Adjourn