



Ballroom Dance Club of Fairbanks, Inc.

BOARD OF DIRECTORS MEETING MINUTES February 21, 2008

The meeting was called to order by Steve Nelson at 6 PM at the Fairbanks Resource Agency. A quorum was present with the following board members present:

Steve Nelson
Patty Nelson
Jack Schmid
Sue Waryas
Tom Duncan
Scott Bates
Scott Luper
Lynn Fanjeaud
Nam Jeon
Holly Stack

Non board member present:

Sydney Seay, volunteer administrative assistant

Agenda

- Steve Nelson added the topic of having an instructor at practice sessions
- Sue Waryas added the topic of the dance hall key inventory to miscellaneous
- Holly Stack added discussion of the band Gentle Storm to New Business

Presidents Report

- Steve welcomed Lynn Fanjeaud to the Board of Directors and Lynn gave a brief bio of herself.
- Steve described the meeting process and a couple of things necessary to help keep a meeting on track
 - There needs to be respect for the floor. One person at a time should have the floor and can speak without interruption. When that person is finished then another can speak.
 - If the discussion strays from directly addressing the topic at hand then it is out of order.
- Steve recognized the time and work that Sydney, as a super volunteer, has been devoting to the club at the dance hall during registrations and classes.
- Steve discussed the some misperceptions that have arisen between the BCDF and the NLCD. Some NLCD representatives seemed to have the perception that the BDCF is trying to push others out. A factor in this perception is that use by clubs that

were instrumental in making the dance hall a reality is diminishing while the use by the BDCF has been growing substantially. He also said that he had discussed with NLCD Scott Luper's concern that meetings of some of the other clubs being held at the dance hall were precluding the use of the dance hall for dance instruction. Steve's main points were:

- It is important to maintain good communications between the committees involved in scheduling events and those directly responsible for scheduling time with NLCD.
 - The BDCF people should be leaders in fostering cooperation between the BDCF and the NLCD.
- Steve announced that he was reluctantly submitting his resignation because his work will keep him away from Fairbanks a great deal of time in the next 18 months and that he didn't feel that he could be an effective president in those circumstances.

V. Presidents Report

- Jack made an observation that the on the evening of the most recent Moonlight Ball, the temperatures were below -30 F. Since the ball was held at the Princess, headbolt heater outlets were available. He felt that adverse temperatures would have less of an effect on ball attendance if people could plug in their cars for an event that is scheduled to last many hours. This should be a factor of discussion when considering various ball venues.

Treasurers Report

- Janet reported that the ball was close to the break even point and that there were a few obligations remained to be settled.
- Janet reported that Mary Christiansen had cashed our check for continuing education for a couple of BDCF instructors. Janet indicated that if our instructors do not participate in her venue we will have to ask for a refund.

Secretary's Report

- Jack stood in as secretary for Stan in his absence.
- A number of board members had questions about the policy and procedure manual and asked if Stan could provide what we have now even if unfinished.

Consent Agenda

- Jack asked to correct the date as recorded in the minutes of the January meeting from February 21, 2008 to January 17, 2008, the date the meeting was actually held on
- Jack motioned and Janet seconded to accept the corrected minutes.
 - The motion to accept the corrected minutes passed with a voice vote.
- E- decisions
- Lynn Fanjeau appointed to the Board (passed)
 - Increase total amount of money to spend on food for social dances from \$40 to \$60. (passed)
 - Winter special initiated as short term solution to lowering class tuition. (passed)

New Business 7:20 to 7:45

- Creation of Finance Committee / Responsibilities and Duties
- Chairperson: Tom Duncan – Committee Members: Sue, Janet, Sydney, Jack
- Sue reported that she is going over our old tax returns to correct discrepancies where equipment that was expensed should have been capitalized.
- The finance committee should come up with the financial status of the club
- Steve gave a perspective of the club from Terri Baber's point of view.
- Past presidents wanted 2-3 years of operating budget in reserve
- Patty suggested forward funding of the club
- Steve proposed the following ideas:

- the use of Quick Books for the clubs accounting
- Develop a profit and loss statement for 2005, 2006, and 2007 and use the recreated books to make a new budget
- Have a finance section for the policy manual and keep the separation of duties as a goal.
- Looking at the historical perspective of the savings account.
- There was general discussion of creating a seminars and workshops committee.
 - Discussed the possibility of cooperating with Anchorage dancers to share their outside instructors.
- There was general discussion about the need for placing a laminated sign in the seating area to remind people to keep their voices low when classes are in session
- Steve suggested the use of organizational flow charts to clarify our organization
- There was discussion of using the Artesian Courtyard as an alternative dance instruction location when the dance hall is not available.
 - Steve displayed a NLCD statement showing that the BDCF provides approximately ½ of the revenue for the dance hall.
- With respect to Nam’s suggestion of having instructors at practice, Tom suggested waiting until after a budget review before committing to funding instructors at practice.
 - Holly Stack made a motion to table the topic of having instructors at practice until we have more information. Lynn seconded the motion.
 - The motion to table passed with a voice vote
- Holly spoke in favor of hiring the band “Gentle Storm” for the March social dance. The cost would be \$500.
 - Scott Bates motioned to hire “Gentle Storm” for the March 5 social dance. Lynn seconded the motion. In discussion, Tom recommended the dancibility of the band’s music.
 - The motion to hire “Gentle Storm” passed with a voice vote.
- The subject of needing additional board members was discussed and Sue Waryas motioned to appoint Sydney to the board and the Scott Luper seconded the motion.
 - The motion to appoint Sydney to the board passed with a voice vote.
- As vice president Jack consented to fill the remainder of the president’s term. The floor was opened for nominations for vice president.
 - Sue Waryas nominated Sydney for the position of vice president. No other nominations were made, and the floor was closed to nominations.
 - Sydney was elected to the position of vice president by a unanimous vote.

Old Business

- Steve stated that we have had no correspondence from the symphony about the Nov 8, 2008 Symphony Ball. All receipts for this ball will go to the symphony and the BDCF will have no financial liability.
- There was general discussion about the successful Channel 13 Promo (Cory Allen Young) made at the Moonlight Ball. If members don’t have a good copy of the promo, the club will explore getting a copy from Cory and Channel 13.
- Steve reported that there have been requests for advanced material by advanced dancers in the community. Luke Hopkins and Elyse Guttenberg are two dancers who have requested advanced classes.
- Sue Waryas requested NLCD dance hall key numbers from all of the board members.

Committee Business

Programs:

- Scott Luper reported the offering of SE1 on Sunday evening.
 - The subject of partner rotation was discussed with no action taken

Membership:

- Scott Bates reported that our membership roster had 158 members.

Publicity:

- Holly reported the addition of a new members, Sandra Owen and Lynn Fanjeaud, to the committee
- In the past month there was some confusion about the marquee. Holly contacted those responsible for the marquee to let them know who would be providing BCDF information to them.
- Holly thanked Scott Bates for the great job he is doing on the e-news and website.
- Tom reported that we get 2 to 3 calls per week on the BCDF voice mail.
- Sydney reported on the success of the last session.

Meeting Review and Wrap up

- The 5:30 PM March 20 board meeting was confirmed, and is planned to be held at the Fairbanks Resource Agency.
- At 8:30, Sue Waryas made a motion to adjourn, and was seconded by Janet. The motion to adjourn passed with a voice vote.

Submitted by Jack Schmid

Vice President, acting secretary