



Ballroom Dance Club of Fairbanks, Inc.

Board of Directors
April 22, 2010 Minutes

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

Directors Present (bylaws allow 5 to 13): Holly Stack, Jack Schmid, Stan Justice, Sue Waryas, Nam Joen, JoEllen Foxx, Janet Thorpe, Holly Buzby, Lena Rayndorf

Absent; Irina Mueller, Kara Hoover, Mike Leonard, vacant

Staff: Scott Bates

Guests: Terri Babers

A quorum (bylaws require majority of board members) was present.

Bold text below in *italics* are discussion and decisions made at the meeting. The word "approved" means there was a motion, a second and the majority approved the motion. If there is a (persons name/persons name) it indicates who made the motion and the second. The word "discussed" means we talked about the subject but made no formal decision.

Location: Fairbanks Resource Agency meeting room

Meeting Purposes:

- Allow Jack Schmid to step down & seat new President ***Accomplished***
- Handout Club books to all members without ***Not Done***
- State of the Board / Clarity, Visibility ***Discussed***
- Identify Board Jobs ***Not Done***
- Summer schedule / dancers / board ***Discussed***
- Address old business and new issues that have come up. ***Discussed***

Connect and enjoy food 5:45 - 6:00

Agenda Review 6:00 - 6:05 *Not Done*

President's Report 6:05 - 6:15

- Jack's farewell – Seat Holly as returning board member & as President ***Board approved Holly as board president with Jack staying on as a board member***
- Holly Stack's acceptance & goals
- Where the BDCF is and where we are going

Holly met with Mike Walsh of Foraker Group that does consulting for non-profits. She got him to do a two hour presentation to the board if we join Foraker at \$100 per year.

It was moved and seconded (Holly,Jo) that we join Foraker and participate in introductory training. This motion passed unanimously. We set the date as May 6 starting at 5:45 PM and may use a Dance

Theater room. Details to be worked out later. Discussed inviting past board members and even general membership but no decision made.

Margo has volunteered to do 10 hours of training for free.

Treasurer's Report -6:15 – 6:20

- Status of club finances **Janet passed out P&L report and reconciliation detail. We are showing a \$2233.14 loss so far for the year but Scott has \$3500 to be deposited and there is rent to be paid. Janet will work on getting signature cards updated.**
- Taxes **Sue went over our tax problems. We got a letter from IRS saying they got our letter and will respond in 45 days.**

Administrative Coordinator's Report - Scott B 6:20 - 6:25

Teacher contracts Scott is to get the instructors under contract. In order for us to pay them as contractors they need to have a business license, insurance, and sign a contract.

New session Class report Scott reported that attendance is down a bit with 65 individuals taking 90 classes. A number of the classes did not reach the 10 student minimum but he let them continue as the average of all 8 classes was over 10. The wedding prep class did not go. Viennese Waltz special session was well attended. Sat classes moved to Dance Theater Fairbanks which rents for \$50 per hour.

Consent Agenda 6:25 - 6:30

(quick approvals or decisions needing little or no discussion)

- Approve minutes for March meeting **Jack moved, Sue Seconded approved unanimously**
- Decisions made by e-mail since the last meeting – **None**
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Committee Coordination Business 6:30 - 6:50

- Need for list of committees **Not discussed**
- Membership to encourage more volunteers **Discussed ways of getting more volunteers to help get things done.**

Non-committee Business 6:50 - 7:30

- Status of expiring Board positions and nominations for new Board members **Jack moved Stan seconded adding Lena to the board. Approved unanimously. Janet plans to move back to NZ when her house sells. Sydney willing to rejoin the board.**
- Calendar for board – events & deadlines **Scott talked about our Yahoo calendar. It may accomplish our calendaring needs. Some discussion of moving to Google.**
- **Discussed website update. A committee of Nam, Scott, Kurt, and Richard was suggested.**

Policy Business 7:30 - 7:40

- Discuss changes in sessions - # of weeks, # of classes **Discussed taking this up in Program committee.**

Committee Business – updates, issues, or help needed 7:40 - 8:25

Updates from each committee, and determine if more volunteers or other assistance is needed to complete the work

- Program (classes and practices) – Scott **Scott provided a written report and Holly read us parts. Need to let Artisans know if we plan to rent space. Need to get fall schedule together. Scott felt that a committee of 5 would make overall decisions but a single person needs to negotiate things out with instructors. Practices have been well attended. Discussed going back to asking for donations at practice but made no decision.**
 - Summer classes or workshops– what can we support? **Made plans for summer workshops such as Judy doing cross step waltz, Skippy Blair WCS, and Cuban cha cha. Eamon and Audrey doing Lindy Hop classes. David Leslie doing beginner classes. Discussed format. No decision.**
- Social Activities (social dances) – Holly B
 - Remaining socials – play lists & help **With Holly out of town and no one filling in ball didn't happen and twice monthly dances were basic and one got cancelled. No decision about summer dances. Discussed our music library and discussed having a class to teach people how to make and operate a playlist.**
 - Summer future dances **Not discussed?**
 - Jo Ellen – Music revival – report how is it going, **There have been two sessions working on the music library. Big job to get it all organized. We have 6000 songs but only use 200.**
- Northern Lights Council of Dancers (NLCD) –Sue
 - Curtain extravaganza? **Curtains going up soon. Mush for kids will no longer pass in front of building. Sue is doing key inventory. For spring cleaning we need to clean the stove. If we cancel an event 5 or more days before the event we don't have to pay rent. Need to get membership list to Sue so she can file insurance. FNSB threatens to lock us out if a group does not have insurance. Roof will need to be replaced in next 8 years at a cost of \$30 - \$40,000. NLDC has about \$12,000 now**
 - New business
- Publicity – Mike
 - Need for committee - # of jobs **Mike provided a report on the advertising that was done.**
 - Number of ads run this year \$ spent
Scott has been checking the phone for messages. Discussed changing the message to generic message and refer people to web site for current class schedule. Give another phone number if caller wants to talk to a real person. Scott volunteered to be that person. Holly agreed to tape the new message.
- Facilities – Sue
 - Spring cleaning – volunteers
- Membership – Scott – needs committee **Scott discussed the membership status. People join to get the class discount but little effort has gone into reminding people to pay their dues. He tried sending email reminders one with little response.**

Meeting Review and Wrap-up 8:25 - 8:30

- Review meeting, assignments, and agenda items for next meeting.

- Schedule next meeting. **May 20th 5:45 at Holly's house.**