



Ballroom Dance Club of Fairbanks, Inc.

The purpose of the Ballroom Dance Club of Fairbanks, Inc. is to promote ballroom dance, provide an opportunity for instruction, and an opportunity to dance...

BOARD OF DIRECTORS MEETING MINUTES December 15, 2005

Meeting was called to order at 6:20 p.m.

Directors Present: Sydney Seay, Sue Waryas, Richard Kemnitz, Terri Babers, Patricia Nelson, Steve Nelson, Anya Goropashnaya, Mary Lindahl and Karen Maier.

Consent Agenda:

1. Formally approve electronic decisions from November/December
 - \$80 minimum class rate for Jerry Blemke
 - \$50/\$60 1 hour class
 - \$70/\$80 1-1/2 hour class

Further discussion was held regarding the purpose for the rate increase and the need to generate the addition income for the administrative assistant, possible rent increase due to increasing fuel costs and desire for skilled instructional CD's. Also the even amounts will further streamline registration.

 - Authorization for hotel stays/rental car for visiting dance instructors. Motion was made by Anya and seconded by Richard. Motion carried.
2. Previous meeting minutes
 - Terri will email minor changes to the minutes which do not affect their context. Motion by Mary and seconded by Sydney to approve minutes. Motion carried.
3. Newly elected board members
 - Richard reported he received 23 ballots in the recent election. All nominees were approved by voting members and quorum requirements were met.
 - Terri encouraged the new Board to strive for teamwork and review at a work session the Round table discussion comments from the annual meeting.
 - Terri delivered Board books to the new members.
 - Officers and Committee Chairs – discussion was held regarding the current vacancies, Mary spoke regarding nominating Margo for President and her willingness to serve as Vice President. Board members present concurred and appointments were made to the Board as follows:

President – Margo
Vice President – Mary
Secretary – Karen
Treasurer – Sydney
NLCD Representative/Webmaster – Richard
Membership – Anya
Facilities – Jen
Communications – vacant
Program – Rae
Social Activities – Patti & Steve

- Mary was concerned about any gaps that may occur as the new Board steps in and she has volunteered to do the enews and fax the New Miner for January and Sue volunteered to make notifications for the marquee and KUAC ads. Terri will complete the display ads. Sue is also assisting Sydney on the year end financial entries.
- Mary also requested until we hire the administrative assistant that we all sign up to open and close the hall for dances and practices and to fill in any other blanks until the new Board is in full swing.
- Steve and Patti will seek volunteers for the January dances on the 7th and 20th.

Context: (Committee Reports and Old Business)

Social

- Terri reported that Kurt is still working on new dance mix
- Mary and Kurt will co-sponsor December 17th dance.
- Steve and Patti will seek volunteers for dances January 7th and January 20th.
- handling the advertising for dances, KUAC and Pioneer Park marquee.

Communication

- New members must be added to Yahoo Group, we need to change the administrator for the group and Richard volunteered to do that.
- Terri briefly discussed email protocol since we have new board members and cautioned everyone to use courtesy when emailing group.
- Terri is still dealing with tri-fold brochure, it is almost ready and she will deal with it upon her return from vacation.

Program

- Jerry needs contract, syllabus and business license, Mary will ask Margo to notify him of these requirements.
- Suzn Hansen is in Iraq for a year and this posts a problem in completing her 1099 since we don't have all the information we need.
- Motion was made by Mary and seconded by Patty that Richard be reimbursed his expenses for CD's he burns for classes and that those CD's be handed out on second night. Motion carried.

Facilities

- Richard reported that Isabelle has been informed about the problems wiring the glitter ball and she suggested that Richard continue to bug her about it.
- Richard requested that we obtain a current key log and he and Sue will work on that as well as getting new members keys to the hall.

Membership

- Discussion was held on possibly raising dues, the consensus among the board was that an increase was not warranted at this time. Motion was made by Sue and seconded by Anya to leave the dues at \$20.00. Motion carried.
- We clarified that all past presidents are lifetime members.

Treasurer

- Sydney and Sue are still working diligently on our financial data base and everything should be ready to go for 2006 and we should have complete financials at that time.

NLCD

- A copy of the NLCD report submitted by Richard is attached to these minutes as Appendix "A".
- The scheduling of the hall is booked out one year in advance, we had discussion regarding being "bumped" out of dates that were reserved.
- Richard reported the need for more volunteers from BDCF to NLCD.
- There was a request from a burlesque troupe that BDCF sponsor them so they could use the hall for second week of February. Terri was familiar with the group and said they were a profit group, the board unanimously declined use of our night at the hall.
- Sue questioned why BDCF was not mentioned in NLCD bylaws. Richard suggests we make a request in September when they will be preparing to review the bylaws.

Content: (New Business)

Additional Secretary Responsibilities

- Formalize and record electronic decisions into minutes of next meeting
- Update policy manual as mandated by electronic decisions and meeting decisions
- Coordination with President for any necessary changes to both minutes and policy manual.

Action on Administrative Assistant

- This matter has been tabled until the January meeting.

Conclusion:

The next Board meeting is tentatively scheduled for January 19, 2006 at 6:00 p.m. Motion was made by Sue to adjourn and seconded by Anya. The meeting was adjourned at 8:10 p.m.

APPENDIX 'A'

Report by the Northern Lights Council of Dancers Club Rep Submitted to the BDCF Board Meeting—Dec. 15, 2005

The following is a summary of discussions held during the Dec.13 NLCD meeting
NLCD Board members:

Golden Heart Round—George Kellen, President
Taoist Tai Chi—Kim Nilsson, Vice-President
Contra Borealis—James Deininger, Secretary
Prospector Squares—Isabelle Mudd, Treasurer
Ballroom Club—Richard Kemnitz
Santa's—Penny Champagne
Fairbanks Country Dancers—Ken McFarland (Absent)
Tundra Caravan— Mary Haley

The curtains for mirrors discussion was tabled until the Santa's put together more information on some sliding curtains (like those in RVs).

It was voted to make a \$500 monthly transfer from our checking account to savings over the next 2 years.

The board discussed scheduling requests from Tundra Caravan for third weekend in September 23 -25, 2006. Santa's Swingers had concerns about this conflict when their scheduled dance date was given to the Tundra Caravan w/o notice. They were OK with the change but would like more notice in the future of pending changes.

The above discussion required a review of corporation policies regarding scheduling. For this reason ***each club will review the hall policies and bring their comments to the next NLCD meeting on Jan.10, 2006.***

Duties of the hall scheduler are:

To maintain a current and accurate calendar of events at the Farthest North Square & Round Dance Center in Pioneer Park. This calendar is used by the treasurer for invoicing each club at the end of each month.

To maintain a file of written requests for the use of the hall from each of the member clubs as well as for Special Events from non-members.

To abide by established policies should two clubs request the same dates.

To post calendars on the Internet and at the hall each time there is a requested change.

Calendars have been posted much further in advance than in the past as more requests have been made for non-member use. Isabelle has received some queries from the Pioneer Park Office so she needs access to a printed calendar.

At this time most clubs have already established their regularly scheduled events so most calendar changes are changes in times or single event cancellations. Usually there is not enough notice for other clubs to schedule to use this time. As soon as a club decides to cancel an event the scheduler shall be notified immediately so that change can be posted on the web calendar.

Established Policies:

Each club shall check the calendar for the current fiscal year to ensure that it is accurate and shall notify the scheduler immediately if there are any errors.

If a club ceases to use its regularly scheduled times, that time is then offered to the remaining clubs in the order of their acceptance to the Corporation. The order of the acceptance as members of the NLCD is Santa's Swingers, Golden Heart Round Dancers, Prospector Squares, Contra Borealis Dancers and Ballroom Club. As soon as the scheduler receives notification of any cancellations, the other clubs are notified via e-mail

If a club notifies the scheduler that it no longer wishes to use all of its regularly scheduled time, that time is then offered to the remaining clubs. Since that time is considered a permanent change the other clubs are notified via e-mail to NLCD board members with a reasonable deadline for reply. Should more than one club ask for the time, the matter shall be settled by the Board of Directors. Factors to consider will be the adopted goals* of the organization as well as each club's record of scheduling and canceling events, amount of time already allocated to said clubs, participation in maintaining the square dance hall and attendance of the club representative at the meetings of the Board of Directors.

If a member club, in good standing, finds it necessary to cancel a series of regularly scheduled event, that club shall notify the scheduler with the information and supply a date when the club wishes to resume activities. This block of time will be offered to the other clubs for their use. This time will be scheduled on a first come first served basis.

Below are rules for use of the PA transmitters.

Personal PA Transmitter

- 1 Transmitter with Class 2 Transformer with audio source connector
- 1 User manual with Quarter inch plug/RCA adapter and antenna
- 1 Magnetic sign for customer notification
- 6 Receivers with 6 Earphones

Suggested use policy:

1. Proper of this equipment shall be the responsibility of each club using it.
2. A log of use and a list of members to whom receivers are loaned will be kept with transmitters.
3. Maintenance of this equipment includes batteries and materials for cleaning the earphones—to be determined and purchased by NLCD.