



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 February 16, 2006

Meeting was called to order at 6:10 p.m.

Directors Present: Margo Matthews, Jen Harmon, Steve Nelson, Patty Nelson, Rae Dinsmore, Sydney Seay, Sue Waryas, Richard Kemnitz, and Karen Maier.

Members Present: Mike Leonard

Agenda Review:

- Margo gave us a summary of the agenda and stated the contact list will be coming soon. She then led us in an introduction/getting to know one another better session.

Comments from Margo:

- Margo felt that we are off to a good start and everything seems to be running smoothly.

Treasurer's Report & Issues:

- Margo and Mary completed and filed the 2004 and 2005 tax returns.
- Sydney passed out a spread sheet created by Mary showing the year end totals from Denali State Bank statements.
- In 2005 we had a net income of \$4,041.17.
- Sydney reported on attendance at the last Monday class session: Social Ease II 18; Social Ease I 35 and Cha 12. Classes were well attended and she will have the final numbers after next Wednesday's class.
- Sydney proposed we change admission to dances to \$5.00 for everyone. Discussion followed and all felt the change in price was a good idea. Jen moved that we change the price of admission to \$5.00 for everyone and Sue seconded. Motion Carried. This decision will be incorporated into our policy manual.

Consent Agenda:

- Minutes - Margo made a correction to the January 19, 2006 minutes, correcting the spelling of Kurt Byers name on page 3. Steve moved we accept the minutes as corrected and Rae seconded. Motion carried.
- E-Decisions - Decisions made by email since the last meeting included:

- a. Recognition of Linda Gilhuly at the Moonlight Ball for her past service and dedication to the club.
- b. Purchase of a TV/DVD/VCR to be placed at the hall for club use
- c. Finalization of Session 3 starting date, Monday classes February 27th and Wednesday classes March 1, 2006.
- d. Luke Hopkins informed us attendance at the Tango class had fallen and the decision was made to cancel this class.

These decisions are now entered into and made part of the record.

- Hall Keys - accounting is almost complete, Key #27 is still missing, and Wade needs to sign the form for his key. Richard expressed a need for a key since his Key #30 was given to Jen. Karen gave her Key #28 to Richard and Sue will complete the paperwork necessary for this change and notify Isabelle.
- Administrative Assistance Position – Margo spoke about moving forward with our plans to hire an administrative assistant. Discussion followed on reviewing costs for salary, taxes and comp insurance. Also Richard raised concerns with the Ballroom club having an employee and how that may affect our relationship with NLCD. Margo asked Richard to check with Isabelle on an employee versus contract position. Also discussed was the need to review the job description and Margo will check with Terri to obtain a copy of the job description. Sydney has expressed an interest in the position whether it is as an employee or contract. Discussion followed and everyone agreed Sydney would be a good choice considering her dedication to the club as well as her expertise and knowledge of the job. All agreed we need to move forward on this as quickly as possible.
- Strategic Planning Committee - Margo suggested we move forward in developing this subcommittee for developing our mission, establishing a series of goals, generating interest of the club for our members and recruitment for new members. Rae, Richard and Sue volunteered to serve.
- Saturday Practices – Jen stated practice sessions are going great and some questions have arisen regarding the TV/DVD/VCR, Richard is working up instructions for use of this equipment.
- Interim Decisions – Richard requested that we streamline the process for interim decision making requiring only authorization from the President, Vice President and Treasurer. All agreed and other members of the Board will be notified when decisions have been reached. This change will be noted in our policy manual.

Committee Business:

Communications/Jen:

- Jen reported she had been contacted regarding the News Miners' Spring 2006 Quarterly and requested clarification on the requirements. Sue volunteered to help her transmitting information to the News Miner as well as assist her with the free ads and display ads.
- Sue also mentioned that FM 101 had public service announcements and we should be notifying them regarding our events.
- Margo reported on the tri-fold brochure that Terri had been working on with Mary and Margo. There are a few edits and she will bring it to us prior to printing.
- Richard informed us that NLCD was working up their brochures and needed our summer schedule for inclusion.
- Rae volunteered to assist Jen with the phone messages and answering any voice mails, Richard said he will get her started.

Program/Rae:

- Rae reported that classes are set for the next session, beginning Monday February 27th. Rae raised a question over the length of sessions 5 weeks versus 6 week, after discussion the 6 week format is preferred for continuity and the week between sessions is a cushion in case of cancellation because of temperature.
- Discussion was held on when to hand out the practice CD's and it was felt that they will be handed out when Richard completed them.
- Steve had some comments regarding the class format particularly the led/follow method used by some instructors. After discussion it was agreed that instructors be informed of students concerns to possibly incorporate this into their method of teaching.
- Rae suggested that we post a "Suggestion Box" available to students and members in order for us to have some feed back on how we were doing.
- Discount for consecutive students was tabled.

Social Activities/Steve & Patti:

- We have been approached by an exchange student from Germany about hosting our regular Saturday dance on April. Discussion was held about how we would be interfacing and concerns over our hosting the dance. It was agreed that we would get some further clarification on exactly what scope the BDCF would participate and e-mailed to the board for a final decision.
- Steve reported on the Moonlight Ball giving each member a copy of the Princess' invoice for the event. Total expenses for the ball were \$2,369.93, and we were in a close to break even situation. There was problem with some credit card charges made by guests which were charged back to the club however, we felt these would be easily remedied.
- Everyone felt the ball was a tremendous success and the only thing for next year would be to enlist the services of a photographer for publicity photos and also for purchase opportunity for our guests.
- Margo suggested we check with Terri about the display ads which were used prior to the next meeting.
- Steve reported that he met with Brodie at the Princess for available dates for the Harvest Ball and the Moonlight Ball. Discussion was held on those dates with decisions that the Harvest Ball will be held on November 4, 2006 and November 3, 2007. The Moonlight Ball will be held on February 10, 2007.

NLCD/Richard:

- Richard reported that he and Margo attended the last NLCD meeting, attached as Appendix "A" is Richard's report of that meeting.
- NLCD is developing a mission statement; these goals and objectives will be used to determine the hall usage and could affect BDCF. Therefore all members were encouraged to pay particular attention to Item 3 and the draft mission statement.

Facilities/Sue:

- Richard stated the urgent need for a table/stand for the new TV/DVD/VCR. He has been looking for something that will be mobile and sturdy. He did find one online; the motion was made by Sydney and seconded by Rae to move ahead with this purchase.

Membership/Margo:

- Tabled.

Policy Business/Margo:

- Tabled.

Conclusion:

Margo in wrapping up the meeting requested an evaluation from the board. Everyone felt the meeting moved along smoothly keeping within Margo's time estimates and everyone had their specific assignments.

The next Board meeting is tentatively scheduled for March 16, 2006 at 6:00 p.m. Motion was made by Sue and seconded by Margo to adjourn. The meeting was adjourned at 8:25 p.m.

APPENDIX "A"

NLCD Club Rep report for Feb.16, 2006

1. Status of the audit by the Committee set up to review NLCD books. Suzn Hanson and Suzanne Waryas from the ballroom club looked at them. Were there any write-ups of what was found to pass on to Isabelle?
2. Fairbanks Country Dancers applied for and were approved for membership to the NLCD. The Tundra Caravan was accepted for membership last month.
3. The clubs need to work on goals and objectives for the first two Mission statements for next meeting. These goals and objectives will be used to determine how the hall will be used. It is in our club's interest to meet these goals so that we can maintain our current schedule.

NLCD draft Mission Statement written by Isabelle

1. Encourage new dancers and new clubs
 2. Coordinate special events to the benefit of all member clubs
 3. Represent dancing as a wholesome and enjoyable recreation.
 4. Maximize the utilization of the facility we lease from the FNSB (both in numbers of people attending events and income while balancing the needs of all the member clubs.)
 5. Encourage members and guests to support the other organizations and concessions located in Pioneer Park
4. Lease Agreement. Coming up this fall. We will hopefully have plenty to show the FNSB that we are maximizing use of the dancehall. We still need more usage during the summer. Finding other groups which will use the club during this time can greatly benefit us in the long run.
5. total NLCD assets: \$18,030

Here are amounts of hall rents paid in calendar year 2005:

Hall rent Ballroom	\$6,515
Hall rent Contrs	\$1,405
Hall rent Fbks Ctry	\$ 365
Hall rent Fed	\$1,305
Hall rent GHRD	\$1,075
Hall rent Prospectors	\$1,595
Hall rent Santa's	\$1,750
Hall rent Tai Chi	\$2,940
Hall rent Tundra Caravan	\$ 310

Isabelle: Wonder if it is time for us to invest in some decent folding small tables and scrap those which were already discards from the army NAF program? I would suggest we keep the 3 huge tables that were made by the builders of the hall and get rid of the rest.

Next NLCD Meeting Tuesday, Mar 14, 6:30 pm.

There is a task list posted on the NLCD website. It was suggested that clubs take the initiative, pick a task and do it.

Semi-annual Cleaning Task List

Pioneer Park Dance Center

Sign off on tasks you complete and give your club affiliation:

Club	Name	
_____	_____	Wipe down baseboards and window sills
_____	_____	Wash windows inside/outside and between
_____	_____	Wash curtains
_____	_____	Clean and vacuum all 3 ceiling vents and registers
_____	_____	Clean hanger shelves and racks
_____	_____	Clean and disinfect all bathroom fixtures--men's
_____	_____	Clean and disinfect all bathroom fixtures--women's
_____	_____	Clean mirrors including bathrooms
_____	_____	Wash white plastic chairs

Kitchen and Pantry

_____	_____	Clean all cupboards* Discard all opened foods if not dated/recent
_____	_____	Clean refrigerator and freezer
_____	_____	Clean behind refrigerator, under stove, and under microwave
_____	_____	Clean stove, oven and microwave oven
_____	_____	Clean counter and appliances
_____	_____	Clean shelves in pantry, rearrange and straighten as necessary

*Each club should be responsible to clean its cupboards

Basement/Side Porches

_____	_____	Sweep/vacuum/hose down porches
_____	_____	Clean (sweep) basement stairs and floor
_____	_____	Take floor mops to laundromat to be washed
_____	_____	Sort, box and label each club's belongings and place on shelves

labeled for that club's use.

When finished in the basement, there shall be nothing left on the top shelves, floor or tables.

I was contacted by the Contradancers asking us to loan them the use of our CD player and speakers for their Swing Dance Apr.7, 8-11 PM Does anyone want to come to this dance early and set up the music system? Greg is willing to learn if we show him in advance: contacts: Greg Zimmerman 479-3021, Colleen Hering: 488-9180home, 451-2771work

I need to get my hall key back from Jen. Can another board member who is not using their key loan it to her for the next month or so?

We need to locate a stand for the TV and storage for our CDs, cables, CD player. Anyone able to help with this. I spent some time looking but it's a big job.

<http://www.video-furn.com/>

<http://www.mediacabinet.com/tv-stand.htm>

<http://www.bretford.com/products/> maybe model BBULC48 TV stand