



# *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 March 16, 2006***

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

Directors Present: Margo Matthews, Steve Nelson, Patty Nelson, Rae Dinsmore, Sydney Seay, Sue Waryas, Mary Lindahl, and Karen Maier.

Members Present: Michael Smith

### **Agenda Review:**

- Margo gave us a summary of the agenda beginning with the administrative coordinator position status. Due to the agreement with NLCD and FNSB stating no participating organization was to have “employees” we decided to enter into a Contract Agreement with Sydney to act as a contractor to BDCF to fill this position.
- Margo handed out a copy of the contract including the duties of the administrative coordinator for review.
- Margo stated due to Sydney accepting the administrative coordinator position it was necessary to make changes to the Board of Directors as well. Mary has agreed to serve as Treasurer and Steve will assume the responsibilities of Vice President. Motion was made by Sue and seconded by Patti that Mary till serve as Treasurer and Steve as Vice President. Motion carried. Discussion was held if we needed to change signers on our bank accounts as a result of the change in the Board and it was decided that at this time the signers on the account will remain the same.
- Margo passed out the new contact list incorporating the recent changes to the Board.

### **Treasurer’s Report & Issues:**

- Mary handed out the March Financial Update taken from the Denali Bank statements. Presently our net income and operating expenses are about at the break even point so far for 2006.

### **Consent Agenda:**

- Minutes - Margo made corrections to the February 16, 2006 minutes. 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. Finalization of administrative coordinator position as a contractor position. Motion made by Mary and seconded by Rae that administrative coordinator will be a contract position and not an employee of BDCF. Motion carried.
  - b. Approving the German exchange student sponsorship of the April 4, 2006 dance. Motion made by Patti and seconded by Steve to move forward with the German Dance on April 4<sup>th</sup>. Motion carried.

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

- Administrative Coordinator Position – Margo spoke about the administrative coordinator contact outlining the job duties stating they were extensive and that we did not expect Sydney would be able to complete all of them herself but would enlist the help of volunteers. Steve spoke about the need for the position but had concerns with cash outlay. Margo addressed his concerns stating we had anticipated generating the income necessary. Mary also spoke about generating income and maintaining the profitability of the club. Class rates have been increased and with someone serving in this position we will no longer have missed advertising opportunities. Mary also mentioned that we will be evaluating this position on May 31<sup>st</sup> for its effectiveness.
- Interim Decisions - Margo had some concerns regarding our adopting the policy of the signers on the account and the NLDC representative making interim decisions, she felt it was necessary to include all officers in this process, effectively adding the secretary position to the process. Motion was made to Mary and seconded by Sydney that all officers are involved in the interim decision making process. Motion carried.
- Strategic Planning Subcommittee – Margo stated there has been no progress as of this date; she asked for comments and suggestions on folks to serve and asked if the officers should be involved. Rae spoke on the dynamics for a successful outcome membership should be limited to no more than five for the core committee. Steve suggested we have a new student as well as someone with a history in the club involved and the need for diversity in the committee preferred.

### **Administrative Coordinator Report & Issues:**

- Sydney reported we had 49 paid new members in Session 1 and 38 in Session 2 for a total of 87 for 2006. Numbers were down from last session and therefore the income is down about \$3,000. It was felt some of this was due to the lack of advertising for this session.
- Sydney spoke about the Saturday practice sessions and feels Jen may be getting burned out, she requested volunteers from the board to take a turn on opening and closing for practice. She also mentioned that perhaps we should split the 2 hour session between the Monday and Wednesday classes so students could anticipate the type of music to be played.
- Also discussed was should be continue our social dances through the summer.
- Margo addressed the need for coordination between the committee chairs and the administrative coordinator.

### **Committee Business:**

#### Social Activities/Steve & Patti:

- Sponsorship Request - Michael Smith of the UAF Latin Club presented a request to the board for funds to help hold a dance on April 15, 2006 at the Wood Center. Expenses would include fees for a live band and employees for the center. Michael spoke that they are in negotiations with the band hoping they will agree on \$900 for the evening versus

the \$1,350 they are requesting. They have some funds and have solicited other agencies for funding however they are still short and would like to borrow \$450 offering to pay us back with 50% of the door. Advertising will be broad spread at UAF, FWW and Eielson and they feel they can garner enough support to pay everyone. They are only planning on using free advertising.

Discussion was held on the benefits of paid advertising and also checking with Kurt of the Swing Club. Suggestions were also offered regarding possibilities for negotiating with the band as well as other free advertising opportunities. Steve made a motion and Mary seconded that we support the dance in the amount of \$500 with the stipulation that they purchase a paid ad and use 50% of the door receipts for payback. Motion carried. Margo requested that the BDCF get some credit for their support of this event.

- Patti stated they had sponsors for the March 17 dance and the April 1 dance will be the German dance. Patti will be getting with Karen Lundquist on the music needs for the German dance. Mary suggested a Polka lesson prior to the dance, Steve said Jeff may be able to do a lesson prior to the dance. Discussion was had regarding notifying Sue and Richard when plans are finalized so advertising can go out. There will be no dance on April 21. The March 3 Too Broke for Hawaii dance was a success and JJ is interested in doing the music for the first Saturday in May.
- The Moonlight Ball final total was \$2369 to the Princess and we probably had a loss of \$400 to \$500. We have not received a bill from Kurt for the music but Sydney said he agreed to email her, she thought it would be around \$300.
- We discussed the break down on finances for the ball and need to have a better accounting for future planning.

#### Program/Rae:

- Rae stated the suggestion box will be installed Monday.
- The next session schedule for Monday classes is Social Ease I at 6:00 p.m. Social Ease II at 7:00 p.m. and Social Ease III at 8:00 p.m. The Wednesday schedule will Megan with Beginning Salsa and Intermediate Salsa and in the 6:00 slot possibly Wade and Tanya with Night Club 2-Step/Hustle. Rae will be contacting Wade regarding the Wednesday class.
- Jerry said he would consider another West Coast Swing class again in the fall.
- Steve spoke on responding to peoples needs for interest in classes.

#### Communication/Margo:

- Tabled.

#### Northern Lights Council of Dancers/Margo:

- Margo attended Tuesday's meeting and reported that it moved smoother as the agenda items were not as contentious.
- Isabelle is urging a strategic planning committee and requested input from other clubs.
- The Mission statement was adopted and remains open for revision.
- There was a new gouge in the floor and the furniture was not moved back after the Too Broke for Hawaii dance.
- Isabelle is proposing getting new tables, Karen volunteered to check on some round tables she has seen which have a storage rack.
- Hall Cleanup has been postponed till next month; the next meeting will be April 11.

Facilities/Sue:

- In response to the NLCD audit Sue said they have a good set of books and records.
- Sue also responded to Isabelle regarding the side door entrance issues.
- Margo gave Sue a catalog for the work station and suggested she get with Richard. Isabelle is anxious to have this completed.

Membership/Margo:

- Tabled.

**Policy Business:**

Policy Manual:

- Alive and well but on back burner.

Proposal Guidelines:

- Margo requested Steve prepare some guidelines for proposals the club receives for sponsorship.
- Margo suggested we consider classes and scheduling for summer classes.

**Conclusion:**

Margo in wrapping up the meeting requesting an evaluation from the board. The next Board meeting is scheduled for April 20, 2006 at 6:00 p.m. Karen mentioned that she would not be available for the May 18 meeting so it will be held May 25 instead. Motion was made by Sue and seconded by Sydney to adjourn. The meeting was adjourned at 8:20 p.m.