

San Diego English Country Dancers Board meeting minutes

Sunday, January 13th, 2008 from 4:00 pm until 6:00 pm

Present: Paul Page, Scott Riley, Karin Norlin, Terri Akin, Ellie Konitshek **Absent:** Helen McGuinness

Also Present: David Jacobson

1) Treasurer's report: David J. was reimbursed for purchasing 2 new microphones and one new stand.

Discussed issue of possibly paying Jean Hart monthly rent on line: Scott will check this out. Need to determine where the check is to be sent: to the studio or to another location.

2) Publicity/Web site: It was reported that Elden's son has our ECD password (this needs to be confirmed, however). It was discussed that Elden's son will continue to update our web site. If he does not want to continue to do this, then Pete McGuinness has offered to do this. **Update:** Helen was able to get the web site passwords from Elden's wife and sent a copy to Ellie. Pete McGuinness is currently updating our SDECD web site.

3) Committee Reports:

1) Ball Committee: report and update from John, Mel Flavin:

- Marcee is in charge of food/drink, in process of figuring out if we can use china cups
- Photography: Marcee, Gordon, David are looking into this
- Karin: has responsibilities for the ball booklets. The dance list is done, but still have to get copyright permission from some living authors: Ellen is looking into this.
- David has had some difficulty getting responses from Bonfire Band regarding equipment needs. Suggested to him that he make sure that John Flavin knows this, but also, to let Bonfire know that they need to tell him what their needs are at least 8 weeks before the ball.
- Decorations: borrowing decorations, colors to be decided
- Erik: working on the raffle baskets.
- Registration/flyer: Judee is responsible for this, flyer goes out in February
- Publicity: Liz has worked on this and taken flyers to the Bay area.

2) By Law and Non profit Committee: The following was discussed:

- 1) Articles of Incorporation need to be in the correct format: Marcee has offered her time to do this. Scott will then file these with the State down town.
- 2) Federal and State application for tax exemption is mostly finished. Needed to clarify who is currently occupying what office on our ECD board: Pres/Sec: Ellie, Treasurer/Incorporator: Scott, Vice President: Terri.
- 3) Need to finalize financial picture for 2004 and 2005: Scott has all of the info and now has to compile it.
- 4) Bylaws: Much discussion on how to define membership in order to file the above applications. IRS wants to know that our group is conducting business according to its intended purpose, also revenue must come primarily from our membership. **It was decided: that a member is defined as someone who pays the \$2.00 annual membership fee. It was also decided that a membership application form will be created for our members to fill out and leave with us along with their \$2.00 payment. The board will ask Helen to oversee the creation of this membership application form** which will include our SDECD logo, name, address, phone number, e-mail address, amount paid, date. This form needs to be ready by January 27th at the latest so that we can start collecting them by the first Sunday in February (2/3/2008). **Ellie to contact Helen regarding the membership application. Karin to oversee the entire membership** and collect these applications (once filled out), collect the money and give to the treasurer. Along with this, Karin will be checking on name tags and getting them for our dancers who become members.

3) Callers committee: Ellie reported and showed the January and February schedule of callers, musicians, equipment set up people, etc. in table format that Helen devised. Helen will add on March and April to this. Ellie will make changes and hopefully will be able to send this out to callers, equipment set up committee, musicians, board members, etc.

4) Sound Equipment Committee: David purchased 2 microphones and 1 stand and was reimbursed for this. David and Erik are scheduled about every other week for set up and clean up. See separate schedule.

5) Policies and Procedures Committee: Ellie and Terri met and went through 14 out of 16 items on our Policies and Procedures list. They will e-mail different board members and members of our dance community separately with questions of clarification for certain items. Ongoing process.

6) Tea Dance: Very short report from Ellie regarding New Years Day Tea Dance: 47 dancers participated. Dance was held at the Studio, Tea party at Ellen and Scott's house. Very successful day. Suggestions were written down for next year. Report to be filed with Policies and Procedures for now.

4) Old Business:

1) San Diego ECD gift Certificates: Karin came up with a very nice certificate for 4 free dances for people who do work for us. Suggestions were made regarding adding the word "date" under the 4 lines, and a date of issue. Karin will make these changes and bring to the next board meeting.

2) Air Conditioning: It was decided that Paul will contact Jean Hart regarding the getting the air conditioning fixed

3) Advanced night: Confirmed for Jan. 31st in Poway and February 26th in Santee.

4) Alarm going off on December 2nd, 2007: No one has heard anything about this from Jean Hart up to this date.

5) New Business:

1) Contact with Jean Hart: Paul will contact Jean Hart to inform her that when we have elections in March there will be a new contact person for her to work with.

2) For Jan. 20th: Ellen to give Erik key to studio on 1/13/08 so he can set up for 1/20/08 for Sharon Green. Also, Scott to give Ellie the bank if Paul is still out of town.

3) Nominations/Search Committee: per by laws (Section IX) one member of this committee is a board member, ideally want 3 people on this committee. (will review procedure at the 1/13/08 board meeting) **It was decided that our Nominations/Search Committee will consist of:** John Flavin, Ellie Konitshek, Ellen Riley.

4) Board to decide which positions will be available and open for elections. It was decided that: the following offices are open for candidates: Vice President, 2 members at Large. We are looking to have 7 members on the board.

5) Make announcements to ECD community about upcoming elections, becoming incorporated, etc. This announcement was made to our entire Dance community on 1/13/2008 with emphasis on becoming involved and running for an office. **Update:** Ellie has contacted Helen via e-mail to include information on our upcoming March board elections on our web site.

6) Next Board meeting is: February 24th, 2008 at 4 pm at the dance studio.

Respectfully submitted by--Ellie