

# CORVALLIS FOLKLORE SOCIETY

Minutes of Board Meeting on May 13, 2017

MEETING convened at 1:15 at Oregon State Credit Union's Community Room

OFFICERS present: Jason Schindler, Frank Griswold, Bill Pfender, Anne Smith.

BOARD MEMBERS present: Erik Knoder, Dick Thies.

Absent: Chere Pereira, Jake Short, Denis White, Linda Herlihy

CFS MEMBERS present: Van Fister, Marfa Levine

MINUTES: April 15<sup>th</sup> board minutes were summarized and approved with corrections. The addendum to the April minutes was corrected re: expenses of the CFS organization. See below \*.

ASCAP fees: Bill will make calculations to assess whether we should change the concert report form to increase the ASCAP line from the current 0.8%.

## ANNUAL MEMBERSHIP MEETING

Annual member meeting will be on May 20, 2017. Following the precedent of the past two years, the meeting will take place at Diane Arney's home during the pre-contra potluck. Potluck will start at 5:30 with meeting convening at 6:00 pm. The Treasurer and Sec'y will not be able to attend but will provide reports and a substitute recorder.

ACTION: Board approved paying Diane \$75 for the use of her home. Meeting agenda was discussed. Slate of directors will be presented. The By-Laws state that the required number of board members shall be at least 3 and no more than 12. Current slate includes:

Bill Pfender	Jason Schindler	Linda Herlihy	Anne Smith	Denis White
Frank Griswold	Dick Thies	Chere Pereira	Eric Knoder	Jake Short

Jake, Van and Sarah will be contacted to clarify intent re: becoming or continuing as board members.

## INSURANCE:

Current policy type is general (or 3<sup>rd</sup> party) liability insurance which covers personal injury & property damage to non-CFS members.

Barker-Uerlings: Information from meeting of Bill, Anne and Cindy Wibbens: B-U is changing their insurance underwriter, resulting in an increase of our premium from \$1050 to \$3000/year, after corrections are made to the number of venues, events and members covered.

CDSS: \$750 per year, > 70 events covered. \$30 charge for each "additional insured" request by venue: no precedent in CFS history. Bill applied for this insurance after obtaining unanimous agreement from Board members by email last week. Policy will be retroactive to May 1, 2017.

APPROVAL CONFIRMED: CFS will switch insurance carrier from Liberty to CDSS, effective May 1, 2017

## Other insurance issues:

Non-owned vehicle insurance: liability coverage for injury or damage caused by CFS members when driving their own car on CFS business. We have had this coverage under a separate policy with Liberty costing \$160 /year.

ACTION: Bill will see if we can purchase this from B-U as a stand-alone.

## Officers & Directors Insurance:

Discussion: Given our limited exposure, it seems unlikely that board members would get sued, but not impossible. Erik presented scenarios under which it could happen. I.e. even though the CFS organization has no assets to pursue, individual board members do.

Premium would be substantial (\$750- \$1000 per year).

The majority of Board members present did not express strong support for getting O&D Insurance, but a couple of members were interested in looking into it. Erik suggested that Board members check on their coverage under their personal "umbrella" insurance policy.

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## MEMBERSHIP:

**DATABASE:** Status Report from Frank

CFS has 176 members. In April the option to enroll via a "Join Now" was emailed to each CFS member for whom we had a current address. 75 of 176 (~43%) of these members have "joined".

Note: Switching to electronic newsletter and a request to members for their email address was published in the Mar/Apr/May 2017 Newsletters. Readers were directed to information about MemberPlanet posted on the CFS Web site.

An active campaign to help members "enroll" will be helpful. Anne has previously offered to help & will follow through when the process has been worked out (Frank, Van, etc.)

Frank's opinion: MP is turning out to be insufficient at our current level (\$5/month); the company misrepresented services available at our level according to Frank.

- Promised we could do data base queries, but turns out to be available only with higher-cost option. So, it isn't easy/possible to send an email to a subset of members (contra dancers). The \$50/month plan is better, but still doesn't help with other problems.
- Each individual member must do own updating; can't enroll members without their active input; can't "add widgets" to individuals;
- Have to go through IT person to add attributes to the member profile.
- Program crashes Frank's computer
- Date-of-Birth field: can't get rid of, always shows up, even if never used; leads to confusion and appearance of intrusion into private information
- Credit card is required for member payments (no 3<sup>rd</sup> party payment service such as PayPal)
- Can't specify contact status e.g. change "Asked" to "Joined"

Frank will determine if switching to MP at \$50/month level (10 times the current rate) would meet our needs until another program can be determined. Frank suggested that we identify 3 or so programs to compare with MP. E.g. "Web Faction" can do some of the things we need. He will also do a comparison with a system we would build and operate ourselves. We could consider switching from MP to something else about a year from now (Fall, 2018).

## MEMBERSHIP TYPES:

CFS has two membership types that MemberPlanet is currently set up with:

1. Individual: \$12/year
2. Family: A primary member at \$12 plus \$5/year for each additional person in the household  
The reduced rate for additional household members originally reflected the fact that the newsletter was mailed only to a single household address, with \$5 additional per person to allow additional discounts for CFS events, dances & concerts.

Discussion: Now that the costs of mailing the Newsletter have been eliminated, the idea of changing to a single membership type can be considered. We could switch to a single membership type, identified as one unique e-mail address (which is also the member's User ID in MemberPlanet). Each person wanting discounts would need to become a separate member. Input about membership types and related issues will be solicited at the annual members meeting next week.

It was also noted that additional donations may be made at the time of joining or renewal.

## REPORTS:

**HOOLYEHs:** June 4<sup>th</sup> dance will feature live music by Živeli.

**CONTRA DANCE:** Jason - details still pending on a proposed LGBTQ Contra dance at OSU.

**CONTRA WEEKEND:**

Bill still needs to work with Dale to find efficient way to upload financial data to CFS treasurer.

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TREASURER: Report will be presented by Linda at next week's Annual Member's Meeting

CONCERTS: Upcoming concert: Rebecca Lomnicky & David Brewer (the duo "Fire") will perform as a trio with another musician on 7-23-2017.

BEST CELLAR: This year's fundraising concert for CFS will be held on Friday June 9th. Local musicians will perform songs of Bob Dylan and Woody Guthrie.

NEWSLETTER: Dick: the process for getting PDF link into Member Planet was not transparent, but he completed it with coaching from Frank. Electronic Newsletter e-link is working well; general opinion is that NL looks great. Dick noted he needs to remove instructions about submitting print copy for newsletter inserts.

SOCIAL MEDIA CAMPAIGN No update. Current status:

1. Solicit Facebook/Media Managers for each activity group to have a link/page on the main CFS Facebook page: Jason & Jake.
2. Identify FB Manager for concerts: Chere.

NEXT BOARD MEETING: Saturday, September 16, 2017 (3<sup>rd</sup> Saturday). Time & Location TBA

INTERIM MEETING: Board Members interested in reviewing other member database software will plan to meet over the summer (June-August). Secretary poll board for participants & dates to meet.

Respectfully submitted:

Anne J Smith  
CFS Secretary

\*Summary of CFS Operational Costs & Benefits to Members

- Provides financial backing for concerts, dances & other events: Subsidizes shortfalls & provides financial safety net for events
- Provides liability insurance for all concerts, dances, other events
- Covers accounting costs for CFS operations: accounting software, membership database and bookkeeping services
- Covers promotion costs for the CFS organization (CDSS listing, Informational flyers)
- Maintains status of CFS as a 501c 3 non-profit organization
- Provides annual scholarship to HS students