

# **CORVALLIS FOLKLORE SOCIETY**

## **Minutes of Board Meeting October 20, 2018**

MEETING CONVENED at Chere Pereira's home. BOARD MEMBERS PRESENT: Bill Pfender, Jason Schindler, Dick Theis, Chere Pereira, Van Fister, Linda Herlihy, Denis White.  
BOARD ABSENT: Anne Smith, Erik Knoder. CFS MEMBER present: Frank Griswold,

MINUTES: May board minutes were approved with minor corrections.  
NEXT BOARD MEETING: Tentatively set for Dec 1<sup>st</sup> at 1pm at Frank's house.

### Selection of CFS Officers:

Board approved continuing officers: Jason as President; Anne Smith as Secretary; Bill as Treasurer. Van volunteered to be Vice-President, replacing Frank, who will still be "Webmaster" on CFS website.

### CONCERT REPORT:

Roy Zimmermann: As previously noted, this concert was sponsored by Benton Co. Democratic Party, not CFS. About 100 people attended.

Gin Joints: Concert was at CHS Theater (in front of the stage) due to the poor acoustics created by the new, hard flooring in UU sanctuary. There was no fee for CHS, but tech crew cost \$350. Cliff and Chere contributed money to cover this cost. Ticket info: \$4 discount for presales significantly increased number of presales. The Kid (K-12) price of \$10 was used by a number of families.

Tom Paxton, booked at the Majestic by OSU's "American Strings" program, appeared on the same night as the CFS sponsored Bill Staines concert. Chere will contact OSU and Majestic to improve communication and avoid creating scheduling conflicts.

Winterdance: Sat Dec 15<sup>th</sup>. Dick needs more helpers, especially for load-in and load-out.

Producer-Treasurer communication: Bill reiterated- PRODUCERS NEED TO GIVE HIM INFORMATION ABOUT CHECKS NEEDED WELL AHEAD OF CONCERT DATE. With no advance notice of Staines concert, and out of town travel commitments, Bill found it difficult & time-consuming to coordinate checks at the last minute

Concert handbook: Chere and Dick will bring a template of what's needed for this project to next Board meeting. Milestones for specific tasks required to complete this project can be set. Frank offered to put the working document on the web where all can access the identified tasks.

Troubadour: As in previous board discussions, the board agreed again that it's generally not worth the effort to use Troubadour as a ticket outlet. However, individual concert producers may do so if they wish. Dick will continue to use them for Winterdance ticket sales.

### MEMBERSHIP REPORT:

MemberPlanet membership data reported by Van: Currently CFS has 153 active, paid-up members. MP also tracks the following categories (with most recent tally): Invited (40), Joined (8), Lapsed (27). It is unclear exactly what these categories mean. Van sent reminder emails to "lapsed" members for several months, with only one response, so will stop doing that. He will contact MP to get clarification of what these categories actually represent, and how they relate to one another.

### MemberPlanet & Newsletter:

There are 209 recipients of newsletter; 12 are complimentary to groups fostering public awareness. 197 member/recipients are not easy to identify re categories of "active", "invited" etc.

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### Membership Renewal:

CFS officially changed membership types in May, but the renewal link sent out by MP only shows the OLD membership types. New classifications can be added, but not clear how to remove old ones. Van suggested changing profile for each "about-to-lapse member" and set their default to the new category of \$10 per email address.

### Joining CFS: Outside of Member Planet:

Van will talk to MP about how to "join" people who renew outside of MP (e.g. via check to CFS membership). If people are not "joined" (on their own or by Van), they do not receive a renewal notice. About 20 new members per year join CFS outside of MP, mailing to PO Box with a check, or sometimes paid in person with cash at a CFS event.

### Joining CFS via MemberPlanet:

Van will ask if MP can send us notice when new members join via MP so we know numbers.

### Bookkeeping in MemberPlanet:

Bill would like MP to make their deposits more efficient for Treasurer, e.g. by having just one deposit per month instead of irregular, multiple deposits. He will follow-up.

### New member recruitment: Jason or Van will talk with Grass Roots:

Make CFS tri-fold application leaflets available for ticket buyers?

Be willing to handle application forms for people to join CFS in order to receive the member discount on tickets they are buying?

Display a general promotional poster for CFS in the window?

### **NEWSLETTER:**

A notebook with CFS Newsletters is available in the reading room at the Public Library. In addition, a limited number are put in the CFS leaflet holder in the public information area. When these are gone, there are directions on how to find/read the copy in the reading room. Dick Thies requested that Troubadour receive a print copy for in-store reading by patrons.

### **TREASURER REPORT: PROFIT-LOSS STATEMENTS:**

Current FY to date (July 1, 2018-Oct 20, 2018).

Total Income = \$7,517	Total Expense = \$6,514	Net Income = \$1,003
*Total Current Assets = \$59,788*	Checking = \$57,778	Money Market Savings = \$2,000
CFS overhead costs = \$93	7% Target estimate = \$3,555	

#### Income & Expense by Activity Group

Concerts:	Income= \$5,191	Expense= \$4,868	Net= \$323 (7% Target= \$363)
Regular Contra:	Income= \$1,582	Expense= 1,392	Net= \$190 (7% Target= \$111)
Contra Weekend:	-	Expense= \$62	Net= (\$62) (7% Target= \$1415)
Folkdance:	Income= \$303	Expense= \$100	Net= \$203 (7% Target= \$21)
Membership:	Income= \$435	Expense= -	

\*CFS assets one year ago= \$48,569

**ACTIONS:** Jason will start process of obtaining permission from OSCU to write checks on CFS bank accounts. Treasurer "to-do" task list:

- Look into non-profit document(s) needed by bank.
- Calculate all MemberPlanet costs (fees, subscription)
- Revisit bank instruments for our assets – CDs, \$ market, etc
- Check on Gatton Hall rental payment for Hoolyeh (accounting looks incomplete)
- For next end of year, make a report showing assets over the past 5 years
- Add accounting categories for "outreach events": music workshops, OSU contra dances

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### **HOOLYEH FOLKDANCE:**

Special music for Nov 18th dance will feature Kef, a Balkan brass band from Eugene.

Scholarship request: Group wants to spend more than \$80 (default limit) of their 2017-18 revenues on a scholarship fund to help youth attend dance camps. Treasurer needs to check Fiscal Year accounting first to verify amount. **ACTION:** Board agreed Hoolyehs can spend any amount that leaves the targeted 7% for operating costs intact (as calculated for FY 2017-18).

### **CONTRA DANCE:**

New Dance venue at OSU: Jason has set up a "Contra Club" at OSU to allow access to OSU facilities. This provided a solution for Nov 17<sup>th</sup> when Gatton Hall is not available. A club at OSU requires four or more students, but no faculty advisor. Plan is to use Women's Bldg. for \$15/hr and charge admission, rather than use the MU Ballroom for free and NOT charge admission. Parking issues will be addressed by contra group. **ACTION:** Ask Dave R. to update web info re location of Nov 17th dance. Jason also requested that Treasurer add category for "OSU contra" to accounting, without break making it a separate line in standard Treasurer report. Also still working on obtaining floor fans for Gatton Hall.

### **CORVALLIS CONTRA WEEKEND**

There was a proposal to appoint a liaison between regular contra dance and contra weekend folks to facilitate communication and increase mutual understanding/ appreciation of efforts. Michelle Stowell was suggested as a candidate.

### **BEST CELLAR:**

4 floor & table lamps are available as alternative to fluorescent lighting during concerts; stored in room across from Martha Room, behind piano. Remind performers of availability.

### **POLICY NEEDS:**

Child Policy: Contra committee has not addressed this yet for contra dances

Event Cancellation: CFS has no guidelines about events that are cancelled (e.g. due to weather). Policy needed to address paying performers and refunding tickets/registrations. Current contract language does not address these issues. Suggestion to create subcommittee with representatives from contra, CCW, & concerts was made.

### **DIRECTORS AND OFFICERS INSURANCE:**

Oregon non-profit law protects Board members from most claims, with the exception of "gross negligence". However, this law doesn't cover federal lawsuits, such as charges of discrimination. There is more concern about risks in current political climate. For himself, Bill mentioned he might avoid risk by resigning from Board while continuing Board related duties. He will research current rates for next Board meeting. (Also see discussion in Board minutes from 2017)

Need to create a social media structure was recognized again as a good idea for CFS publicity and membership, but was again tabled for lack of someone able/willing to commit to the effort.

Respectfully submitted:

Anne J Smith  
CFS Secretary