

CORVALLIS FOLKLORE SOCIETY
Minutes of Board Meeting December 01, 2018

MEETING CONVENED 1pm at Frank's home PRESENT: Board members: Jason Schindler, Van Fister, Bill Pfender, Anne Smith, Linda Herlihy, Denis White, Erik Knoder. CFS member Frank Griswold
ABSENT: Chere Pereira, Dick Theis.

MINUTES: October board minutes were approved with minor corrections.

NEXT BOARD MEETING: Tentatively **Jan 12th at 1pm at Anne & Bills house.**

MEMBERPLANET:

Van has been changing members' profiles to reflect the new one-price/one email membership system. Only one person who paid \$12 inadvertently after July 1st has inquired about a refund of the \$. Van will forward this member's contact information to Bill who will send them a check for the \$2.

Questions from October meeting about MP will be researched for next meeting in January. (See unfinished business at end).

TREASURER REPORT: PROFIT-LOSS STATEMENTS:

Current FY to date (July 1, 2018 - Nov. 30, 2018).

Total Income = \$13,232	Total Expense = \$12,215	Net Income = \$1,017
Total Current Assets = \$59,802	Checking = \$57,801	Money Market Savings = \$2,001
CFS overhead = \$113	7% Target estimate = \$3,555	

Income & Expense by Activity Group

Concerts:	Income= \$7,253	Expense= \$6,567	Net= \$686 (7% Target= \$507)
Regular Contra: (includes OSU dance)*	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= -	

* If the OSU Contra Dance is separated from Contra Dance line item, then:

Income=\$1,019 Expense=\$1,009 Net=\$10 (Net should have been \$185, but band members and & caller were inadvertently paid \$160 each instead of the maximum cap of \$125 each)

MemberPlanet costs report: Subscription= \$48 per year

Membership payments

Current FY to date: Member dues paid= \$345 MP costs= \$30 (8.7%) CFS Net = \$315

Prior Fiscal Year: Member dues paid= \$910 MP costs= \$74 (8.1%) CFS Net = \$836

All payments (including CCW):

Current FY to date: Amt paid in= \$6,817 MP cost= \$437 (6.4%) CFS Net = \$6,380

All since April 2017: Amt paid in= \$15,273 MP cost= \$994 (6.5%) CFS Net = \$836

BANK REPORT:

Jason still working on getting signatory privileges for OSCU. CFS needs to present a copy of the original CFS Charter document (from Sec'y of State). Research into alternative investment vehicles & institutions remains to be done. Bill will work on these items.

CFS TAX RETURN:

In her concert report, Chere posed the question of why we put our tax returns on our website. Discussion revealed that all 501(c) 3 organizations must make tax returns public & Frank chose the web site as an easy way to achieve this.

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CONCERT REPORT:

-Bill Staines, was well attended despite being held on the same night as OSU's American Strings' Tom Paxton concert.

-Alasdair Fraser show, co-sponsored with the Whiteside, was a great show. Alasdair was complimentary of CFS from the stage. Pererias have housed and/or fed artists from Rob Gandara's concert series; in this case Pereiras took the performers dinner backstage. Thanks, Cliff & Chere!

-Whiteside using membership lists at the door. Van noted that ticket sellers were checking a membership list and denying member discounts to CFS members. It turned out that they were consulting a "Friends of the Whiteside" member list. They were informed that CFS operates under an honor policy. Discounts are given if a concertgoer claims to be a member of CFS. Members must claim their discount and may not necessarily be asked if they are a member of CFS.

-Winterdance: Sat Dec 15th. Please contact Dick if you are able to help.

OSU CONTRA DANCE:

New Dance venue at OSU: Jason has set up a "Contra Club" at OSU to allow access to OSU facilities. Dance on Nov 17th was well attended. Treasurer added a category for "OSU contra" to accounting report, without making it a separate line in standard Treasurer report.

Jason reported that the Contra Dance Club needs a student volunteer and a "constitution"

CORVALLIS CONTRA WEEKEND

Contra Weekend is completely full, with is a waiting list for anyone who requests to be on it, even though few spaces are likely to open up. The event is currently "over-enrolled" by 30 dancers to allow for expected cancellations.

Contra Communities Liaison: Michelle Stowell is the recommended liaison between regular contra dance and contra weekend folks to facilitate communication and increase mutual understanding/appreciation of efforts.

BEST CELLAR:

Van was alerted to the availability of 4 floor & table lamps that could reduce need for the harsh fluorescent lighting during concerts. All lamps are stored in "green room" (behind bulletin board/piano) across the hall from Martha Room. Remind performers of availability.

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. It was noted by several people that individual umbrella policies will NOT cover them as a member of a board. Chere reported being in favor of getting Directors & Officers Insurance, even though some feel we are more likely to get sued if it becomes known that there are assets/money to gain.

ACTION: Board approved adding D&O Insurance to our current policy, pending research into agencies offering this type of insurance. Bill will look into a minimum of 3 agencies to compare coverage and rates. Board agreed on target premium in the range of \$1000 per year.

SAFETY AT CFS EVENTS:

Board discussed the importance of access to AED devices, especially at dances. Board recommendation: Individual activity group leaders are responsible for assessing CPR, First Aid, AED availability at their venue(s) and among their participants.

APPROVED: CFS board will reimburse one individual in each activity group up to \$100 to be certified in CPR/First Aid & AED training. There is also training available on-line.

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NEWSLETTER:

Secretary has put a notebook with current and back issues in the reading room at Corvallis Public Library (since Sept.). For community outreach, a limited number (~20 copies) are put out each month in a CFS leaflet holder located in the public information area near the restrooms and community bulletin board. Each month all these Newsletters have been picked up. Directions on how to find the CFS Newsletter Notebook in the reading room is also posted.

UNFINISHED BUSINESS (October & prior meetings)

MEMBER RECRUITMENT & PROMOTION

Jason or Van to talk with Grass Roots:

Would GR be willing to give ticket buyers the CFS info/application tri-fold?

Would they be willing to handle application forms on the spot, for people to join CFS and receive the member discount on tickets they are buying?

PROMOTIONAL POSTER

CFS would benefit from having a well designed general information poster to use for promotional purposes: posting around town at concert promotion sites; to catch the eye of attendees at events, to add to other forms of CFS communication e.g. contra dance postcards. Frank will forward information on an individual we might use for poster & promotional design.

MEMBER PLANET:

Joining CFS outside of MP:

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 will not receive a renewal notice. About 20 new members per year join CFS outside of MP, mailing a check to PO Box with or 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.*

POLICY NEEDS:

Child Policy: Contra committee to be addressed for contra dances

Event Cancellation: Policy is needed for 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.

CONCERT HANDBOOK:

Chere and Dick to bring a list of what's needed for this project to 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.

SOCIAL MEDIA:

Social media structure for CFS publicity and membership will be pursued when persons willing to help set up and maintain sites are identified.

Respectfully submitted:

Anne J Smith, CFS Secretary