

CORVALLIS FOLKLORE SOCIETY
Minutes of Board Meeting Sept 28, 2019

MEETING CONVENED at Bill & Anne's house

PRESENT: Board members: Jason Schindler, Bill Pfender, Anne Smith, Van Fister, Dick Theis, Chere Pereira, Kurt Smith, Denis White, Linda Herlihy,

Absent: Bill Hayden

Meeting called to order at 2pm. Board shared summer highlights.

MINUTES from 5-11-2019 Board Meeting were approved as distributed.

NEXT BOARD MEETING: Sat Nov 23, 2019. 1pm. Location TBD

BOARD OFFICER SUCCESSION:

Board Recruitment & Retention for Non-Profits workshop

Bill: summarized points from this workshop put on by Center for Non-profit Stewardship

See Addendum 1 for details

DISCUSSION:

Board agreed we need accurate, updated job descriptions for

- Officers (e.g. Treasurer),
- Board members doing key jobs (e.g. Newsletter, Membership)
- CFS volunteers in critical roles (e.g. Web Master, Community calendar).

Two levels of description:

- Overview of job tasks: for recruitment & information to members
- Details of operations: specific processes & procedures*

ACTION: Each board member in charge of a specific CFS functions will write up a description of job duties, send out for review before discussing at next Board meeting.

ISSUE: Confidential information

Some jobs require using sensitive information, log-ins, passwords, detailed tech information, etc. Written, "how-to" manuals containing these need to be stored securely, while also being accessible in case of need.

Discussion: Jason: Cloud Service possible, he will look into it more. Bill: QuickBooks has Q Box for shared documents, but is not secure. P-Base was suggested as an open source with file share, texting, group organizing

ACTIVITY GROUP LEADER succession:

Touched on as issue to be handled within the activity group. No action taken

EVENT CANCELLATION POLICY

Board was reminded that this policy has been written and approved at the May board meeting.

See Addendum 2

ARTS & CULTURE ADVISORY BOARD REPORT:

Jason reported briefly on ACAB's activities (he takes minutes for them)

ACAB has designated "Arts District" corridor between downtown & OSU campus

Currently, are doing "space study": looking for spaces to hold art events, concerts, dances

Q: Does CFS want to be more involved? Include more CFS events?

Jason suggests contacting ACAB re: obtaining new dance spaces. (e.g. New Chintimini Center);

Send ideas to him re: CFS's relationship with ACAB

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TREASURER REPORT summary

Current Fiscal Year to date (July 1, 2019- Sept 27, 2019).

Total Income = \$979 Total Expense = \$2,971 Net Income = (\$1992) 7%=(\$69)

Total Assets = \$66,425 Checking = \$64,424 Money Market Savings = \$2,001

***See ADDENDUM 3 for report details**

EXPENDITURES:

Sound Consortium: Van, Candace, Dave R. CFS has been using a mixture of Erik's equipment plus donated gear from Larry Edgar when he retired. There is a need for new equipment: better mixer and lighter speakers. Estimated costs:

Mixer: \$1500 (or \$750 if buy used)

Speakers (2) @ \$500 = \$1000

APPROVED: spending up to \$3000 + ancillary costs (cables, etc)

Discussion about people available to do sound: Steve Smith (Rita's brother) will work for free (but not at Whiteside), Steve Hunter, Michael Procter has own sound system, Mark Sherman works Whiteside.

MEMBERSHIP & NEWSLETTER:

Membership: 187 active members of which 162 agreed to "join" MemberPlanet (~85%).

Newsletter: Question about the booking page location: currently at the bottom

Board consensus: continue distributing complimentary Newsletters through Corvallis Library.

CONCERT REPORT:

Chere: - Bill Staines - Oct 10, 2019

10/6 Tracy Grammer CANCELLED. Early enough so no financial consequences

Roy Zimmerman - Nov 10th tentative

Rob Gandara has added CFS to posters as a co-sponsor; Chere stated a need to select concerts for CFS to co-sponsor. i.e. not concerts scheduled at the same time as a CFS concert

Chere noted a problem with inquiries about Whiteside concerts coming to her via CFS Concerts link. Currently, she forwards inquiries back to Rob

SAC concerts through OSU:

Wed, Nov 6: Nobuntu. All-female a cappella quintet from Zimbabwe

Tues, Dec 10: Mary Chapin Carpenter and Shawn Colvin, collaborating singer-songwriters,

Sat, Jan 18: Paul Drescher & Schick Machine, composer-percussionist-instrument maker.

Thu, Mar 19: Slavic Soul Party!, Balkan Soul Gypsy Funk; nine musicians out of Boston Music,

Sat, Apr 11. Six classical musicians: string trio, flute, clarinet and trumpet.

Note on House Concert formats:

Chere mentioned FL program "Listening Room"; "House concert week" with featured artists

Anne mentioned "SOFAR" (Songs from a Room). This company lines up artists & private venues

Goal is to create optimal playing & listening experiences in a community. Portland & Eugene produce SOFARs. www.sofarsounds.com.

CONTRA DANCE

Next OSU Contra Club dance is Oct 17th.

Expenses: need to rent chairs. Also a request for new fans: e.g. mini swamp cooler type; should be low noise; need 3-4 total for adequate ventilation

APPROVED cost of chair rental and up to \$150 for fans

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HOOLYEHS:

New meeting day/place/time. Once per month in the social hall dance at the UU Fellowship.

UUF non-profit rental rate is 13.50/hr.

Hoolyeh sound equipment: a laptop computer and an integrated Yamaha amplifier and speaker.

SONG CIRCLE

Dick described upcoming web chat hosted by CDSS from East Hampton MA: "Connecting Community Sing Organizers". Kurt & Dick will participate on behalf of Local Folk and CFS Song Circle.

Research note: Anne looked into accessing web chats and found that CDSS maintain archives for previous web chats:

Family/Community Dance Organizers (Apr 2019);

Increasing Youth Involvement. (Jan 2019);

Creating a Thriving Open Band (Sept 2018)

BEST CELLAR: Accounting report

The June CFS Benefit netted \$670 after paying venue \$100. In FY 18-19 BC took in \$2,572, paying \$480 to the church & \$2,092 to performers. After deducting 7% for CFS overhead, the total was \$490.

At the March 2019 board meeting, Mark requested permission to use net proceeds to pay for BC sound, if that becomes necessary now that Larry has retired from providing free sound services.

ACTION Board approved Mark's request.

LOCAL FOLK:

Monthly program has one featured artist + walk-ins who sign for a slot to perform about 3 songs
Average number of attendees is about 20.

Kurt requested permission for contract with Art Center venue.

ACTION: Approved to continue activity; proceed to do up an agreement with CAC

NEW PROJECTS:

Bill Hayden's written report about new music & dance projects

- Community Contra Band project: currently has ~10 musicians & interest is growing.

- Waltz night: is in the works; has had positive responses from Laura Brophy & Dan Compton.

Jason commented on previous waltz classes (Parks & Rec, waltz groups)

Bill H suggested CFS support other performance arts, such as Jason Webley's River Circus & Story Tellers.

NEXT BOARD MEETING: November 23, 2019 Location TBA

Submitted by:

Anne Smith, CFS Secretary

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ADDENDA to minutes

Addendum 1: Board Recruitment & Retention for Non-Profits workshop:

Bill's report on what he learned at the Center for Non-profit Stewardship workshop

Recruitment of new board members:

- Use word-of-mouth,
 - Contact groups with related interests (e.g. Whiteside, OSU event organizers)
- Contact professional groups, Chamber of Commerce

Develop recruitment materials (CANVA.com for on-line templates)

- One page (or less) description of member duties & rewards
- Include time commitment, length of term
- Be specific: number & type of openings, closing dates, who to contact

Distribute recruitment flyers:

- Through Board members
- Social Media, CFS Web site
- At CFS events: concerts, Local Folk, on-going dances.
- Through other community organizations:
Welcome Wagon; Chamber of Commerce; Arts Council; Arts for All;

Handling applicants:

- Assign one board member to be official contact
- 1st contact: informal, meet for coffee, determine interests/ motivations
- Meet with board member: review job description, election process
- Invite to a board meeting as observer;
- Board approves prospective member and adds them to the
slate of candidates for member approval at the Annual Member Meeting

New board members

- Provide Board "Handbook" with By-laws, Policies & Procedures, Board minutes, all
job descriptions, etc.
- Meet 1-1 with board member to review all information in the notebook

Addendum 2: CFS Event Cancellation Policy

If an event is held, no refunds will be guaranteed to people who hold a ticket to that event, but choose not to attend. Refunds may be considered for extenuating circumstances on a case-by-case basis. The purchaser must provide proof of the original payment for admission.

If any event is cancelled or rescheduled, Corvallis Folklore Society (CFS) will offer to refund in full to the purchaser the admission charge paid. The purchaser must provide proof of the original payment for admission.

If a CFS event is canceled and the performers have no contract stating otherwise, they will be reimbursed for actual, unrecoverable expenses incurred solely for the CFS event.

(Note: The draft policy created by Chere, Frank & Erik was approved with one adjustment. Service fees will be refunded along with ticket price (extra cost to CFS).

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Addendum 3: Treasurer Report

Current Fiscal Year to date (July 1, 2019- Sept 27, 2019).

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Total Assets = \$66,425	Checking = \$64,424	Money Market Savings = \$2,001
All overhead costs = \$827	Admin total = \$387	

Income/Expense by Group	Income	Expense	Net	Target 7%)
Concerts:	-	\$ 850	(\$850)	-
Regular Contra:	\$771	\$1,555	(\$784)	\$ 54
Contra Weekend:	-	-	-	-
Local Folk	\$112	\$ 56	\$56	\$8
Best Cellar	-	-	-	-
Folkdance:	\$ 259	\$ 70	\$189	\$18
Membership:	\$429	-	\$ 429	
Other	(\$593)			
Newsletter		\$ 53		
Admin	-	\$ 387		
Total	\$979	\$2,971	(\$1992)	(\$69)