

**Corvallis Folklore Society**  
Minutes for Board Meeting on Dec 3, 2023

**MEETING called to order:** 1:02pm

**ATTENDING:**

Board Members: Jason Schindler, Bill Pfender, Anne Smith, Van Fister, Chere Pereira, Dick Thies, Linda Herlihy, Denis White **Quorum (5+):** MET

CFS member: Dave Rabinowitz

**RECORDING secretary:** Anne and Bill

**AGENDA: review/approve**

**Review and approve minutes:**

- Minutes for [2023-08-26](#) Approved.
  - Finalized copy is posted on CFS webpage:  
<https://corvallisfolklore.org/home/board-meetings/>
- Minutes for 2023-10-29: All information is contained in the GoogleDoc agenda at  
[https://docs.google.com/document/u/0/?authuser=0&usp=docs\\_web](https://docs.google.com/document/u/0/?authuser=0&usp=docs_web)  
To be reformatted, approved & posted on webpage

**Officer Reports:**

- President: Jason. (pending paternity leave- baby due Jan 6, 2024)
  - Need a plan to cover duties of president: pay attention to needs of CFS members; coordinate responses to needs, call regular meetings of the board, prepare meeting agenda, with input from board members, and facilitate the board meetings.
  - Jason will try to be available for specific, focused questions.
  - Jason will try to help Shell contradances, she is the lead, but will need more help.
  - Anne offered to be acting President (Vice President) while Jason is on leave, with help from one or two other board members. (e.g. maybe Bill Hayden after return from Mexico, others)
  - Motion: Anne to be Vice president & conduct president's tasks while Jason is on leave.

**APPROVED**

- Secretary: Anne
  - Proposal: Secretary assume role of Vice President for January-May (while Jason is out).
  - The secretary's minute-taking task will rotate, with a different board member volunteering to do take digital notes (Word/Pages) and forward to the secretary.
  - A clear and focused agenda will be sent at least a week before a scheduled meeting.
  - Anne will format the agenda with appropriate spaces to make it easy for any recorder to take notes. Secretary will continue the following duties;
    - Poll board to set meeting days & times (unless set at previous meeting)
    - Send & archive meeting notices (required for the Annual Member meeting)
    - Post meeting announcements in Newsletter
    - Update the website calendars about meetings and actions of the board
    - Ensure accuracy of board information on [corvallisfolklore.org](http://corvallisfolklore.org)
- Treasurer: Van
  - Van's latest profit-loss balance sheet was sent to the board before the meeting, and presented on screen-share during the meeting.
  - Snapshot summary from July 1, 2023 to Dec 3, 2023
    - Total Income = \$15,633      Total Expense = \$19,658. Net Income = \$(4,025)
    - Total Current Assets = \$62,888    Money Market Savings = \$2,003    Checking = \$60,885
  - Treasurer comments:
    - The "concerts" line includes CCF (Corvallis Celtic Festival) concerts. Suggested to separate CCF concerts & add to CCF line. Bill can help Van with creating subcategories for the CCF line in QuickBooks. OR all CCF concert data could be combined in the CCF. The concert report form should still be used for all concerts

- Contra Dance “income” is the delayed PayPal transfer from Feb. 2023 dance
- Best cellar income included \$510 donation
- Website expense covers 3-year Dream Host term
- Van confirmed that backups are being made of the QuickBooks files and notes that our very old version of QuickBooks may need upgrading; he will look into it.
- Our accountant (Account.ability) might be able get us a reduced subscription rate?

### **Committee Reports: Status & Needs**

#### Membership:

- Current paid-up members = 134; Total lapsed=174; Lapsed 12 mo=31; Lapsed 13-24 mo= 16
- Linda working to delete members who are > 3 years lapsed
- Member Planet is working better for CFS: switched to a new system & is now making regular transfers to our bank account & has made up for past lapses.

#### Concerts (Chere):

- David Roth wants to come - needs a producer
- Whiteside is not doing well financially, will not be co-producing CFS concerts.
- See CCF concerts below

#### Corvallis Celtic Festival (CCF):

- Is producing 3 fundraising concerts in 2024, most will be at the UU
  - March: Hanneke Cassel
  - April 12: Dick Hensold & Patsy O'Brien
  - May 19: Counter Current
- Jennifer Parke is writing grant proposals to get an Oregon Cultural Trust grant

#### Contradance:

- Variable attendance, 2/3 recent dances were well attended. Big concern that participation is down, expenses remain.
  - Need more volunteers and a system to recruit & coordinate
- At the contradance say “if dancers want dances to continue, they must step up & help”
- Contradance committee is essentially dissolved now. Shell is handling it, with Jason’s help.

#### Corvallis Contra Weekend (CCW):

- Registration is short of last year (~122 out of 200 slots) but we ARE still 10 weeks out.

#### Hoolyehs:

- doing fine, solvent.

#### Song circle:

- Meet 2x / month on zoom. People attend from all over the globe.

#### Local Folk:

- Stacy Henle would like to bring back Local Folk in the same format as before.
- She needs to present a proposal to the board. Can Kurt help her?

#### Best Cellar:

- Mark continues to toggle between sanctuary and Martha room at FUMC, sometimes due to the Church’s needs.
- Has more volunteers since coming back from Covid closure.
- Masks being handed out on request.

### **Board Issues**

#### Adding new board members, creating liaison positions, revising CFS By-laws:

(per examples - Jennifer Parke, Stacy Henley),

- Several board members queried if the CFS board can appoint new board members at times other than the annual member meeting.
- Answer: current by-laws protect members from changes to the non-profit structure at any meeting other than the official annual member meeting. There are strict requirements for notifying all members of the meeting and the business to be addressed at it.
- By-laws CAN be revised through action at the annual members’ meeting. Following any change, CFS also must complete paperwork with the OR Secretary of State.

- Important to note: any CFS member can
  - nominate themselves to join the board at the annual member meeting
  - volunteer / contribute to the mission of CFS via the board or one of its activity groups
  - all work/volunteer help must be non-paid
  - the volunteer person must be a member of CFS, especially to work on a board subcommittee.

## Discussion Topics

### Website issues & Webmaster Support

Background & current needs: (board members, Frank?, Dave? Jason?)

Description of what CFS uses now: S=Subscription; OS=Own software

- **Web Host** is "Dream Host". (S, \$450/ year)
- **Word Press** is used for web site , calendars, newsletter
- **Mailing lists:** some maintained by activity group;  
Some PDFs are emailed via Member Planet
- **Member Planet** member data base platform (S)
- **QuickBooks** is the bookkeeping software (S)
- **SpreadSheets** are used for Treasurer reports (OS)
- **PayPal** processes payments to Member Planet & CCW (S, pay per transaction)

Brain Storm current needs:

- Treasurer needs a way to handle "donations"
- Calendars on website (Word Press) are broken
- Need way to organize volunteers

Strategies for candidate search. \*See description below

Write 2 clear job descriptions for advertising CFS's needs: two level search

Web site support

Someone to analyze & solve specific problems

Work with CFS members who can contribute time & skills

Dave, Dick, Jason, Frank, etc.

Web Master (see \*\* WEBMASTER description at bottom)

Could design or re-tool entire web site

Would be the team leader with know-how to do "everything": e.g.  
sign-up forms, handling money, embed mail lists,  
create list serves, promotional tools ("branding"), etc

**ACTION:** Write a concise summary of CFS's tech needs.

Short term objective: to fix what's broken. to get a "specific skills" person

Long term goal: to design an integrated website with apps, plug-ins, add-ons,  
that can be reliably run by people with basic skills **PLAN:**

**Action Steps**

- In the next few days, Jason will draft two clear job summaries, one for a "webmaster" and one for a "specific skill set" person. Could also include a summary of CFS's "in-house" skills
- Jason will forward draft(s) to Van, Dave, Frank, Dick, etc. for comment and specific suggestions (with cc to [cfs-b]).
- The final draft job description sent to Anne for editing and formatting content for various advertising purposes:
- Anne will set up meetings with candidates, and do any other support work needed.
- Jason will assess the abilities of candidates to do what we need, with input from Van, Dave, Dick

Recent contacts and plan for pursuing IT help:

- In response to announcement at the 12/2 contra dance about CFS's tech needs, a community member named Steve Downey, said he would be willing to do webmaster type stuff for CFS. (He not interested in being paid at this time)
- To respond in timely manner to these and other leads, an initial committee was formed consisting of Jason, Van, Anne (recorder). Linda knows about MemberPlanet and to the extent the discussion may touch on member data bases, she could add an important perspective.

Follow-up:

Secretary will schedule special board meeting to review results and form interview team

- Subcommittee: delegate search teams for potential candidates:
  - Computer science departments; personal networks
  - Folklore groups & newsletters: CDSS, PCDC, Eug contra
  - Mac/PC user groups, local businesses
  - Churches, choirs, theaters, social clubs
- Address Budget - how much can we afford to spend on IT help?
  - Hourly charge: (e.g Katie P: \$50/hr "retainer"; then hourly charge for services
  - Bid entire job for one fee: avoids policing or padding of hours
- Paying for it:
  - Allocate portion of the \$60,000+ in CFS bank account
  - Mount a "Go Fund Me" campaign, with very concrete goal to promote
    - specific piece of program hardware or software

### OLD Business

Board Position allocation: Anne will update information about board on web site

### Future Business:

Items for future agendas, currently tabled pending resolution of WebMaster search

- Member data base research: review previous results (document [Data Spread Sheet](#))
- Publicity, Outreach, and Volunteer Support
- Plan for the CFS 50th anniversary

**NEXT MEETING:** Tentatively, Jan 6, 2024 at 1pm, on Zoom.

Board will attempt regularly scheduled meetings, at 1pm on the 1st Sat of every month, with possible exceptions for holidays, summer breaks, etc)

Linda agreed to take minutes at the January 6 meeting.

**MEETING ADJOURNED: 3pm**

Submitted by

Anne J Smith, CFS Secretary

Descriptions:

**WEBMASTER:** someone who understands and is competent to manage the entire range of tasks that must, should or could be done. Must be capable of assessing the skills of CFS members/ volunteers for purpose of delegating some tasks those deemed competent to do them.

- Model 1: Appoint a webmaster who is competent and is knowledge enough to hire experts to do specific tasks paid for by CFS at an agreed-upon cost
- Model 2. Hire/ contract a webmaster with the skills to design and create what is needed.