

Corvallis Folklore Society
Minutes for Board Meeting on Mar 2, 2024

MEETING called to order at 1pm

AGENDA reviewed and approved

ATTENDING:

Board Members present: Anne Smith, Bill Pfender, Dick Thies, Linda Herlihy, Denis White, Bill Hayden, Steve Downey, Van Fister, Shell Stowell

Absent: Chere Pereira **Quorum:** met

RECORDING secretary: Shell Stowell

FACILITATOR: Anne Smith

Review and approve minutes Feb 4, 2023 Board Meeting

Highlights of minutes

- Local Folk – Stacey Henley doesn't want to take that up right now
- Stickers – Anne, Bill, & Jason (\$250) making stickers before sustainability fair
- Motion: retroactively approve ~\$300 for promotional materials spent.
Passed, all in favor
- Motion to approve minutes from last meeting: Passed, all in favor

Officer Reports:

Board made aware of need to recruit: Secretary & Treasurer, in-training,

Secretary:

- continues in VP role – filling in for Jason;
- Board members called to help with note-taking for meetings (Shell took notes today)

Treasurer:

Van in his final year of treasurer duties (ending Dec 2024)

Agreed to 3 years; wants to move to treasurer work for Corvallis Celtic Festival

Van setting a model to limit terms of service, board members should all consider.

TREASURER REPORT

Profit-loss report: Snapshot summary from July 1, 2023 to Jan 14, 2024

Total Income = \$39,284 Total Expense = \$40,006 Net Income = \$(722)

Total Current Assets = \$62,888 Money Market Savings = \$2,003 Checking = \$60,888

Line Items:

1. Contra Dance:

- Transfers from CFS account to "cash box" have been made 3 times in the last year.
- Apparent deficit" number due in part from pre-paid rent for the hall (through June):
 - pre-paid rent (\$165/dance for 8 dances= \$1320)
 - pre-payments should balance out by end of year, but important to monitor -
- Discussion: contra dance still in process of rebuilding after Covid
- Contra is primary activity for CFS; do whatever is needed to keep it going.
- CFS's bank balance > \$60,000: significant portions come from CCW and from Best Cellar benefit concert
- Group is advised to conduct year-end review; compare recent years, identify trends
 - Two previous treasurers maintained spreadsheet data for each dance
 - Van has info in QuickBooks; not broken out; Shell has rough attendance

2. Best Cellar:

- Line item looks different: Van concerned about info he needs for ASCAP report
- Previous treasurer explained: the Cellar covers its share of CFS overhead by holding an annual benefit, with all proceeds going to CFS.
- Bill P can follow up with Van about info for this activity

4. Celtic Festival:

- Line item is misleading; CCF and CFS have budget calendars (CCF is Oct to Oct; CFS is July 1 to June 30th).
- Separate CCF financial report was presented
- Keep CCF numbers in the monthly CFS report to see the cash flow, but continue reporting using the October-to-October cycle.
- Q: Is financial reporting for CCF concerts different from regular CFS concerts?
 - Meeting minutes documented board approval for a single concert last summer'
 - Van remembers Chere waiving any overhead calculation for "a few years"

5. Bill clarified: what is the 7% calculation?

- 7% calculation appears on treasurer's report for every activity
- % was set years ago, as a book-keeping tool, to help each activity keep track of how it's doing; bringing in enough \$ to stay "in the black"
- This calculation CFS to support folk music AND keep the organization fiscally sound.
- CCF is similar to CCW, although CCW has a budget history & can project how much they'll pay for expenses.
- CCF also needs to provide a projection of income and expenses.
- Van stated: all of this information IS in the Excel sheet, but as a once a year event, only in its 2nd year, he can't determine the margin until the end.
- Because CCF handles large amounts of money it must be responsible for providing projections, so board can decide an appropriate target or margin of the festival should achieve in its second year
- Having a separate budget cycle, should allow the board to see if it's on track or not.
- Put on agenda for next meeting

6. Web expenses:

- Dreamhost charge is high (~\$500); it covered 3 years payment at one time
- Outside web fees were paid to Katie Pardee (CCF) & Bekki Levein for CFS website.

7. Bookkeeping: URGENT NEED for CFS book-keeper

- Current CPA contract is not being renewed;
- Anne White, previous CFS bookkeeper, will review reasons for non-renewal

BOARD ISSUES

1. WEB support & organization:

- What: Identify current IT resources in CFS, define their responsibilities and know-how
- Why: To create transparency for board & to help Steve know who should be talking to him
 - Linda & Anne are discussing actualizing some kind of guide; update & report to follow

2. CFS Website "re-design" process...

- IT review & support team: 2/22/2024 Bill H polled board:
- Team = Dave, Dick, Jason, Anne (secretary)- under Steve's direction
- Steve will doodle group for meeting date

Committee Reports: Groups reporting

Membership:

Current paid-up members= 128; Total lapsed= 108;
 [Lapsed 12 mo= 53; Lapsed 13-24 mo= 22]

Best Cellar: Mark providing artifacts for SustFair table

Concerts: Cliff prepared a written report on lighting equipment at UU;
 Tabled for lack of time; put on next month's agenda

Corvallis Celtic Festival (CCF):

Concerts planned. See website: www.corvalliscelticfestival.org

Corvallis Contra Weekend (CCW):

A summary report to CFS with information & data from CCW recap meeting will be coming

Other Business:**Sustainability Fair** March 7, 2024. 5-7 pm. (Anne)

The following have offered to help:

- CFS board: Bill H, Denis, Chere, Linda, Shell
- CFS members: Mark Aron, Mark Weiss, Kurt Smith, Dave R
- Musicians: Kurt Smith, Bo Leyden & friends; Ralph Penunuri & friends

Goals for Fair

- Promote membership in CFS; with new QR code, people can join on the spot
- Handout copies of most recent Newsletter
- Advertise & recruit for CFS's volunteer needs
- Table should attract attention & inform about CFS activity groups:
 - Mini-displays: Best Cellar, Song Circle, Folk Dancing, Celtic Festival, Contra
- Swag: CFS stickers & CDs from local musicians.
- Slideshow: Dave Rabinowitz is assembling. Send him photos & videos!
 - Laptops needed to run A-V media: Dave, Linda, Chere, Shell, Anne
- Main focus: talk to people! re CFS mission, role, importance in Corvallis
 - The more CFS people who can stop by, hang out and talk to people, the better.
 - There will be food, live music (Kurt Smith organizing)

Old Business: Tabled

- Sound equipment: CFS (Erik Knoder), Anne & Bill (from Bruce Marbin)
 - Decision to give away or sell still in process
 - Possible recipient: Willamette Grange

Next Meeting: 1st weekend of next month: Sat April 6 or Sun April 7

Anne will send out a poll

Planning ahead:

- May 4 or 5 regular board meeting
- June 1 or 2 board meeting plus Annual Member Meeting

ADJOURNED: 3:20 pm

Notes by Shell Stowell
 Edited by Anne Smith,
 CFS Secretary