

Swing 'n' Country Board Meeting

July 22, 2013

Meeting was called to order at 7:10 p.m.

Present: Jerry Kieras, Don Moeller, Rich Cooper, Deborah Sitter, Ingrid Dubman, Leah Noparstak, Marcia Emmett, Susie Kaplan, and Gary LaForte.

Absent: Reike Moskal

Email Motion:

- ❖ On July 19, 2013 Susie motioned/Leah seconded that we accept Karen Capria's offer to place an ad in a local paper advertising our August dance (There would be no cost to the club). **Motion** was unanimous and **carried**.

Mission Statement was read by Ingrid Dubman.

Member Presentations

- ❖ None

President's Report

- ❖ A Buddy System has been initiated for all board members. They are as follows: Ingrid and Jerry, Reike and Deborah, Marcia and Susie, Rich and Gary, and Don and Leah.
- ❖ Jerry went over some of the responsibilities of the Vice President of the club. **Gary** will take over the staffing scheduling **Gary** will also run the election if there is one. **Don, Gary, and Rich** will take care of computer updates and transport the laptop to computer events, dances, and lessons.

Treasurer's Report

- ❖ The QuickBooks conversion is completed.
- ❖ The fees for DCC from World Dance Registry created the shortage in balancing the books. **Leah** will look into raising our credit card processing fee from 2.89% to a higher percentage so that there will not be a shortage again next year
- ❖ We are also being charged ACH clearing house fees on our bank account. **Leah** will call the bank to inquire about getting them removed.
- ❖ Ingrid moved/Susie seconded that we accept the February thru June reports. Vote was unanimous. **Motion carried**,
- ❖ By January 1, 2014, **Gary and Ingrid** will become our auditing team and will perform an annual audit review.
- ❖ **Committee chair persons** need to review their budgets and submit them to Rich by August 5th, 2013. This would be the following people: **Marcia** for Hospitality, **Ingrid** for Education, **Gary** for Election Committee, **Leah** for DCC, **Karen Capria** for Marketing, and **Don** for Operations.

Secretary's Report

- ❖ Rich moved/Marcia seconded that we accept the amended report. Vote was unanimous. **Motion carried.**

Committee Reports

Hospitality

- ❖ Our July 12, 2013 dance had 69 attendees that incurred an expense of \$71.19.
- ❖ Special thanks to Carey Schug for donating a Focaccia Pizza Bread.

Dance Camp Chicago

- ❖ Leah presented the flyer for DCC 2014. Nice job Leah!

Happenings

- ❖ Gary and Judi met in July to discuss Happenings and the need for a back-up person. Eventually they will be considered "a team" rather than Gary being a back-up. More training will be done to achieve this goal.
- ❖ **Gary** will insert in Happenings a special message about the need for a Vice President for the club for this year.

Marketing

- ❖ Karen Capria has offered to create a marketing plan for SNC for 2014! Way to go Karen!
- ❖ Susie met both with Alfred Dahma and Karen Capria for ideas regarding marketing for the club. She submitted a report from each with their ideas on how to get Swing 'n' Country up and running AND growing!

Education

- ❖ The dates for our Swing 'n' Country lessons and dances for 2014 were submitted to Joanne by Ingrid.
- ❖ Also submitted to Joanne was the September 20th, 2013 dance date for our second dance of the month of September.
- ❖ **Ingrid** will send out a reminder to all of our instructors about "Meet the Teachers" dance in September.
- ❖ Ingrid submitted a list of proposed instructors for the club. The list was unanimously approved.

Archive Report

- ❖ The club USB hard drive has a copy of the archive which is up to date as of January 1, 2013. This drive was given to Leah. The main archive is up to date as of July 2013. The main archive will be copied to the club archive from time to time (at least once per year).

Website Report

- ❖ A website review system has been implemented with Susie doing the first month of July. She is diligently doing a lot of clean-up work on the website. Thank you Susie! The following is the schedule thru the month of April, 2014:

August – Gary	January - Reike
September – Marcia	February - Deborah
October – Don	March - Rich
November – Leah	April – Ingrid
December –	
- ❖ Any corrections to the website need to be emailed to Susie first for her review. A findings report needs to be compiled and submitted to the board including the status of the items found. Items to review are as follows: Front page should be in chronological order; Check that the 3-month calendar is up to date; Make sure the dates and times of lessons and dances are accurate along with any spelling errors; and check the most recent monthly Happenings issue. The review should be done 2 or 3 days a week during the month.
- ❖ Susie will ask Roger for the monthly stats on how many people click on our website.
- ❖ Photos from DCC were uploaded to the website photo gallery. These photos came from Don Leynes and Liz Gutzwiler. There are additional photos in the club photo archive.

Music

- ❖ The DJ for the September 2nd dance will be Ken Dillard.

Dance Angels

- ❖ Susie presented information on Dance Angels with the goal to re-introduce the program at our 2nd dance in September.

Membership

- ❖ The total membership to date is 239.

For the Good of the Club

- ❖ The Education Committee reviewed our attendance at June lessons for the past 5 – 6 years, including June of 2013 and has concluded that June lessons are poorly attended. Leah moved/Deborah seconded that we discontinue holding lessons in the month of June. Vote was unanimous. Motion carried.
- ❖ Leah will make a sign for the front desk regarding the method of obtaining the DVD's that were ordered.

Next meeting is August 12, 2013.

Adjournment

Leah moved and Susie seconded that the meeting be adjourned at 9:55 p.m.. Vote was unanimous. Motion carried.

Respectively submitted,

Deborah E. Sitter