

## Swing'n'Country Board Meeting

04/20/2009

Present: Ann Clark, Rich Cooper, Alfred Dahma, Julie Hein, Susie Kaplan, Jerry Kieras, Leah Noparstak, Tobi Oberman, Roger Peterson, Bill Dortch, Judi Troemel, Don Moeller, Penny Rusch

Absent: Kathy Poppke

Meeting was called to order at 7:09 pm by Roger.

Don read the Mission Statement. Roger commented that the mission statement should be the foundation of our decisions. He also stated that the reason our attendance at dances is increasing is because we act as ambassadors of the Club making all feel comfortable. We need to assertively continue to do this.

2009 Board Meeting Dates: It was agreed to continue holding meetings the Monday after the 2<sup>nd</sup> dance (3<sup>rd</sup> Monday of the month). We will continue using the Spaghetti Warehouse.

### SNC Committees and their Chairs:

Education: Susie, Tobi, Penny and Jerry. Tobi and Susie offered to be co-chairs.

Hospitality: Ann (Chair) and Susie. To be asked: Donna Kinneman, Linda Page, and Sandy Woodbury who are currently members.

Marketing: Jerry Kieras (Chair), Roger Peterson, Judi Troemel

Music: Leah, Roger, Richard, Ann and Susie

By Laws: Ann Peterson, Chair. Julie, Richard, Don Bright

Web Site: Roger (Chair)

Happenings: Judi (Chair), Julie, Ken, Bill

Special Events: December Holiday Dinner, Leah, Tobi and Julie.

Roger requested Committee Chairs provide reports one week before the scheduled meeting.

**Don Moeller will create a template** for Chairs to use in submitting their reports.

### Treasurer's Report

Rich had submitted three reports prior to the Board Meeting. Due to system changes and computer crash January was a difficult month. Feb was difficult due to DCC. We are now current through March including the quarterly report.

January Report: It was suggested we remove account numbers from reports. Roger had a date correction and attendance qty change. Motion to approve made by Leah and seconded by Jerry for January 2009 Treasurer Report.

**Motion passed**

February Report: After correction to number of dance attendees and date and removing account numbers a motion to approve was made by Ann and seconded by Tobi. **Motion passed.**

March Treasurer Report. After correction to Funds on Deposit, correction of teacher to Julie Hein and deleting acct numbers, a motion to approve was made by Julie, Ann seconded. **Motion passed.**

Head Counts from here after will be moved to Operations. (January through March Attached)

#### Secretary's Report

A motion was made by Penny to approve the March minutes after a typo correction and was seconded by Alfred. **Motion passed.**

DCC Overview: Leah submitted a detailed hard copy report giving reasons why attendance was down and costs were up. Roger commented that going forward; stronger negotiating skills and better marketing are needed for 2010. Currently the financial reports are somewhat off and can be fine tuned. Penny commented that dinner food should have been served during the dinner period and not at midnight as most had already gone out for food. Also the \$40 charge for the Saturday night show and dance was excessive for most country dancers.

Venue Search Committee for DCC: The DCC Committee has submitted an RFP to Intercontinental Hotel. This would be top of the line venue. RFP's have been sent out to a number of places. Itasca has returned theirs. Committee members are Tobi, Leah, Roger, Alfred and Julie. Roger and Leah will be Co-Chairs.

**Roger is asking the committee to find three options:** Bare Bones, Mid-Range, and Top of the Line facility and come back to the Board by May 1<sup>st</sup>.

DCC Survey: Alfred presented the DCC survey. Members gave their input and Alfred will include their suggestions. Paper copies will be made available. Time line suggested is May 1 – May 30. Judi will provide Leah with the Happenings Subscriber List; the survey going right into their mailbox. Survey Monkey will be used for the cost of \$20. Susie motioned and Don seconded. **Motion passed.** (Survey Attached)

Bylaws: The By-Laws with changes as suggested at the previous review meeting on April 6 will be **sent out this week by Ann.** The By-Laws will then be voted on by the Board at the next meeting.

### Operations Report

A microphone will be purchased at the approved amt of \$400.

Dates for summer dances have been reserved at North Park. July 24 and Aug 7 will be noted in the Save the Dates section of Happenings.

Meeting minutes are now all on the web site with the exception of Nov 2008.

Music Committee: Announcing the name of the dance prior to the music starting is getting better. Mark Robbins has requested faster Double Two music. The Board unanimously feels we should keep it at a slower rate for the comfort of the general dancer level. Roger is requesting a Music Committee meeting for purposes of having a DJ guideline that will include BPM, rotation, length of song, interviewing process all summarized in one document.

Education: Jerry suggested we have beginner/beginner classes – free. We can use the syllabus that UCWDC has issued. Roger requested the Education Committee meet and put together a formal proposal.

### Website Report

Report previously submitted (attached)

### Marketing Report

Jerry is looking for volunteers to help distribute to other dance venues. Jerry has put a generic SNC monthly calendar as a test on Craig's list. Jerry is also proposing contests, races etc to win prizes for wearing SNC wear. There will be a formal Marketing Committee proposal submitted prior to next month's meeting.

### Happenings

Judi had submitted the Haps report indicating the team has asked for and received a 60 day trial extension with Constant Contact. (Attached)

Susie made a motion to adjourn at 9:52 pm, seconded by Jerry. Motion passed.

END OF APPROVED MINUTES. COMMITTEE REPORTS FOLLOW.

## **Happenings Report**

SNC Board Meeting 04202009

Status of Constant Contact: An extension has been requested and granted. A new 60-day Trial period will begin on May 1<sup>st</sup>.

Procedure for getting info to Haps Staff:

Front Desk to get e-mail addresses to Judi: Can this be a separate permission sheet attached to waiver?

Review of Happenings: All board members names have been added to the Board Reviewer List. It is requested that the Happenings Board Draft be reviewed for any errors or omissions. This draft is typically sent on Sunday requesting any comments be received by Monday evening.

Judi Troemel  
04172009

## **Web Site Report**

April 20, 2009

- The Norton anti-virus subscription for the club computer expired and was renewed on April 6, 2009. The cost was \$49.99. Our privacy policy requires that member list be stored only on computers with up-to-date security installed.
- Dance Camp Chicago photos were uploaded to the web site.
- Upgrading the web site from MS FrontPage to MS Expression Web will commence soon. We have received notice that our new web site host will not support MS FrontPage extensions after July 1, 2009. Recall that this is the same issue that motivated us to switch web site hosts a year ago.
- The board/officers web site page was updated on April 5, 2009. Please take a look and forward errors and additions to Roger.

## **Operations Report**

April 20, 2009

- CNP booked for July 24, Aug 7, and Dec 4 & 18