

## Swing N Country Board Meeting Minutes

Monday, 10 August 2009

Present: Ann Clark, Rich Cooper, Bill Dortch, Marcia Emmett, Jerry Kieras, Don Moeller, Leah Noparstak, Roger Peterson, Susie Kaplan  
Absent: Judi Troemel  
Open position: 1  
Guests: None

Meeting was called to order at 6.59 pm by President Roger Peterson. Marcia Emmett read the Mission Statement.

### President's Report:

- Next Board Meeting is scheduled for 21 September 2009.
- We welcome Marcia Emmett to the SNC Board and thank her for participation.
- Kathy Popcke has resigned from the Board. She will still help at dances and offer ideas but cannot take on the responsibilities of the Board due to other commitments.
- We need another board member to have a full complement of 11 people. Tobi Oberman has expressed an interest.
- ACTION ITEM: Please send thoughts on choices for the Board position to Roger via e-mail. The voting for the Board position will then take place via e-mail.
- Roger has been investigating the incorporation of the club in preparation for Tax Exempt status. It was discovered that the club was first incorporated in 1993 as the **Swing-n-Country Social Dance Club**. The incorporation was dropped from 1998 to 2005 due to non payment of registration fees, failure to file reports and/or lack of need for incorporation. Don Bright filed for reincorporation in 2005 as **Swing N Country**. All fees and reports are current per Rich Cooper. Roger stated that the officer list on the State Of Illinois website lists members of previous boards. Rich will update the officer list at next renewal time.
- Love n' Dancing movie event is scheduled for Monday, 17 August 2009. There are 104 people pre-registered. The cost to the production company is \$10 per head but with 100+ people the cost goes to \$7.50 per head.

The profit will be used for another multi-club event to be determined later. Both SNC and DCC will donate prizes to the raffle

- ACTION ITEM: Roger will make the certificate for the SNC prize and Leah will get the certificate for the DCC prize both due by 8-17-2009.
- Action Item Resolution: Don Moeller had presented a sample tracking sheet. Though well designed, it was decided that it was too complicated for SNC Board. An Excel sheet format, which has been started by Roger, will be used to track items requiring action. Roger will send monthly reminders to the people having ACTION ITEMS. Judi will not list them in the minutes except for the first time the ACTION ITEM is initiated and when the item is finished.
- Feedback Policy: Roger presented a policy for handling the feedback for the club. It was suggested to change the word 'attack' to 'accusations'. Motion by Roger and seconded by Leah to accept the feedback policy as amended and have it placed on the website. Motion passed unanimously. ACTION ITEM (Roger): Post policy on web site.
- Membership Renewal: Motion by Leah and seconded by Marcia to create a strategy to comply with the new bylaws using September 1 as the renewal date.
- ACTION ITEM: The motion on membership renewal was tabled until a business practice could be developed by Leah and Rich.
- Volunteer Point System: Clarification was made on the volunteer point system as follows
  - 24 points are needed for a free month of Wednesday night lessons
  - 8 points are needed for a single Wednesday night lesson
  - Points may NOT be used for Friday night lessons
  - 4 points are needed to get into the Friday night dance; there is no splitting of points, i.e. 2 points plus \$3.

ACTION ITEM (Roger): Place this information on the web site.

## **For the Good of the Club:**

**Chicagoland Dance Festival:** Julie is heading up the Thursday night volunteers who will put up the skyscraper backdrop. Volunteers are still needed. Pizza for the volunteers on Thursday night will be ordered by Leah.

The Swing N Country information table will be inside the ballroom. The Swing N Country banner will be hung as the backdrop. Roger has made 2 tri-fold displays. One has photos of SNC and the second has information about the club and DDC and a photo of the board. Roger also made a continuous play DVD of photos of the club which will be shown on Friday and Saturday. Hard copies of Happenings, the current calendar, member registration forms and DCC registration forms will be available. Fans will be out for the taking and a bowl of mints will be out. No Board Member will have to man the table.

Leah will order the pizza for CDF Friday night. As in past years, she will gather serving volunteers that night.

**Committee Chairs:** Chairs have been requested to submit their reports for review prior to the scheduled board meeting. Any format is acceptable.

**SNC Officer and Committee Reports:** (Listed alphabetically)

**Dance Camp Chicago:** (Leah, Chair) Julie, Tobi, Roger, Susie, Don  
Venue Search: Contract was signed with the Waterford. The rooms are definitely being renovated. Waterford's minimum is \$4000 for food beverage and 100 room nights, the ballroom then being at no additional charge. Alfred negotiated the inclusion of the bar and concession stand business to be included in the \$4,000. We had 120 room nights in 2009. Charges for the room will be \$69 and \$79 with the 26<sup>th</sup>, 51<sup>st</sup>, and 76<sup>th</sup> rooms free. .

**Action item** management: Leah (and DCC committee) presented a spreadsheet of expense items. Numbers presented were based on the 2008 attendance to determine profit/loss. Roger asked that the numbers be crunched using the 2009 attendance figures to determine profit/loss. 2008 attendance figures give a loss within the amount set by the SNC Board. What happens with the 2009 attendance figures????? Kristin and Mario have been signed as instructors as well as Don Macdonald, Jennifer and Randy Jeffries, Colleen McDonald. Doug Rouser will be head judge as we had no response from Erica Berg.

**ACTION ITEM:** Rich needs to send a deposit to the Waterford.

**Education:** (Susie/Tobi chairs, Penny and Jerry members) Susie presented a list of instructors for the 2009-2010 season. This is the list of instructors who are realistically expected to teach for us. Names of instructors not on the list are those who are not available this season, are not interested or have not taught in years.

Mario and Kristin should be added to the list as they will be teaching at DCC. Spelling corrections are needed for Don Leynes and Nino DiGuillo. Motion by

Roger to approve the list with the additions and corrections, second by Leah.  
Unanimous.

Education committee has designed a new lesson format:

45 minutes of beginner lesson

10 minutes of dance practice with instructor supervision

5 minutes video

The same will occur for the intermediate lesson.

A new Friday night lesson format was also presented. (see Susie's education report that she emailed).

**ACTION ITEM:** It was decided that the contract for the instructors should have an Act of God clause for cancellation. If cancelled, then no remuneration is necessary. Susie and Rich will handle this.

**Happenings:** Judi, Chair and Julie, Ken and Bill members.

There was nothing of any significance to report during the previous period.

**Action Item:** Judi, Leah, Bill and Roger will work together to validate the accuracy of the 800 names on the Happenings subscriber list. A 90-day-free Constant Contact trial will start as soon as member data base is validated.

**Hospitality:** Ann (Chair) with Susie, Sandy Woodbury, Linda Paige.

Kathy Poppke will help with ideas and assistance from time to time but has resigned from the committee. Donna Kinneman has resigned from the committee but will help with set up when she come to dances. Marcia Emmett has asked to be a part of the hospitality committee.

The reports of the July and August events were handed out with the cost breakdown and suggestions for future events.

**Action Item Management:** Kathy volunteered to sit at the sign-in table and write out cards. Bob Boyle will be the guest DJ for the dance.

**Action item Management:** Plan 2009-2010 dance themes were presented in brief form and have gone back to committee to have final theme list by September meeting.

**Marketing:** Jerry Kieras (Chair) Roger, Judi, Kathy members.

There was no meeting held and nothing to report.

**Music:** Leah (Chair), Roger, Rich, Susie, Ann, Jerry, Ron Oberman – members. No meeting.

A special committee composed of Rich Cooper, Don Macdonald, Hania Richmond has agreed to participate and create a music plan as defined in the guidelines circulated earlier.

Ron Oberman objects to this approach; Leah has concerns/some objections to this approach. Will this offend the DJs?

ACTION ITEM: Roger will contact the special committee and tell them to proceed. Roger will contact the DJs and ask for their input.

**Operations:** Leah (Chair), Roger - member

A report was submitted prior to meeting and will become an attachment to the minutes. Staffing sign-up sheets for September will be thru e-mail.

**Secretary's Report:** Judi in abstentia

The date of the July meeting was 20 July 2009.

DCC report: Tesh is manager not owner/manager.

Kristin Ham and Donna Kinneman—spelling corrections

A motion was made by Don, seconded by Susie to accept the minutes as amended and passed unanimously.

**Action item:** Send corrected July 2009 minutes to the Roger Peterson for web site posting. (done)

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

**Action Item:** Reserving December 4 for Dinner/Dance and December 18 for bare-bones dance only (I-Pod music, minimal refreshments) remains an action item (Roger).

**Treasurer's Report:** Rich (Chair)

Clarification on the submitted treasure's report:

84 people attend the July dance: 55 members, 3 non-members. There was a high percentage of freebies for first timers, board members, points redeemed (26).

A new report format will be instituted. The P&L will include the current month, and the same month from the previous year for comparison.

Roger moved, Jerry seconded to accept the treasure's report with the adjusted attendance figures. The Treasurer's report for July 2009 **unanimously passed** and is attached to these minutes.

**Web Site:** Roger (Chair)

New website up and running; photo galleries are still being added.

**Adjournment:** Rich made a motion to adjourn at 10:01pm, seconded by Marcia.

**Motion unanimously passed.**

Respectfully submitted,

Judi Troemel/Ann Clark

