

**Chattahoochee Country Dancers  
Steering Committee Meeting Minutes - DRAFT  
July 12, 2009**

Meeting Date: July 12, 2009

Start Time: 6:30 PM

Adjourn Time: 9:30 PM

Host: Rob Harper

**Attendees:**

Steering Committee: Jim Crawford, David Digby, Rob Harper, Jennifer Horrocks, Sherry Kilpatrick, Robbin Ryan, Tim Timmer

Honored Guests: Dorothy Archer, Tim Cape, Bill Garmon, Alan Gordon, Kimbi Hagen, Bill Porter, Doug Singleton, Ann Whitley

Meeting was called to order by Rob Harper, President. The meeting considered the minutes of March and May for approval as well as a "placeholder" statement regarding the lack of a quorum for a June meeting.

Motion: Approve the March 22, 2009 minutes as presented, except for change in wording from "Jennifer Horrocks" to "Robbin Ryan" for seconding the motion by Robert McGregor. (Made by Robbin Ryan. Second by Tim Timmer. Passed by voice vote with none opposed.)

Motion: Approve the May 17, 2009 minutes as presented. (Made by Tim Timmer. Second by Jim Crawford. Passed by voice vote with none opposed.)

Motion: Post placeholder for June 14, 2009 meeting as presented. (Made by Jennifer Horrocks. Second by David Digby. Passed by voice vote with none opposed.)

All minutes will be posted to the CCD website by Bill Garmon.

The next two meetings will be held on August 30, tentatively hosted by Robbin Ryan and September 20 with host to be determined.

**Committee Reports:**

Band Policies and Processes: Tim Timmer (chair) announced that he has set-up a Yahoo group for the committee. He listed the CCD members considered for the committee and will publish the list as soon as all those considered have accepted their membership. Those considered are Tim Cape, Robbin Marcus, Moira Nelligan, Andrea Nettleton, John Scott, Verley Spivey, Susan Stone and Seth Tepfer. Committee meeting will be open to the CCD membership. Due to the expected participation in the meetings, the committee will work on finding appropriate venues, most likely to be held at CCC. Tim will announce the first meeting via the listserv and the webpage.

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Finance Committee: Tim Timmer (chair) turned the floor over to Doug Singleton (bookkeeper) to present a detailed fiscal year-end report for June 1, 2008 through May 31, 2009. Doug walked the attendees through the Income Statement and Balance Sheet for this last fiscal year, noting several unplanned expenses (e.g., MBC floor, sound equipment replacement, CCC construction) and an improved financial situation at CCC with lower rent. CCD's financial position looks good. Keys to the 2008-09 results were in large part due to Friday night admission price and the cost control discipline during the November festival. To better understand cash flow as it is tied to attendance, Bill Porter was asked to update his attendance graphs with attendance since the move to CCC and present prior year comparisons and trends at a future meeting.

Based on discussions at their May meeting, the Finance Committee recommends a financial policies and procedures audit to review CCD's current processes from cash collection through talent payment through deposits through regular expenses. While individual transactions may be considered, the primary purpose of the audit is to review policies and procedures and make recommendations to the SC. Rob will send a message to the listserv and make announcements at the dance to convene a three-person committee for this role. Volunteers with financial and business experience will be targeted.

In addition to the Finance Policies and Processes, we discussed the need for a broader CCD Standard Operation Procedures (e.g., policies, committees, SC responsibilities, processes) manual as a reference and training resource for SC members. Jennifer Horrocks volunteered to start organizing and pulling this together.

The budget for the current fiscal year (June 2009 – May 2010) was presented by president, Rob Harper. Specific items were explained and discussed. The following motions and adjustments were made that impacted the presented budget:

Motion: Target 60/40 mix of local to out-of-town bands for Friday dances starting with open dates in the fourth quarter of 2009. (Made by Robbin Ryan. Second by Jennifer Horrocks. Passed with five affirmative votes, none opposed, and one abstaining. The chair did not vote.)

Since New Years Eve falls on a Thursday night in 2009, it was suggested that we consider combining our regular Friday (1/1) night dance with Thursday (12/31) and Saturday (1/2) night special dances. Jennifer Horrocks offered to check availability and interest of regional bands.

Discussed and adjusted presented budget to include new zone out of town bands traveling less than 150 miles. The new structure to be included in the budget is as follows:

- Zone A (<150 miles): \$80 (Includes Athens, Chattanooga, Brasstown, Birmingham)
- Zone B (150-250 miles): \$150 (Includes Asheville, Charlotte, Nashville, Knoxville, Savannah)
- Zone C (251-400 miles): \$200 (Includes Raleigh, Greensboro, Memphis, Charleston, Tallahassee)
- Zone D (>400 miles): \$150 (Assumes bands in this area are part of a SE tour.)

The mix across zones will be distributed evenly for budgeting purposes.

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A discussion followed regarding the payment for OOT callers, larger bands sound technicians and other talent related items. It was agreed to discuss this issue again after 6 months once the Band committee has made some recommendations.

The need for electrical upgrade at CCC was discussed as well as options for funding the improvements.

Motion: Approve the budget as presented with the discussed adjustments. (Made by Tim Timmer. Second by Robbin Ryan. Passed with six affirmative votes and none opposed. The chair did not vote.)

**Other Business**

Alan Gordon gave a presentation regarding his experience with an open band in Michigan. It's an opportunity for community building and musician development He will work with the Band and Music Committee on this proposal.

Kimbi Hagen has done an outstanding job for CCD over the years in her role as November Festival chair. She officially announced that she is ready to pass the torch as November Dance Weekend chair. For this year she is still seeking a co-chair to learn the ropes and be prepared to lead the effort next year. She will help train her replacement when one can be found. Time is of the essence and all of us should be on the look out for someone interested in taking on that role.

We discussed the inclusion of English Country Dancing at this year's festival as CCD sponsored event or a separate activity coordinated by ECD Atlanta. Kimbi Hagen will prepare the key facts to consider for the SC to make a decision electronically or at the August meeting.

A number of members expressed concern over the way to SC has been communicating, and not communicating. The SC briefly discussed some of the pros and cons of using the SC Yahoo group both externally (e.g., concerns from the entire dance community e-mailed to the SC) and internally (e.g., discussing SC business in confidence, approving SC decisions). While it is not perfect, it's the best method available at the moment if used correctly. The SC members need to commit to responsiveness, respect and appropriate distribution of electronic conversations both internal and external to the SC.

Motion to adjourn made by Tim Timmer. Seconded and passed.

Meeting adjourned at 9:30p.

*Respectfully submitted, Sherry Kilpatrick*

*These minutes were approved by e-mail by the CCD Steering Committee on July 21, 2009 with the following votes:*

*In favor: 5  
Opposed: 0  
Abstaining: 0  
No vote cast: 4*