

CCD-SC Minutes September 19, 2012

**Minutes taken by Jane Schindler**

SC Members Present: Janet Shepherd  
Amy Krafchik  
Doug Singleton  
Margie Cooper  
Jane Schindler  
Sally Walker

Janet brought the meeting to order @ 6:40 PM; @ Janet's House

Sally informed the SC that Dave Marcus gave her his proxy vote for this meeting

Margie asked Jane to take on Secretary duties of taking and posting SC minutes to the end of the year, in order for her (Margie) to help handle Housing Dancers for Allemande 2012 All present approved

Next SC Meeting: Wed October 24, 6:30 PM  
@ Sally's House: 2515 Sunset Dr, ATL 30345

**Old Business:**

**\*Dance Schedule:** Janie ask Deanna Palumbo to put CCD (library) address on written schedule **DONE** Jane also requested Deanna change open/close scheduler (on flyer) to Deanna's contact info

**\*New Dancer Retention:** All SC members think about ways we can encourage new dancers to return. **ACTION:** Jane will ask Jim Crawford about forming a New-Dancer Retention Committee

**\*Air Conditioning:** Jim Crawford talk to McKenzie at CCC about air-conditioning thermostats **DONE** Margie buy additional floor fans. **TABLED** (fans unavailable)

**\*Steering Committee elections:** Doug ask Janet to find a chairperson for the Nominating Committee. **DONE** – **Scott Barnaby** has volunteered to chair the committee.

**ACTION:** Janet will give Scott a timeline for SC Elections per Aug 26 minutes

Janet called for suggestions for the SC Nominees; will share with Scott

**\*Website:** **Repeat Action** Amy will ask Reggie Strange to contact Kimbi

**\*Bylaw Article VIII change (Steering Committee Elections):**

Dave send out proposed wording changes for SC comments **DONE**

Dave present final draft of proposed changes for approval at September meeting **DONE** **New Action:** Jane will resend proposed Bylaws changes for vote by SC by 9-26-12

Tweaks will have to wait until vote on recent proposal is accomplished.

**\*Band Selection Committee:** Margie will talk to BSC regarding the election of new BSC members **DONE-** Members suggested separate elections from SC, after Jan 1; one member to roll off a month later.

Jane requested Kimbi update the BSC on web **DONE**

**UPDATE** (Sept 26-28) After further email discussion, it was decided to proceed with the original BSC election schedule, ie concurrent with SC election, just as outlined in the BSC procedures document.

**\*Safety:** Additional concerns were raised from dancers regarding potentially harmful dance issues including long hair swishing in eyes, extended flourishes, excessive jewelry... Janet encouraged ALL of us to be diligent in expressing concern with dancers' safety, especially on the dance floor; be courteous! Doug will talk to callers at Seth's Caller Collective regarding safety concerns.

**\*ALLEMANDE** Branding: Kimbi Hagen change link on CCD home page and send out message to listserv and Facebook **DONE**

Sound: Kimbi secure sound crew **DONE** Ed Howe

Committees: Christin seek committee chairs for Housing **DONE:** Margie

Amy seek committee chairs for Food Committee slots **DONE** (see Dropbox)

Front Desk Registration, and Transportation Chairs still needed

Doug will make Registration poster for volunteer sign-ups

**\*New Year's Eve Dance** Kimbi hire band **DONE** NYE band will be Red Mountain White Trash. Susan Kevra is checking her holiday plans re:

Calling. If she says no, Kimbi will hire a local caller.

Students will pay the same as general admission

**\*Volunteer subcommittee:** Janie plan volunteer subcommittee **DONE**

Janie and Janet came up with a current list of Volunteer Roles, and needed Roles. List was discussed, some corrections/additions made. List will be sent to SC members, included in Dropbox after any corrections/additions, then included on CCD website

Jane volunteered to add herself as another Volunteer Coordinator on the web, with George Snyder; Jane volunteered to be Stone Mountain

GrassRoots Fest Liaison in place of Janet

Janet and Amy volunteered to coordinate the Summer Picnic

## **NEW BUSINESS**

\* **Supplies** Needed: newbie stickers, surveys, DVDs and doorkeeper forms  
**DONE** Filled via Jim

\***CCD Directory:** Kimbi has set up a CCD Directory data form on the CCD website. For information security purposes NO information that the website form collects lives on the CCD website. For information integrity purposes new entries, edits, and deletion requests submitted through the website do not auto-populate a fully formatted directory — they simply auto-populate a database. In order to produce a directory someone has to enter the database, hand enter any submitted edit requests, export the database into an Excel file, and format the Excel file for distribution. Kimbi has provided both Excel and pdf copies of the directory, documents that would be mailed out periodically to people listed in the directory.

Excel files will allow people to sort by whatever is helpful — first/last name, birthdays, etc. Pdf copies are helpful for people who don't have/use Excel.

\*This directory is not connected to any previous versions of the CCD Directory. People who are in previous editions of the directory are going to need to add their information here, if they want to be in the new one. Kimbi emailed the SC that she will be happy to be the person who maintains it.

All present approved Kimbi Hagen as our **Directory Editor** (as dictated by Kimbi, a role to be assigned by the SC, since it involves handling personal information)

Kimbi will invite CCD Members to use the Directory **DONE** (9-23)

\***New Years Day at CCC:** Rob Harper, who has organized our New Year's Day events in the past, has a LOT on his plate right now so is hoping to have someone else organize it this year. No plans were made at this time

\***Communication:** Jane requested efforts for better communication inside SC (eg: host announcements, Dance feedback, etc);

### **Janet suggested "Reply-all" to key emails among SC Members**

To increase communication with CCD Membership, Jane suggested, and volunteered, to provide a summary of monthly SC minutes to CCD members. To prevent an aura of micro-managing, especially on sensitive issues, it was suggested the summary would be presented to the SC first .

**Other business:** Doug questioned an email requesting a license and payment concerning ASCAP; concluded it was phishing

## **\*Finance/Budget**

**Fundraisers** : A suggestion to sell fold-out fans was not pursued

**Allemande:** Catapult is subsidizing travel for the Friday night band and caller (i.e. Catapult will reimburse CCD for the difference between what CCD would pay for travel for a regional band/caller and the actual cost)

Sally, a Finance Committee Member, opened further discussion concerning Regular CCD budget sustainability. We would all like to see CCD continue to succeed, and improve its financial situation even before the formal completed budget is submitted. A Financial Mission Statement was crafted. All present approved.

**Financial Mission Statement:** As members of the CCD Steering Committee, we unanimously agree that our financial goal is to ensure that our Friday night dances be self-sustaining and that any profits from other CCD functions (Allemande, extra dances, donations, etc) be used to preserve operating capital and help to further our mission in promoting and preserving Traditional American Dancing.

Sally made a motion that admission for Friday Night Dances be \$9.00 for local bands, \$10.00 for out of town bands, and \$5.00 for all student admissions. This increase will begin the first week in January, 2013. Janet seconded. Discussion followed; Six in favor, one opposed. The motion passed.

**Regular Expenses:** It was suggested (Dave Marcus and Kimbi) that we ask CCC to either: a) provide/pay for security for us, about \$5,200 a year. When the lease was signed, we didn't realize our dancers' cars would be broken into in the neighborhood, so it was an unforeseen expense; and they have an obligation to keep renters safe.

Or b) Subsidize at least half the cost of the security that we provide for ourselves (\$50 each Fri). They can do that through a rent reduction that equals at least half the cost of our monthly security bill.

Or c) or freeze the rental increase

Doug will talk to McKenzie and Linda (at CCC) before the Oct SC meeting regarding these negotiations

Other suggestions for Financial Aid included: Include Dance Workshop in dance price; Tighten admission procedures, possibly a hand stamp to show individual payment

Meeting adjourned @ 8:45 PM

**Old ACTION ITEMS – Not Yet Completed:**

**Doug** send out narrative details about proposed 2013 CCD Budget

**Joseph** send Meet Up group link to SC members

**Amy** connect your Meet Up group to ours,

**Safety Policy: Janet** and **Kimbi** draft safety policy for website;

**Janet** make NO TWIRL/ NO DIPPING buttons

**New Action Items:**

**ALL: VOTE ON BYLAWS CHANGES!** Help Christin drum up business for Allemande; Be diligent in expressing concern with dancers' safety, especially on the dance floor; *encourage courtesy!*

**Janet:** Give Scott a timeline for SC Elections per Aug 26 minutes: Paper ballots will be collected at three dances in 2012: 10/19, 10/26, 11/2. This will allow new SC members to be in place in time to attend November and December SC meetings as guests and begin duties at January 2013 meeting. **Share suggestions for the SC Nominees**

**Doug:** Talk to callers about safety policy at Seth's Caller's Collective in Oct; make Registration poster for volunteer sign-ups; Talk to McKenzie and Linda (at CCC) before the Oct SC meeting regarding security payment/rent reduction negotiations.

**Jane:** Ask Jim about forming a New-Dancer Retention Committee; Re-email proposed By-Laws changes for vote by SC by 9-26-12 **DONE** and call if no response; Send Volunteer Role List to SC members, include in Dropbox after any corrections/additions are made, then include on CCD website; Send summary of minutes to CCD Listserve

**Amy:** Ask Reggie Strange to contact Kimbi re website role

**Kimbi:** Post SC Oct 24 meeting on web schedule; Hire NYE Caller

