

November 19, 2012 CCD-SC Minutes: prepared by Jane Schindler

SC Members Present: (7)

Margie Cooper (Sec)
Doug Singleton (Treas)
Janet Shepherd (VP)
Jane Schindler (Acting Sec)
Sally Walker
Amy Krafchick
Dave Marcus

Guests: (11)

Christin Whittington
Carole Bennett
Scott Russell
Kimbi Hagen
Mary Ellen Doughty
Scott Barnaby
Ginger Lyon
Rob Harper
Jim Crawford
Bill Porter
Fern Garber

Janet called the meeting to order @ 6:35 PM @ her house

New Year's Eve Dance: Doug will sign contract 11-20 **DONE**

Admission - \$15.00 Sound – Bill is still looking

Security – Sally will contact Officer Chris (after getting last year's pay data) **DONE**

Sound and Security confirmed 12-4

Next SC Meeting: Sat, December 15, 4:00–6:00 PM, Kimbi and Karl Hagen's House,
1380 Bramble Rd NE, Atlanta 30329

Volunteer Appreciation Party follows: 6:30- 9:00PM; Potluck

All folks who have volunteered for CCD throughout the last year are encouraged to attend and be honored for what they have done for our community!

Allemande 2013 Co-Chairs will be crowned; Allemande 2012 Volunteers will vote on the Allemande 2013 and 2014 Headline Bands

Jane will announce the SC Meeting/Volunteer Party on listserv and FB **DONE**

Christin will invite Allemande 2012 Chairpersons individually **DONE** and will put a box @ Fri Dances to collect suggestions for Allemande '13/'14 bands **DONE**

Safety: Discussion again regarding safety concerns, emphasizing direct contact with those that repeat potentially dangerous flourishes, like deep dipping;
Kimbi has added specific safety recommendations in Caller guidelines on CCD website
Concerns included: protecting CCD's insurance; potential injuries to adjacent dancers; new dancers may emulate flourishes, but without the know-how; some flourishes make dancers late for the next figure in the contra; some partners may not want to be dipped, so request *asking* first (don't ask, don't dip); passive dancers can be as dangerous as aggressive

Comments: desire to emphasize form, elegance, pleasure in good timing, how you hold your partner; if we teach folks to dance better, risks would diminish; use teachable moments during Fri Dances to emphasize safe dancing

Margie will send a statement to the CCD listserv regarding safety concerns, and asking for feedback/solution suggestions – welcome frequent flourishes to be part of the solution, not part of the problem **DONE**

Safety Policies, Consequences for offenders, Enforcement, Waivers of Liability will all be included in the Safety discussion @ the Dec 15 SC meeting.

Allemande, Once Upon a Contra: Doug presented the Profit and Loss statement for Allemande 2012; still some minor expenses not yet turned in and paid, but estimate the final profit to be \$2,800-\$3,000. He also presented the Operating Budget for Allemande 2013, which shows a projected profit of \$3,000; Ed Howe will be back to do Sound for Allemande '13; Costume Contest was fun; Further debrief @ Dec meeting

Kimbi will create an Allemande Operational Manual

Allemande Friday Band Selection was discussed – Catapult not obligated, but a process for selection is necessary, considering cost, geography, quality, and a good feedback mechanism

Finance - 2013 Budget: Doug presented the 2013 Friday Dance Projected Operating Budget based on attendance estimates and admission increase, showing a profit of \$1,976; discretionary spending of \$1,976, no gain or loss; Budget details available on request; Budget to be voted on in Dec;

Dave will send a Budget Summary to listserv **DONE** 11-24

Finance Committee (FC) Membership will be solidified with the '13 SC

Budget Vision items in FC proposal to be presented @ Feb SC meeting include: advanced dances, upgrade sound equipment, replenish resources, Talent (Bands, Callers) Pay/Travel revisions; caution to watch that budget projections run true; Grants from CDSS could fund workshops, scholarships to help Talent and Organizers

Sarah Snyder suggested reduced admission cost with later arrival @ Fri Dances; a straw vote showed 1 for, 6 against; some come early and leave early, and wouldn't receive a discount; difficult to monitor; other entertainment forms typically don't offer discounts for late-comers; no further action was pursued; other ways to save on dances will be presented in coming months including multi dance discount cards

Use of a hand-stamp to show payment @ dances was withdrawn, relying on honor system; Sally will monitor

Bill is revising attendance trends data; will present @ Dec meeting

SC/BSC Elections Debrief: New SC Members, Carole, Christin and Scott R will begin office Jan 2013; New election process was thorough, went smoothly; Thanks to Scott Barnaby, Nominating Committee Chair, also George Snyder and Susan Davis; smaller ballots would work better; vote numbers available on request; Susan Davis has volunteered to draft an Election Procedures document; Jane will help – would include timeline, protocols, set questions for candidates, supplies, website text. Recommend SC consider procedures if snafus, eg candidates withdrawing

Clarkston Community Center (CCC) Items:

Doug's meeting with McKenzie Wren (11-1) was reviewed:

She stated they are very happy with us being there and consider us a substantial anchor tenant; they would like to do more with CCD to enhance our relationship. They absolutely intend to renew our **license agreement**. McKenzie spoke very highly of and wanted to thank Rob Harper, Jim Crawford and Duncan Cottrell for their donated

time and work with CCC.

The rental rate will be discussed closer to the expiration of the agreement, April 9, 2014. Doug has received an amendment to our license agreement for the last year, starting April 2013, calling for 2.5% increase in the rental rate rather than a 5% increase. Rob and Doug will work on a proposal to negotiate a new agreement.

April 27, 2013 was decided on for a joint venture **fund-raising dance**. CCC is donating the hall free of charge. We will have CCD volunteers and CCC staff; will include a silent auction; all proceeds to be split 50/50 with CCC and CCD. Their 50% possibly for electrical upgrade around the stage; our 50% to help Friday night budget.

CCC will not pay for our **security**; if we hired security though CCC we could possibly get a rate that amounts to \$75 per night, a savings of \$1,225 per year. McKenzie will get back to us. Doug was in contact with an independent security company, able to provide similar services to our current security, for \$19.50/hour, savings of \$1,100/year; references suggested. Doug will pursue best deal.

AC will be reviewed again in April; Doug offered to hire a company to assess the AC @ CCC, for ~\$200.; then inform CCC of the results

Margie will contact Deanna Palumbo regarding checking **restrooms @ Fri Dance** openings for cleanliness and supplies **DONE**

Jim will check outside **lights** at CCC **DONE** with Sally 11-23; observed overall there is an ample amount of lighting at the CCC entrance and the main parking lot. Recommended lighting improvements especially in the back parking lot and near the Alternative School

SC Hosts 2013: Hosts were assigned for Jan; Kimbi will post on the CCD Schedule:

1-4 Janet; 1-11 Christin; 1-18 Carole; 1-25 Scott R

Remainder of the year to be assigned when new SC is in place

Host Duties were discussed: A Procedural Manual would be helpful to capture why and how the SC does things; eg how to deal with unacceptable behavior (Margie included a Behavior Policy from 2007 in the SC Dropbox.)

Further tabled until Rob shares former detailed Host Duties **DONE**.

Holiday Sharing: Linda Graves will coordinate charitable contributions of clothing, toiletries and food @ CCC; aim to help local needy **DONE**

New Contest: Rob announced 11-16 anonymous donors funding \$100 each to the next 5 CCD members who each bring 10 guests; began 11-23

Discussion included more attention needed to retain new dancers, build/enhance skills, and integrate new dancers

Listserv Protocols: A message is sent out to the listserv automatically once a month.

Bruce Williams recommended amending the last paragraph of the current statement to include prohibiting personal attacks, and providing flexible consequences.

Changes to the Protocol statement are in red:

“Postings **containing profanity, personal attacks**, or of a political, religious, or sexual nature are **unacceptable**. Furthermore, virus warnings, non-community commercial advertising, and internet chain mail postings are not welcome. **Offenders will be warned, have their messages screened, or have their posting privileges revoked, depending on the seriousness of the offense.**”

Dave moved to accept the changes to our Listserv Protocols, Jane seconded, all approved, motion passed;

Kimbi will make the changes to the automated message **DONE**,

Margie will announce to the CCD Listserv **DONE** (11-19-12)

Dave will reply to Bruce **DONE** (11-19-12)

No action was taken for Bruce's recommendation to discourage potentially divisive messages on clothing.

Communication:

Feedback: Scott Barnaby recommended a Suggestion Box next to the Band Evaluation Box @ the Lobby Table; Scott Russell volunteered to create one, and collect contributions

Visibility: Scott B also suggested a poster of current SC members be displayed @ Fri Dances; Jane will make up foam-board poster with pictures of SC

Buttons: Custom buttons would also help SC visibility/recognition; Christin will design them **DONE**; Janet will make the buttons; SC Members will wear them!

CCD Branding: Jane requested moving this item earlier than the proposed March agenda -- A CCD banner would be useful for the March Stone Mountain GrassRoots Festival; Ginger and Jane will research options and cost

Ginger/Christin Birthday Party – Jan 12 @ CCC, ATL Open Band
SC approved use of CCD sound equipment

Meeting adjourned ~ 8:30 PM

Action Items:

Scott R: put out Suggestion Box @ Fri Dance Lobby Table; Collect Suggestions

Jane: make up half foam-board poster with pictures of SC

Ginger and Jane: research options and cost of a CCD indoor/outdoor banner

Janet: make SC buttons

Doug: hire a company to assess the AC @ CCC, inform CCC of the results;
secure best security deal;

Rob and Doug: work on a proposal to negotiate a new rental agreement @ CCC

Kimbi: create an Allemande Operational Manual

December Agenda Items

Once Upon a Contra Debrief–Venue, Theme/Talent Selection, Front Desk, Ts, Skit
Safety – Policies, Consequences for offenders, Enforcement, Waivers of Liability
Budget – Vote
Attendance trends
Host Duties – Procedural Manual
CCC –outdoor lighting, security
New Dancer Retention – committee volunteers
Farewell to Dave, Janet, Margie