

**Chattahoochee Country Dancers (CCD) Steering Committee Meeting
MINUTES**

May 16, 2013, 6:30 pm – 8:30 pm

Location: Scott Russell's home

In attendance:

Steering Committee Members: Scott Russell, Christin Whittington, Carole Bennett, Jane Schindler, Amy Krafchick, Doug Singleton, Susan Keller

Guests: Scott Barnaby, Rob Harper, Margie Cooper.

Next Meeting

Date: June 20, 2013

Time: 6:30 pm

Location: 1838 Almeta Ave, Atlanta, GA 30307

Finance:

Corporate Registration: Doug to click on website, and pay for it on May 17, 2013.

Doug: Presented Financial Statements: Balance Statement as of April 30, 2013. CCD net income is in the black. Doug suggested CCD move the savings from the Wachovia account into a CD to earn better interest.

Fans: Ernie Eden purchased (on behalf of CCD) large (~4 foot span) a fan. Ernie requested reimbursement. Doug to submit reimbursement to Ernie Eden on May 17, 2013.

Recruitment Contests: (bringing in brand new dancers)

CCD SC approved budgeting \$500 to cover renewing the 10 new dancers recruitment contest beginning June 1, 2013 the first five dancers who bring in 10 eligible new dancers from the Metro-Atlanta/Georgia area will win \$100 each. (It appears to be a great incentive contest).

Monthly, Quarterly and Annual: (bringing in new dancers and dancers that haven't dance in one year. This recruitment contest was not renewed.)

Catapult (May 25-27, 2013)

Christin Whittington is helping with the facility, Carole Galanty is helping with refreshments, and Ann Robinson is help with housing.

Summer Picnic (Janet Shepherd & Helen de Haven) No report.

CCC/CCD Perpetual eMotion Dance FUNdraiser 2013 (July 5 evening, July 6 starts at 1 pm, potluck Saturday night.)

Silent Auction—Doug to solicit donations. Doug to solicit ideas. Margie suggested to Doug that he get help staffing the tables to help protect the items and talk to people.

Jane developed a donation receipt and passed it on to Doug.

Outreach: Dancing Well – Seth Tepfer

Scott suggested a “Dancing Well” advanced dance fundraiser. Seth to provide more details.

Healthy Food Drive for CCC – Jane asked if she can coordinate with PeM Dance. Discussion was that it was better not to have the food drive during the PeM dance since it would be overwhelming to add it to the dance and silent auction and potluck. Have the food drive at another time.

2013 Atlanta Dance Weekend | 2013 Theme: Contraband

2013 Atlanta Dance Weekend Venue: Christin and Margie have negotiated a deal with the Decatur Rec Center on financial arrangements.

Child Care: Private child care will not be provided at the 2013 Atlanta Dance Weekend. Parents can organize child care in the hallways and outside. Children must be supervised at all times.

2014 Band/Caller Selection Process from 2013 Catapult: At the June 2013 SC meeting, the SC will select talent from Catapult to participate in the 2014 Atlanta Dance Weekend. The BSC will be invited to attend and provide feedback at the June SC meeting. After Catapult, a SC member will solicit feedback from the CCD listserv with responses to be sent only to the SC email.

Administration:

Communication among SC: Suggestion to share feedback from CCD members among SC, example: Atlanta Dance Weekend Theme entries. Christin confirmed Theme entries are to be vetted in the future. Respond to emails, "reply all" to emails; business via email only when urgent. Also, emails that are sent SC are to be kept within the SC members unless permission to release the email to others is received.

Protocols for SC member participation/support – eg meeting attendance.

SC members: If you cannot fulfill your bi-monthly host duties you must get another SC member to fill in “prior” to the dance.

SC discussed policy about SC meeting attendance: If you are unable to attend a SC meeting, you need to let other SC members know. After three unexcused absences at SC meetings in a year without any communication, a conversation will be had with that person to determine their desire to actively participate in the SC. In August 2013, the SC is considering having a conference call instead of meeting in person.

New Dancer Retention: Promote/supply nametags for all Dancers. Suggestion made to offer a Newer Dancer a name tag/badge after his/her third dance. Jane asked about Scott’s round wooden name badge. Scott to research a supply of wooden “cookies” for name tags. It is time to get rid of the old burlap badge holder.

New Dancer Greeter – need to recruit volunteers to be a greeter. Amy, as a member of the “New Dancer Retention Committee” will ask the CCD community to solicit volunteers to help greet new dancers.

BSC to report from 2012 (lessons learned re: scope, policies, procedures)

Publicity volunteer: Jane to solicit CCD community.

Suggestion Box:

A suggestion was received to have other couple dancing at Break, like a polka. Beginners wanted the callers to call longer and to start with basic dances. Scott and the other callers are going to practice this more.

Safety Policy:

Review, Amend, Adopt (Table until June 2013 SC meeting) All SC members are encouraged to submit suggestions to Kimbi Hagen before the June SC meeting. The "Safety Policy" is in SC-Dropbox.

Evaluation Dance for George Snyder

Jane suggested George schedule an evaluation dance in the 4th quarter of 2013. The SC approved George Snyder scheduling an Caller Evaluation Dance in the 4th quarter of 2013.

Childcare @ Friday Dances

CCD SC does not provide private childcare at the Friday night dances. CCD SC recommends parents who have a need for child care meet to work out a plan in which children are supervised at all times. In the past, parents have hired a person to provide child care at the dances.

Action Items: Reports/Updates

Rob, Doug and Sally: Concur on terms to negotiate a new rental agreement @ CCC

Doug: A meeting has been scheduled with Doug and McKenzie to discuss: outdoor lighting recommendations, obtaining key to CCC Kitchen door/East Room for Security/access to tables, security group plan, invoices for mop and door repair, keeping doors open during dance, and AC @ CCC.

Joseph: Post info about contra meet-up on CCD Listserv. Meetup.com/contra-dance.

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

Sally: Will meet with Doug and Rob to discuss Treasurer duties.

Christin: Contact Janet regarding making of SC and Host buttons

Kimbi: Post revised Volunteer Role List (currently in drop box) on website.

Kimbi and Christin: Create Operational Manual for Atlanta Dance Weekend.

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