

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

June 20, 2013, 6:30 pm – 8:30 pm

Location: Sally Walker's home

**In attendance:**

Steering Committee Members: Scott Russell, Christin Whittington, Carole Bennett, Amy Krafchick, Doug Singleton, Susan Keller, Sally Walker, Jane Schindler (by phone)

Guests: Scott Barnaby, Rob Harper, Mary Ellen Doughty

**Next Meeting**

Date: Thursday, August 1, 2013

Time: 6:30 pm

Location: Sally Walker's Home: 2515 Sunset Dr., Atlanta, GA 30345

**Finance:**

Doug sent May financial report to SC.

**CCC/CCD Perpetual eMotion Dance FUNdraiser 2013 (July 5- 6, 2013)**

Christin connected by email with Cynthia Yates at CCC.

Amy Krafchick to volunteer to be Snack Coordinator. \$200 budgeted for snacks.

Sally Walker is Front Door Coordinator.

Jane and Christin to be Saturday night Closers

Christin to solicit callers to do "beginner" contra teaching in room down the hall for non-dancers.

Saturday night dinner: Cynthia is checking to see if a group at CCC could do an ethnic dinner.

Christin suggested CCD's 50% go toward: Security Lighting, electrification, A/C, cleaning up/painting green room (all activities benefit both the CCC and CCD).

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

CCC might put on a dance (possible workshop) for African Drumming.

CCC might promote a book sale.

CCC will put a table out for the Farmer's Market vendor. Cynthia at CCC to coordinate this.

**Outreach: Dancing Well – Seth Tepfer**

Scott suggested a "Dancing Well" advanced dance fundraiser. Seth to provide more details. Seth not in attendance.

**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. Susan Taylor is confirmed Caller for Friday night per Christin.

**2014 Band/Caller Selection Process from 2013 Catapult:** SC solicited feedback from guests in attendance at June SC meeting for their feedback on Catapult band. SC voted to select talent from Catapult to participate in the 2014 Atlanta Dance Weekend. Rob (representing the BSC) provided comments about Catapult Bands and Callers from people who filled out feedback forms. A majority of

SC votes was received to have Uncle Farmer as the Band and Luke Donforth as the Caller for Friday night of the 2014 Atlanta Dance Weekend.

**Administration:**

Doug: Paid the business license.

New Dancer Retention: Scott to research a supply of wooden "cookies" for name tags.

New Dancer Greeter: Amy (volunteer). Amy not present at meeting to report.

BSC to report from 2012 (lessons learned re: scope, policies, procedures) Rob reported that the BSC is checking references regarding outside band requests and they talk to the band directly. They are taking the feedback from the Suggestion Box and having discussion, compiling it and will ensure the SC has a report of that feedback.

Publicity volunteer: Jane solicited CCD community that publicity volunteers were needed. Marla Puziss agreed to be a CCD publicity volunteer. Susan Davis said she would write copy. Christin will be the Publicity advisor.

**Action Items: Reports/Updates**

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

Doug:

CCC close to arranging a meeting to discuss security.

Mckenzie said they would take care of outdoor lighting

AC: McKenzie said that the AC unit has been evaluated and it is running well and we need to make sure we are running the AC correctly and not freezing the coils. Doug to meet with McKenzie to discuss further. Doug gave Rob a key to CCC Kitchen door/East Room for Security/access to tables.

McKenzie is ok with keeping doors open during dance. Doug paid the door invoice. CCC contract:

McKenzie is working on their annual budget and wants CCD-SC to lay out what we would like to have in the contract.

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

Janet: Regarding button-making: Check with Janet after she gets back from out-of-town. Rob suggested making SC buttons at a Friday night dance since the supplies are in the orange tub.

Christin: Contact Janet regarding making of SC and Host buttons

Amy: Please let the SC know when the next Meet-Up group is coming to dance.

Jane: Get a First Aid Kit to keep at dances.

Jane: Make up half foam-board poster with pictures of SC. (in progress)

Jane: Send the notes you took about the CCC contract.

Kimbi: Post the New-Dancer Recruitment contest (Focus recruitment on the New Dancer Contest "Bring in 10 Dancers and win \$100 (approved by SC vote) on the website. SC will be initiating a "Get in Half Price" cards and distributing the cards as opportunities present themselves.

Kimbi and Christin: Create Operational Manual for Atlanta Dance Weekend (in process).

Kimbi: Post revised Volunteer Role List (currently in drop box) on website. List the Role-list directly on the website, not as a document.

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