

Eugene Folklore Society Board Minutes
02/23/2020

Convened: 4:15pm @ Kris's House

Members Present: Kris Topaz, Bob Fraley, Carmen Parkinson, Larry Hill

April Board Meeting: April 19, 4-6, location TBD

March Board Meeting: **March 22 4-6 Bob's House 3290 Fillmore St. 97405**

House managers:

March 13, Friday Larry Carmen

March 28 Bob

Who will do money?

Key to open next dance: Bob will get Larry

Who will open at 5:00pm

Cash box and pouches:

Checkbook:

Spreadsheet to get initials

Entrance table person: Bee/ Marcia/ Diane (house manager to cover or confirm with Bee that she will be there)

Safety Person: Kris

REPORTS:

President/ Kris:

Kris reported that she will put up and take in the small lights for the big boards that are set out at the entrances.

Treasurer/Larry:

Larry gave a written and verbal report which we reviewed. We reviewed the reports and had no questions. Memberships have been declining as anticipated. He stated that he has filed the tax reports, filed the State of Oregon forms, annual corporate report, Oregon Dept. of Justice Charitable activities report and the contractors we pay through the Urban League. We are paying monthly for Adobe Catalyst our website. He reported that the Morris Team has received an anonymous grant of \$5000. He reported that we lost money overall in 2019. We lost about \$1,400 despite the interest from the Blago fund and profit from camp and Morris team.

Dance Coordinator/ Website/ Bob:

Bob reported that he and Rick communicated and it was found that we are on version 5 and Portland is on version 4. are working on the new website. Bob is asking Rick about the plug-in issue which is impairing the forward movement. He reported that dances are going well but we need to communicate special needs for returning the unusual items to their places after each dance. We will continue to seek a new venue.

We all discussed how to store and maintain our general operating procedures which are not secure documents and Bob will create a Google doc. Site.

Old Business:

Safe dancer policy will be followed up on by Carmen. Mary Grace reported about being part of the Oregon Cultural Trust to try to get more donations.

Larry will try to get ahold of Jerry about access to our MailChimp list.

NEW BUSINESS:

Larry will snail mail procedure for accessing our financial information to Kris. He will be gone for 8 weeks. Kris will put the information in her "Death Box" in her home office.

How to retain new dancers.

Kris will contact Kathleen and Robert and Rich about the upcoming Membership meeting. May 16, 5:00 meeting and potluck, 4:00 Board meeting

Parking Lot: (Items we may or may not have time/ motivation to deal with but want to remember)

Write up job descriptions for future reference and timelines.

Post board president e-mail visibly on a document at dances

Get more lighting to help people find the entrance.... anyone have ideas for next season?

We need someone to update and maintain the excel that Mary started of who does what and where things are stored.

Board will investigate potential use of survey for feedback regarding dancer retention.

Carmen moved and Bob seconded the motion to approve the above minutes and they were approved.

Adjourned: 5:45 pm.

Submitted: Kris Topaz, president