

DRAFT Eugene Folklore Society Board Minutes
03/22/2020

Convened: 4:00pm @ by Zoom due to COVID-19

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

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

May Board Meeting and Annual membership meeting:

House managers: N/A

Who will do money?

Key to open next dance:

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:

REPORTS:

President/ Kris:

Kris did contact Kathleen and Robert and Rich about the upcoming Membership meeting. It was set for May 16, 5:00 meeting and potluck, 4:00 Board meeting but this is now on hold due to the current COVID situation. We will ask on mail chimp for volunteers or nominees for board members.

This will be our communique to our membership via mailchimp:

The Board of Eugene Folklore Society wishes you all good health and safety. We have decided to cancel all dances through the end of April. We will reassess the situation and announce on our website and by email any further dance dates two weeks in advance.

Elections for Board positions take place in May, per our bylaws. We might be having our annual membership meeting by Zoom this year! We will notify you as to the date and modality of the meeting.

JOIN US ON THE BOARD!

We seek candidates and nominees for board members. Please contact us at Board@EugeneFolklore.org

We are a 501-C3 non-profit organization and this is your opportunity to keep the dances happening in Eugene. We need to have at least 5 board members. We need your support, dear dancers!

We are in need of someone with knowledge of Mac Quickbooks application for a very important special one-time project in April.

We need someone to help us retrieve the membership list on a Mac Quickbooks application in order to mail out our ballots. Our treasurer is stuck in another country due to travel restrictions related to the COVID-19.

Kris reported that she reviewed the bylaws with the help of Kay Rumsey. The bylaws specifically mention that "Zoom" is an allowed format for board meetings. It also states that "actions" (such as canceling a dance-my words) are allowed by vote on email. Such 'actions' need to be followed up with each voting member signing a statement confirming that he or she did participate in that action. Kris will write up a "Consent to Corporate Action without a Meeting" for our cancelled dances and have everyone sign it when we see each other in physical person.

Treasurer/Larry:

Larry gave a verbal report about finances and stated that Bob has the debit card. Larry did email procedure for accessing our financial information to Kris.

Plan A- We can read the membership list from a MAC version of quickbooks in order to print a membership list in order to mail out the ballots for board elections. Kris has the dropbox connection. Plan B- IF we can't find someone to access the list, we will email announcements of the annual meeting which will occur by ZOOM, and also send a printable ballot which they will sign.

Dance Coordinator/ Website/ Bob:

We discussed dance cancellation policy and decided to follow state guidelines in general but discuss the issue once more prior to calendaring a dance. We will tell Robert to cancel April dances and we will give talent 2 week notice before we cancel future dance. So May dances are on and the board will agree by email to cancel or not.

Bob reported that he is still working on the new website.

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 needs to be followed up on to develop a full one.

Larry will try to get ahold of Jerry about access to our MailChimp list so that Jerry is not the only one who has access to it.

NEW BUSINESS:

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

How to retain new dancers.

Write up job descriptions for future reference and timelines.

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.

Mary Grace moved and Larry seconded the motion to adjourn.

Adjourned: 5:25 pm.

Submitted: Kris Topaz, president