



Ballroom Dance Club of Fairbanks, Inc.

The purpose of the Ballroom Dance Club of Fairbanks, Inc. is to promote ballroom dance, and provide the opportunity to dance.

Board of Directors
March 26, 2013 Minutes
Barb's House

Meeting was called to order at about 6:00 p.m.

Directors present (bylaws allow 5 to 13 directors): Barb Lorz President, Jennifer Anderson Vice President, Stan Justice Secretary, Liz Kane(arrived late), Woody Wood

Absent: (7 vacancies on the board)

Guests: Nam Jeon

Staff: None

A quorum was present (bylaws require majority of board members). We have 5 members, started with 4 and ended with 6.

Text below in blue is discussion and decisions made at the meeting. The word "discussed" means we talked about the subject but made no formal decision.

Agenda Approval: Jennifer moved and Woody seconded. Approved by unanimous vote.

Approval of Minutes

- Feb. 26, 2013 Board Meeting Minutes Moved by Jennifer seconded by Woody. Approved by unanimous vote.

Seat new board member – Nam Jeon It was moved by Woody and seconded by Jennifer to add Nam to the board. Approved by unanimous vote.

Old Business:

- Policy & Procedure – Charging more for higher level classes so we can economically operate them with fewer students (Liz) Not discussed

- Policy & Procedure Manual

Policy Change #1: Moved by Stan and seconded by Jennifer. Approved by unanimous vote:

POLICIES - Board Section

The board normally makes decisions at monthly meetings using Robert's Rules. If necessary, Interim decisions between board meetings are made in two ways, executive decisions and email decisions. The executive officers President, Vice President, Treasurer, and Secretary may make interim decisions if the vote is unanimous. These actions are then addressed by the full board at the next board meeting.

Decisions can also be made by email or phone vote. A decision by email or phone requires a two thirds majority of the board members. Such actions are included in the minutes of the next meeting.

Any person receiving financial compensation from the Corporation for teaching or any other activity, or is a spouse or significant other of instructor, shall be ineligible to serve on the Board of Directors.

Policy Change #2: Moved by Jennifer and seconded by Woody. Approved by unanimous vote:

POLICIES - Spending Policies

Day to day routine spending is approved by the full board by either an annual budget or approving individual expenses.

Spending authority for up to \$150 requires the approval of two of the following officers: President, Vice President, Secretary and Treasurer. Larger amounts require full board approval.

Policy Change #3: Moved by Nam and seconded by Jennifer. Approved by unanimous vote:

POLICIES – Membership

Membership period shall be from September 1 to September 1 of the following year. People paying dues over the summer will be credited for the following year.

Board members receive \$5 off the cost of membership. Board presidents that serve for a full year receive lifetime membership in the club.

Annual Membership rates are:

\$30 – Individual

\$50 – Couple

\$20 – Student/Military

Policy Change #4: Moved by Jennifer and seconded by Nam. Approved by unanimous vote:

POLICIES – Classes and Workshops - Student Refunds

Partial refunds must be requested prior to the beginning of the 2nd class. Refunds will generally not be given after this unless there are extenuating circumstances. Refunds will be based on the single-class rate. For example: If a non-member student pays \$70.00 for a 6-week class and drops out after week 1, then the refund would be $\$70.00 - \$15.00 = \$55.00$.

Policy Change #5: Moved by Stan and seconded by Jennifer. Approved by unanimous vote:

POLICIES – Classes and Workshops - Payment of Teachers

The minimum payment is \$50 per class.

For larger classes, the pay is based on the number of students. Teachers shall be paid \$4.00 per student per class.

Teachers are paid based on the number of students that sign up for the class. One half is paid, generally within 5 business days following the third week. Final payment for session is generally within 5 business days following the end of the session. Teachers are not paid for angels.

- **Sound System** Barb's friend has not gotten back to work on sound system. The hum is manageable at this point.

- **Filing Vacant Board Seats** Barb asked the board members to work on finding more board members to help distribute the work load.

New Business:

- **Ratification of Evote to purchase HP Pavilion g6-1d21dx Notebook PC - AMD Quad-Core A6-342M 1.5GHz, 4GB DDR3, 320GB HDD, DVDRW, 15.6" Display, Windows 7 Home Premium 64-Bit** Jennifer moved and Woody seconded that we confirm the e-vote to buy the computer. Approved by unanimous vote.

- **Pick Click & Give program** Discussed first laying out what we would spend donated dollars on, then setting up a donation program within BDCF, and then applying for pick click give. Tabled

- **Summer Rack Cards** Decided to table for now until board sees an example of what it would look like.

- **Internet re: Admin Assistant** We examined the info Kadey prepared and learned the background. There were alternative suggestions from the board. Tabled for further exploration by Nam

- **Margo's Email** Reviewed the background material and approved Barb's draft letter.

- **Session 5** Two flyers with details of two workshops for session 5 were circulated. Jennifer moved and Stan seconded. Approved by unanimous vote. Discussed meeting with Wade and Tanya. They decided not to teach a workshop in session 5 due to illness in family. This led to discussion of rotation.

- **April 6 Dance** It was moved by Liz and seconded by Jennifer. Approved by unanimous vote that we hire Cocktail Sauce the W Valley band for the April 6 dance and pay them \$250 and they can have any tips. Cost will be normal \$5/\$6 rate and a potluck. Discussed who gets in free and realize we have mixed signals with our instructors. They think they always get in dances for free but the board never decided that – tabled.

Reports:

- **NLCD** Have requested 2 more keys. NLDC wants more process before checking out keys. We requested calendar times for summer and fall but only summer times have been entered. NLCD wants more process before filling out fall times. Discussed replacement of icicle lights. BDCF confirmed that we want LED icicle lights, not single strand.

- **Classes & Registration - Session 4** Barb reported on classes – going great. Discussed challenge of not having a break between classes. Common for classes to start late due to late arriving students so instructors and students arriving for later classes have to wait. The instructor contracts read 55 minute classes. Plan to standardize advertising accordingly.

- **Financials** Barb wrote a report and provided QuickBooks reports. We are up \$3327 since Jan. 1 but rent and instructor pay will reduce that. It was moved by Jennifer and seconded by

Liz that we pay for raft trip for military guy that did computer work for us. Approved by unanimous vote.

- Workshop

o **Argentine Workshop – Frank Canha (March 29, 30)** Are a number of sign-ups so expecting a good crowd.

Comments: Board none

Guest none

Adjourned

Board Meetings:

Next Meeting: *Fourth Tuesday* – April 23rd – 6:00PM – **Barb's Home**

Work Session: *First Tuesday* – May 7th – 6:00PM – **Barb's Home**