

Square & Round Dance Association of Southern Arizona, Inc.
Board of Directors Meeting, 2 pm, April 20, 2019
Old Pueblo Dance Center, 613 E Delano Street

Convened at 2:07 pm.

17 members present for a quorum at the beginning.

Item 1: Welcome and Introductions

The following members and guests had signed in within a few minutes after the meeting was convened.

Executive Board: Claire Zucker, President, Karen Plemons, Vice President, Dale Tersey, Secretary, Greg Gilbert, Treasurer.

Members at Large: Michaela Ballard, JP Blount, Wesley Derbyshire, Jan Hall, Chris Haynes, Maureen Hrabar, Elaine Royer, Jim Young, Holly Bell, David Flatt, Les Bol, *Adelaide LeVerdi*, Bob Royer, Al Perry, Warren Deming, Terry Hansen, and Carol Leveratt.

Members Not Present were: Nina Grigsby, Paige Huston, Ginny Soltys, Linda Schultz, Bob Asp, Tact Patton, Nan Abrams, Edie Hund, Don Haney

Non-voting members of the public: Trudy Brown, Lynn and Lorraine Ruka, Ben Hansen, Ken Levy, Shirley Young, and Bob Ernstein.

Claire started the meeting off by explaining the procedure for following the agenda and procedures and allowing a period for comments from the floor at the end of the agenda items.

Introductions were then followed around the room for

Item 2 - Approval of the minutes for March 30, 2019

Mispelling Warren Deming and Lynn Ruka. Terry Hansen wanted an exact copy of his President's Statement included in the minutes of March 20. The statement was read and attached as an addendum by consensus to the March 20 minutes. APPROVED UNANIMOUSLY.

Item 3: Signatory Authority Change (Action)

Claire Zucker will discuss transferring fiduciary responsibility for the coming year and changing the signatory authority for the SARDASA Wells Fargo bank accounts.

Motion: Move to remove and assign signatory authority as follows:

- Removal of those with signing authority: Bob Ernstein, Lynn Ruka, James Young

- Removal of Key Executives: Gordon Shipp, Bernard Weber

- Adding those with signatory authority: Claire Zucker, Gregg Gilbert, Karen Plemons

MOTION APPROVED Unanimously

Item 4: Property Insurance (Action)

Warren Deming described his investigations into alternate insurance policies from other carriers and the result of his investigations. What he found was that the policies were not comparable due to various inconsistencies in coverage. When the policies were brought into alignment with our needs it appears that our current coverage is as cost competitive with anything that he looked at and he recommends that we continue our commercial coverage with Koty Leavitt Agency.

The consensus of the Board was that SARDASA continue to retain Koty Leavitt for property insurance. A motion was not seen as not needed since this is our standard practice.

Item 5: Board of Director's Insurance (Action)

Dale Tersey described the need for Directors and Officer Insurance and presented an outline of D&O does. There was a question of whether D&O covers club reps as well as voted in Directors. Under the Bylaws anyone that can vote as part of the Board of Directors has a liability and is covered by this insurance. The Board had D&O insurance that was discontinued in 2016.

It is the Board's recommendation to purchase insurance. It appears that D&O insurance was authorized at a previous Board of Directors meeting and a motion is not needed at this meeting.

Item 6: Financial update *(Discussion)*

Gregg Gilbert provided an overview of actions taken to transfer bills and make payments, several of which he paid out of pocket in order to keep the bills paid. As a Point of Information: SARDASA will reimburse Gregg's out of pocket expenses incurred during the transfer of signatory authority. Current bills outstanding include: Copperpoint ...\$336 Family Air for cooler startup.... \$1,069 Maintenance Supplies ~\$100

We apparently no longer have an employee so we do not need to pay first quarterly payroll taxes. For the last month we had a cash flow of \$2,200 going out and \$2,300 came in. We also have another \$800 coming in from the dance event last weekend. We are in a positive cash flow for the month.

Item 7: Swamp Coolers *(Discussion)*

Karen Plemons provided an overview of cooler start-up and described recommendations for future maintenance. There was a discussion about what we did with the coolers this year. And what part of the process needs to be improved. Lynn Ruka also pointed that the coolers need to be checked weekly since there is a good chance that at least one unit will have a problem every few weeks with a pump, spiders or floats.

Item 8: Website Development *(Action)*

Wesley Derbyshire is working on a new concept for a website for SARDASA. It can be viewed in a mock-up mode at Evolution.earthspot.net New pictures should not have text as part of the picture since it can not be read by the search engines. It is alright for a picture to incorporate text as long as the text is fully conveyed as part of the language of the web pages. Karen is working on a Google developing a Google Calendar that can show different organizations. This would include a calendar for SARDASA building schedules and schedules for clup activities both in the SARDASA hall as well club activities both at SARDASA as well as club sites, particularly at locations such as Green Valley and Saddlebrook. Wesley is doing this as a volunteer program for SARDASA

Wesley Derbyshire will provide an update on his approach and progress on the website at our next meeting of the Board of Directors. Wesley will provide format guidance for the Club Representatives. The Bylaws require that the position of Webmaster be voted in by the BoD.

Motion : Wesley Derbyshire be appointed as our Webmaster APPROVED UNANIMOUSLY

Public Relations Committee: Wesley Derbyshire has volunteered to create a new program for reaching out through social media. He will also volunteer to take on the task as Public Media Committee chair with a co-chair to move the task forward.

Motion: Move that Wesley Derbyshire be appointed as Public Relations for SARDASA APPROVED UNANIMOUSLY

Item 9: Committees *(Discussion about Standing Committees and volunteers to chair)*

Claire Zucker provided an overview of committees, chairpersons appointed thus far, immediate tasks, and which positions need to be filled as soon as possible. The chairs that have volunteered to help and tasks are listed below

Standing Committees

Membership Committee: Nan Abrams (appointed)

Immediate Tasks: To streamline the process that insures USDA is getting timely information and that the membership list is regularly posted. Nan is working on getting the records computerized.

Public Relations: Wesley Derbyshire was appointed as Chair and Al Perry was appointed as Co-chair

Immediate Tasks: To improve social media and website utility and ensure that the SARDASA Calendar is up-to-date and readily available. Public Relations will also look at public demonstrations, Facebook, Meetup, and a social media presence.

Financial Committee: Chairperson Needed

Immediate Tasks: To begin internal audit this summer in order to develop a budget and prepare a business plan.

Building Committee: Karen Plemons, Maureen Hrabar, and Carol Leveratt, will work on scheduling. Dale Tersey (facilities Lead) Al Perry, and Ken Levy, Les Boles Dale will also work on contract language with Carol Leveratt Maureen Hrabar.

Immediate Tasks: Review and revise contracts, compile and post SARDASA schedule, assess building maintenance needs and costs for repairs.

- Claire described how we have had recent request to have two groups in the Dance Center at the same time. We have received one request, for teaching calling in the small room at the same time as Les Dancuers. We are asking the Building Committee Scheduling team to work out how this type of request procedure might work.

-Alcohol in the building – We had a request this week from an outside group to use the hall for an activity that includes serving alcohol. At this time we felt that allowing alcohol to be served could be detrimental to the Board of Directors and until some policy is developed, we will take the reference to beer and wine out of the contracts and generally have no alcohol at hall events.

- Currently, Eva Gonzales Leveratt is doing custodial services, but a more robust Building committee will handle building repair and maintenance.

Governance Committee: Claire Zucker, David Flatt, and Ken Levy will start off as the Governance Committee whose Immediate Task to review and recommend updates to the Bylaws and guidance documents.

GRANTS Committee- It has been suggested that we create a committee to look into grants and fundraising efforts. Some names suggested were Cinda and Nan, neither of which were here.

Item 10: May 18 Board Meeting and Activities

Dale suggested that we set up to have committees meet after the next Board Meeting to organizing committee meeting times. The Meeting will meet at noon and there will be a potluck and workday after the meeting

Potential items for the May 18 work day:

Clean & dust light/fan area Outside: Graffiti / weeds Emergency lights replacement

Kitchen ceiling repairs Decorate bulletin boards New signage

Organize back room (chairs) Replace the bulbs Create an office area in the maintenance room. Have a volunteer crew come in on Friday before to prepare supplies.

Item 11: Future Agenda Items

Long term sustainability goal. We need to have an organizational chart of jobs.

Item 12: Call to the Audience

No further items from the audience.

Item 13: Adjournment

The Board of Directors adjourned at 3:44 pm.

Submitted by

Dale Tersey,

Secretary of the Corporation