**CFOOTMAD Board Meeting Minutes**

**February 11, 2017**

**In attendance:** Julie Olsen, Nancy Reindl, Riley Geistmann, Sam Smith, Roxy Johnstone

**Absent:** Paul Somlo

1. **Meeting minutes** from January 20, 2017 were approved.
2. The **volunteer appreciation** lunch was considered successful, although a few people were over-looked, particularly in the positions of dance instructor and some dance coordinators.
3. Riley mentioned that the policies state that CFOOTMAD **staff should be training** at least one other person in their respective positions so the trainee is ready to take over in case of emergency. Coordinators should also have a written manual on how to run a dance.
4. It was decided at the last board meeting that the message of sexual harassment would be addressed on an as needs basis in the future. Today, some board members stated dance instructors or callers should mention at least one **safety or etiquette tip** per evening.
5. There was discussion of inviting a **new member** to the board.
6. The **lease at the Highland’s Masonic Hall** for the Denver dance is up for renewal soon, and Duffy received an email that the rent is increasing from $250-$400 per dance. The board approved re-signing the lease for 2 years, with the stipulation that we ask for a rate of $350/dance first.
7. **Louis Sass**’s family would like to donate $600 to CFOOTMAD so that the community can have an event or buy equipment in his memory. The suggestion has been made to buy a new sound system for the Denver dance. CFOOTMAD board would like more information about what is wanted/needed. The Denver dance coordinator (Duffy) and the sound crew are to write a proposal with several options, including why it is needed, how we will benefit and what the costs will be.
8. **Financial sheets** were received from Sue Horne. CFOOTMAD is subsidizing the Westminster dance at a greater amount per capita than any other dance. Even after the SCFD grant for Adams County, the Westy lost $1,211 in 2016. Riley will talk to the dance coordinator about this and what the next steps will be. This will also be provided in writing, and the dance coordinator will be given quarterly feedback as well.
9. The Westminster dance is the only dance series that does not announce bands and callers ahead of time in the newsletter. Riley will talk to the dance coordinator that **“TBA”** is inadequate as it does not provide dancers with the information they need.
10. The financial sheets are written such that the **SCFD grant allotted to Boulder** were assigned to the Boulder Family Dance and the Boulder Contra Dance, but not to the Waltz night, which is held in Boulder as well. Sam will ask Caroline Fuller if this is correct or is it a mistake.
11. The next board meeting is tentatively set for **March 11, 2017** at 4:00 at Nancy and Duffy’s house. Riley will send out an agenda one week ahead of time, and confirm the meeting time.