



**MINUTES OF OCTOBER MEETING  
OF THE BOARD OF DIRECTORS**

**October 1, 2007**

**CALL TO ORDER**

David Rodgers called the meeting to order at 7:40 PM.

**Location:** Pamela Alfano's home

**Present:** David Rodgers, Fran Mong, Marcia Conway, Pamela Alfano, Tom Brett,  
Hilda Clemman, Russ White and Nancy Roop

**Absent:** Linda Coffeen

**PRELIMINARY MATTERS**

The Minutes of the September 10, 2007 Board meeting were reviewed/approved.

**Motion to accept:** Fran moved to approve the minutes of the September Board meeting.

**Seconded:** Pamela

**In favor:** Unanimous

**SPECIAL MEETING:**

Tom Brett is going to send the information he wants to have incorporated into the minutes for the special Board meeting held at the NVSC picnic. The secretary will have the changes updated for the next meeting.

## TREASURER'S REPORT

|                 | Month: as of Sept. 10 | Month: as of Oct. 1 |
|-----------------|-----------------------|---------------------|
| Regular Account | 5,696.05              |                     |
| Junior Account  | 357.57                |                     |
| Special Events  | 4,466.59              |                     |
| Charity Account |                       |                     |
| <b>Total</b>    | <b>10,520.21</b>      |                     |

The treasurer's report will be finalized for the next board meeting. It will be reviewed and approved at that time.

**MOTION:** Marcia moved to do away with the Junior account and merge the funds into the Regular account.

Tom said that the treasurer should be able to track what comes in to the Junior fund and to display the amount of money in the Junior fund separately.

After discussion there was a second motion.

**AMENDED MOTION:** Hilda made a motion that since we had closed the charity and Junior accounts this year these items should be flagged on the Treasurer's report in the future so that we can know what is in each account.

**SECOND:** Fran

**IN FAVOR:** Unanimous

## COMMITTEE REPORTS

**Dance Committee:** Cathy Metcalf, Chair; David Rodgers, Liaison

Our own Pro instructors, Craig & Heather Jennings, have volunteered to teach at the October 14<sup>th</sup> Sunday Social. The class will be approximately 30 minutes at the start of the party. Craig & Heather are excited about the opportunity to teach something outside of our regular lesson content. We are very fortunate to have these pro dancers to share their expertise with us. Notices of the Sunday Social will be sent to the juniors. Our instructors will be promoting it in their classes on Wednesday nights before the event.

**Social Committee:** Fran Mong, Chair

The SOS party was fun and successful. Someone said at the SOS party that the Club was supposed to charge guests. Fran asked for the members to affirm that the Board had decided not to charge the guests. The Board had agreed at a previous meeting that the Club would not charge for guests.

There were 55 NVSC members and 20 to 30 guests at the SOS party. There were about 45 members at Rene's on Wednesday September 19<sup>th</sup> during SOS week.

Russ recommended that there be a better way to indicate the kind of drinks that can be paid for with a poker chip, and that we should ensure that the bartender knows exactly what the poker chip pays for.

**Charity Fundraising:** Marcia Conway, Chair

The September Logo sale amount was \$90 and the profit from 50/50 raffle ticket sales was \$182.

Capital Hospice e-mailed Marcia and wants to know the 2008 Shag-a-thon date. Marcia will give them a tentative date and it will be discussed further at the next Board meeting.

**Public Relations:** Joan McKinney and Michael Browne Co-Chairs;  
David Rodgers, Liaison

Joan submitted the following information: I'm working with Ellen Taylor on an article about the new Juniors' Foundation...I have asked Val if it can be printed in the Shag Rag... if not in November issue (that issue will have a lot of election stuff, probably), then perhaps in December or January. The focus (I hope) will move beyond Ellen's "introductory" story in the Fall 2007 SOS Carefree Times. I will try to "localize" the story to our club and also explain the Foundation's tentative thinking about how it can work with the organized shag clubs.

**Newsletter:** Valerie Swiger, Chair; Nancy Roop back-up

The cut-off date for input for the November Shag Rag will be October 23. Valerie needs to make sure she gets all of the information related to the election of the 2008 Board members.

By the night of the 24<sup>th</sup> of October Valerie must have all of the write ups from the nominees in order that the November Shag Rag can be put in the mail on October 25<sup>th</sup>.

**Membership:** Hilda Clemann, Chair

There are currently 328 members not counting the 2 new members who joined at the SOS party and did not fill in a membership application form.

Tom wanted to know if there will be an updated membership list for election night. Hilda said she would remove the people who have not paid from the list and bring an updated list for that night. Valerie has offered to fill in for Hilda while she is recuperating from surgery.

**Music:** Pamela Alfano, chair

Craig Jennings will be the DJ for the Sunday Social October 14<sup>th</sup>.

The SOS week party at Rene's was a good party and everyone enjoyed the music played by Larry and Cindy Black. Larry tried to keep all of the ladies dancing, plus everyone enjoyed watching Cindy and Larry dance.

Pamela mentioned that there will be a Halloween party with costumes on October 31<sup>st</sup> which had been previously suggested by Tom. Joan is doing a flyer. Prizes will be admission to Rene's and logo items. It will be advertised in Hello Shaggers and the flyers will be placed on the tables.

Pamela said we could have first, second and third place winners for costumes. Tom said he didn't see anything wrong with having more winners. He would donate 2 passes to Rene's himself. Tom said: It seems to me that the idea is to encourage people to participate.

## **OLD BUSINESS**

None carried over from the September 2007 Board meeting.

## **NEW BUSINESS**

### **October 14<sup>th</sup> Sunday Social**

The flyer for the event has been distributed at Rene's and will be in the October Shag Rag.

The time will be from 3:00 – 7:00 PM.

All details about food, cover charge, happy hour prices, etc. have been confirmed with Dewey Yen and John Olaya. NVSC has guaranteed 65 people to attend and will pay \$7.00 for each buffet meal. Cover charge will be \$6.00 to be paid by all attendees.

David told Hilda that we will need a current NVSC membership roster and some membership application forms. A Board member will need to be at the door to check people in.

Marcia asked if she should have the logo items on display and David said no, he thought there was enough going on without selling anything, but if you want to, go ahead.

Marcia asked if she should bring the basket to ask for contributions for the Juniors and David said yes.

### **Nominating and Elections Committee**

The committee members are still contacting NVSC members about running for positions on the 2008 Board.

Introduction of candidates will be during the General Membership meeting on Wednesday, October 24<sup>th</sup>.

Election night will be on Wednesday, November 14<sup>th</sup>.

### **October 24<sup>th</sup> General Membership Meeting**

The primary purpose of this meeting will be for the Chairman of the Nominating & Elections Committee to introduce the candidates for positions on the 2008 Board and for members to have an opportunity to nominate candidates.

Attendees at the General Membership meeting will be instructed to review a paragraph from Resolution 2007-01. There will be copies of this paragraph from the Resolution 2007-01 on the table where the flyers are normally located. Fran will make the copies.

Tom asked if all candidates have to be announced that night. David said yes and they must provide their biographical information to Valerie in order to meet the Shag Rag deadline. When the General Membership meeting is adjourned that will close the opportunity for nominating candidates to run for the 2008 Board.

### **NVSC Audit Committee Report**

The Board needs to vote on the recommendations of the Audit Committee.

**Discussion of PAGE 5:**

1. The audit committee recommends that the Board request the Treasurer to document the monthly bank statement reconciliations by using standard reconciliation forms provided by the bank in accordance with generally accepted accounting practices.

**MOTION:** Marcia moves that the Board disapprove the recommendation from the Audit Committee.

**Second:** Russ

**Discussion:**

Russ does the reconciliation on the spread sheet.

**In Favor:** Unanimous

2. The audit committee recommends that the Board request the Treasurer to obtain a written receipt and signature or other satisfactory evidence of the basis for disbursement for every disbursement made from any and all NVSC bank accounts for any purpose regardless of dollar amount.

**Motion:** Hilda moves that we accept the audit committee suggestion

**Second:** Fran

**Discussion:**

TOM: Are the auditors expecting Russ to get a signed receipt for stamps? I think common sense should rule and that Russ shouldn't be running around to every one to get a signature.

Russ stated that he has all of the receipts signed for the 2007 expenses.

**In Favor:** Unanimous

3. The audit committee recommends that the Board request the Treasurer to use the Special Events Account exclusively for revenues and disbursements associated with the Capital Shag Classic.

See the Board's the decision of use of the Special Events account discussed and voted upon under the Page 6 discussion.

### **PAGE 6: Keeping a separate account for the Capital Shag Classic.**

On the subject of the Classic account, the auditors disagree with each other on the necessity to maintain a separate bank account exclusively for Classic income and expenses. Although a previous board established the Classic bank account, Valerie Swiger feels that the account is not necessary and that a separate spread sheet that records revenues and expenditures would be sufficient. Dennis Gehley feels that maintaining the Classic account is essential to maintaining a centralized, clear and understandable record of the income and expenses associated with the Capital Shag Classic. Whether NVSC should continue to maintain a separate Classic account and to use that account exclusively for accounting for the Capital Shag Classic is a policy issue for the Board.

**Motion:** Nancy moved that there be only one club account and that all expenditures should be listed under individual columns: Junior, Capital Classic and Charity.

**Second:** Fran

**Discussion:** Russ thinks the Club should have one account and that he should continue to do as he has been doing and create a separate sheet for the Classic information.

**Discussion:** Tom asked how long have we had the separate accounts? David said he believed that the separate accounts were established in 1996. Tom asked if Russ is in favor of the one account? Russ said he is in favor of one account. Pamela said it will save the Club money in the long run to reduce the number of accounts.

**In Favor:** Unanimous

## **PAGE 7:**

The Audit Committee reported that 2 checks for over \$1,000.00 did not have a signature of a second Board member.

**Motion:** David moved that we approve the audit committee suggestion for checks written over \$1000 to be co-signed by an authorized Board member.

**Second:** Fran

**Discussion:** David stated that the by-laws require that the NVSC Treasurer have all checks written for over \$1000 co-signed by an authorized Board member.

**In Favor:** Unanimous

## **NVSC Holiday Party – December 8<sup>th</sup>**

The party will be from 7:30 – 11:30 and we have to be clear of the area at midnight.

Members are free, \$10 for non-members

Flyer from last year will be used again this year with appropriate changes. It will be in the November and December Shag Rag.

## **A. C. S. C. Meeting at Fall SOS**

Tom Brett, who attended the A. C. S. C. meeting at fall SOS provided extensive information from the meeting.

Tom donated \$100 in the name of the NVSC and requested reimbursement if the Board deemed the donation appropriate.

**MOTION:** Marcia moved that Tom is reimbursed for the \$100 he donated in the name of NVSC to the Phil Sawyer scholarship fund sponsored by the A.C.S.C.

**Second:** Pamela

**In Favor:** Unanimous

David thanked Tom for a good report.

David will ask a NVSC Board member to accompany him when he goes to Fredricksburg on a night the Battlefield Boogie Club is dancing, to ensure that they are playing Carolina shag music and meet the criteria for an A.C.S.C. member club.

**Any additional new business topics for discussion or decision?**

Tom met with representatives from Ft. Myer Community Center and cancelled the NVSC reservation for the December 8, 2007 Holiday party. At the same time he verified the February 16, 2008 reservation for the Charlie and Jackie workshops and dance. Ft. Myer owed the NVSC a refund of a \$100 deposit which had been paid for the December 8<sup>th</sup> event and a \$170 refund from the 2006 Holiday party both of which will be transferred to the February 16, 2008 event.

**Date/location of November NVSC Board Meeting**

November 5<sup>th</sup> at David's home.

**ADJOURNMENT**

**Motion:** Nancy moved that the meeting be adjourned

**Second:** Fran

**In favor:** Unanimous

The meeting was adjourned 9:35

Respectfully submitted,

**Nancy Roop**  
Secretary

**President:** David Rodgers  
**Vice President:** Marcia Conway  
**Treasurer:** Russ White  
**Secretary:** Nancy Roop  
**Directors:** Pamela Alfano



Tom Brett  
Hilda Clemann  
Linda Coffeen  
Fran Mong

Attachment(s):