

Cascade Zydeco Board Meeting Minutes

December 7, 2011

Board members in attendance: Terri Jo Bonbright, Janine Tebeau-Jemerson, Vicky Ryan Barbur, Bonnie Maze, Susan Sullivan and Marie Torrillo. Patti Renfro, Cheré Weiss, and Marcia Esther were absent.

Minutes from November 2, 2011 meeting. Approved.

Treasurer's Report. Bonnie and Terri Jo are in the process of determining the status of the treasury. We don't know yet how we did on the dance the day after Thanksgiving. There was a proposal to pay for an independent audit of our books (good idea since there is a transfer of treasurer responsibility). The cost will be only \$50 – the Board approved. There is a possibility that we can take VISA for live dances. Bonnie will look into it. We could use Bonnie's extra line for \$9.99 per month, and 3% a transaction. Marie (as secretary) will be a signer on the Zydeco account at Chase.

Committee Reports

Membership. Rick has implemented the process of having members check off their names at the front desk when they arrive to dances. Even though we found this process is not absolutely necessary for liability, it's still desirable to keep track of membership attendance at the dances.

Music. No music report.

Publicity. Cheré wasn't able to attend. She emailed her report to Marie and Terri, and copies were distributed to the Board at the meeting: Cheré is working with Barb W for guidance on formatting email announcements that are eye catching and consistent in design and with Patty K on flyers that are the same.

Facebook CZ site has 73 monthly active users, 62 since last week, 167 people 'like' us, 2 new ones each week approx., 23 hits this week. The flyers for J Broussard are designed – just waiting to hear confirmation on the venue (which looks like it's going to be the Eagles on Hawthorne, free rent but it looks like there will be a cost for the sound system). Considering enlarging some of the flyers to poster size to put up and around PPAA and other places where allowed. Need ideas on affordable places to have 10-20 printed, 11" x 17" [NOTE: Bonnie is a printer]. Will take some flyers to Blues Eclectic this Sat 7. Wendy T has agreed to help with PR duties including contacting newspapers to submit press releases. Barb has provided me a list as well as ideas shared from the board. I am finding I do not have time for that piece.

Old and Unfinished Business.

Janine volunteered to inventory everything upstairs in our room at the PPAA. Maybe we can have a work party on a non-Zydeco night.

We addressed what hours that we should continue to collect money for admission during the Wednesday recorded dance and the live music dances. Decided that admission money will be collected up to ½ hour prior to the end of the dances. Informed Rick.

We discussed the established practice of allowing \$5 off of admission at live dances for sitting for ½ hour at the front door to collect admissions, and decided to continue the practice for now.

Vicky will draft an SOP providing expectations for sitting at the front door to collect admission money. It is not OK to give discounts. If there are questions, individual at the door should ask a Board member for clarification.

Terri Jo will coordinate with Cheré to send an email to the membership asking for ideas on what we can do to replace dance camp. Email will also include procedures for signing up at the front door and for posting on the web.

We need to be clear of CZ's involvement in events. There will be a separate column on our website for events that are supported (as opposed to being sponsored) by CZ (such as EAT and the Vancouver event). Events will not be listed unless there is a contact person. Terri Jo will talk to Cheré about reviewing the web site to clean it up and make it consistent. Items need to be run by Cheré prior placing them on the web site.

Vicki is putting together a book of Venues in the Portland Area, which will include contact person, the parking situation, alcohol policy, cost, music systems, etc.

New Business.

Discussed the need for the Board to present a united front and to “speak with one tongue” to the membership regarding decisions that have been voted on by the board.

Cascade Zydeco Board Meeting Minutes

November 2, 2011

Board members in attendance: Terri Jo Bonbright, Janine Tebeau-Jemerson, Vicky Ryan Barbur, Patti Renfro, Chere Weiss, Marcia Esther and Marie Torrillo. Susan Sullivan was absent. Patty Kadel was present for the treasurer's report.

Minutes from October 5, 2011 meeting. Approved with spelling corrections.

Treasurer's Report. Patty Kadel emailed the treasurer's report prior to the meeting. We lost \$2000 the dance on October 29 dance with Andre Thierry & Zydeco Magic.

WE HAVE A NEW TREASURER!!! Bonnie Maze has volunteered to be our Treasurer/Bookkeeper.

Membership. We will place a list of members at the front door, so members can check off their names. Non-members will have to sign in. There will be a sign at the front door to remind everyone. This is necessary for our liability insurance. Board members will establish an SOP for signing in at the door.

Music. Kenneth Parker volunteered to be the new music coordinator. Ken wasn't able to be in attendance for the music report. There was an impromptu meeting of the board the previous week to discuss Lil Brian and The Zydeco Travelers playing on Nov. 9 at the PPAA. (Subsequent to our 11/2 meeting, Lil Brian decided to cancel).

We have two live music events that are on the calendar: the day after Thanksgiving (November 25), and January 21. Chubby Carrier will be in the area in mid-January and we'll look into the feasibility of hiring his band. We have a contract with J Broussard for January 21, however, we need to locate another venue because the PPAA is double booked.

Publicity. Cheré prepared publicity for Lil Brian and presented the Marketing report. Chere now manages the CZ email account. Only members will be on the CZ email list.

Old and Unfinished Business.

We need to be clear of CZ's involvement in events. What does it mean for us to sponsor or support or advertise events? Unless the Board approves, CZ will not support or sponsor an event. Events that are advertised on the CZ web site have to go through Chere.

Chere will put up a bulletin board for others to communicate their events that are happening in the community. All events posted on the board must be approved by Chere.

Links on our web site to advertise must be approved. The Board decided that there will be no dance camp at the Mount Hood facility for 2012. Instead we will explore having camp (or something similar) in Portland.

The board unanimously approved Bonnie Maze as our new Treasurer.

Cascade Zydeco Board Meeting Minutes

October 5, 2011

Board members in attendance: Terri Jo Bonbright, Janine Tebeau-Jemerson, Vicky Ryan Barbur, Patti Renfro, Chere Weiss, and Marie Torrillo. Absent were Marcia Esther and Susan Sullivan. Patty Kadel was present for the treasurer's report.

Minutes from September 7, 2011 meeting. Approved.

Treasurer's Report. Patty Kadel provided the treasurer's report. Details were emailed to board members. We lost \$1902.02 on dance camp. We still need to find a new Treasurer or bookkeeper.

Committee Reports

Dance Camp. There were 111 paid registrants for Dance camp. Based on the feedback survey, everyone loved dance camp, however, fewer than 30% of the people in attendance were Cascade Zydeco members. There was discussion that we should possibly have a Zydeco festival in Portland next year instead of dance camp. Individuals from out of town would be responsible for their own lodging.

We can talk to Candy (who is one of the organizers of Gator by the Bay), and also see how the local Tango and Hula Festivals are organized. Marv Resnick sent the Board members a proposal for next year's dance camp. If we decide to have dance camp at the Kiwanis's camp next year, we need to make the deposit within a month or two. By next meeting, all the board members will review Resnick's proposal and make a final decision about next year's dance camp.

Membership. There are 30-35 new members this year. A Question was raised as to whether non-members should receive CZ informational emails. Vicky will get a listing of members to the front door, so we can make sure everyone paying \$3 admission is actually a member.

Music. Lumas is resigning as the band coordinator. We're in the process of getting a complete and up to date task list from him. We need to locate a new coordinator. We have three live music events that are on the calendar: Halloween (Oct. 29), the day after Thanksgiving (November 25), and January 21.\

Publicity. Chere presented the Marketing report. She has assumed the role of managing the CZ email account.

Old and Unfinished Business.

T Shirts. We approved Joe Marzucco's proposal for T-Shirts. Joe volunteered to manage the project and it could bring some profits to CZ with no risk. (Marie's note: Who was going to get back with Joe on this?)

New Business.

Vicky will look into having raffles.

Cascade Zydeco Board Meeting Minutes

September 7, 2011

[Board Minutes List](#)

Minutes for the Cascade Zydeco Board Meeting
September 7, 2011

Board members in attendance: Terri Jo Bonbright, Janine Tebeau-Jemerson, Marcia Esther, Patti Renfro and Marie Torrillo. Susan Sullivan, Vicki Ryan Barbur, Chere Weiss and were not in attendance. Patty Kadel attended as acting Treasurer.

Minutes from August 3, 2011 meeting. Read and approved.

Treasurer's Report. Patty Kadel provided the treasurer's report. Details were emailed to board members prior to the meeting. \$2715 have been taken in in membership dues. We're close to breaking even on dance camp (we've taken in \$23,027 for dance camp).

Committee Reports

Dance Camp.

Dick Brainard reported on Dance Camp. Approximately 107 people have signed up and paid to go to dance camp. There are still 6 or 7 "follows" on the wait list. Dick said he would let everyone on the wait list in, even though there will be a slight imbalance between leads and follows. Diane is working with Kenny on the menu; the decorations have been taken care of. Terri Jo will check with Jim to see if the individuals who have volunteered to transport band members need to do anything special to be covered under our insurance policy.

Membership.

Patty Kadel deposited a number of the membership fees she received in the past month. Vicki is updating the membership list but was not in attendance to provide a report.

Music.

Lumas was not in attendance to provide a report. We have three live music events that are on the calendar: Halloween (Oct. 29), the day after Thanksgiving (November 25), and January 21.

Publicity.

Chere is in charge of publicity, but is in Europe and was unable to report. We want to make sure that there is sufficient coordination between Lumas, Chere and Barb Wertz (who updates the CZ web page)

Old and Unfinished Business.

Live Band Discussion. We've always lost money on live band dances we have sponsored. This is not necessarily cause for concern, since it is our mission to promote Zydeco by

bringing Zydeco music to the community. And, as a nonprofit, we almost always break even at the end of the year. However, it would be good to get closer to breaking even at the live music dances.

To that end, we should look at patterns throughout the year so we can schedule more effectively and have a better chance of bringing in more money, e.g., typically what time of the year and what venues have the best attendance at dances. Terri Jo and Janine will take the lead on examining information on past dances and will meet during the next 2 months. Others can take part if available.

ART Brunch report. The brunch at EAT was fun. EAT management would like to have us back on a regular basis, possibly monthly. The management even brought up the possibility of having a live band at the brunch. Marcia will talk to Jim and Libby about putting up a Cascade Zydeco banner and flyers at the brunches.

Annual Picnic. Next year, it would be good to set a specific start and end time for the picnic, with the picnic committee identified ahead of time and informed of when to be there to perform set up and clean up tasks. Also the time for the Annual meeting should be announced ahead of time.

New Business.

Election of Officers. The following individuals were nominated and voted by the committee to occupy the following positions:

- Terri Jo – President
- Marcia – Vice President
- Secretary – Marie

Other responsibilities for Board members:

- Vicki is in charge of membership;
- Chere is in charge of publicity;
- Patti will be in charge of purchases with CZ's debit card for items such as airline tickets for bands.

Discussion of treasurer position. No one has volunteered to occupy the position of Treasurer. Options for filling this position were discussed. According to the bylaws, the treasurer should be a Board member and be responsible for all money coming in and going out. However, maybe there is a way we could entice a volunteer to perform the bookkeeping for the Treasurer, possibly by offering free membership and attendance at CZ sponsored dances. Whoever will be in charge of the books would be provided the Quick Books software. Possibly tasks that were performed by Patty as the treasurer, can be split off and performed by someone else who is not the Treasurer.

Procedural list for all Board positions and committee assignments, as needed. A description of all board positions are in the CZ bylaws. However, it would be good to develop task/procedure listings for positions as needed, especially for Treasurer. Also, we should develop task/procedure lists for the committee heads, especially for the Music committee

(which would include a listing of venues, venue capacities, contacts, etc.) Marie will be in charge of coordinating task/procedure listings for Treasurer and for the Music Committee before the next meeting.

Planning Calendar. Marie will bring a calendar to the next meeting and we can start filling in regular events that CZ is involved in. The calendar would include when planning should start for the different events (e.g., when should planning start for the next CZ annual picnic).

Cascade Zydeco Board Meeting Minutes

August 3, 2011

Board members in attendance: Terri Jo Bonbright, Janine Tebeau-Jemerson, Marcia Esther, and Patty Kadel and Marie Torrillo. Susan Sullivan, Vicki Barbur, Chere Weiss and Patti Renfro were not in attendance.

At last meeting, there was discussion about moving the meeting to the 2nd Wednesday of every month however, it was decided to continue to hold the board meetings on the 1st Wednesdays of every month.

Treasurer's Report. Patty Kadel provided the treasurer's report. Details were in the handout.

Committee Reports

Election. Susan Sullivan was in charge of the election. There was some concern that everyone didn't receive notification to vote in the election (possibly a poster informing of the election should be displayed during the Wednesday night dance prior to the election for next year). There was a question about whether two members signed up as a couple would have one or two votes (general consensus is that each would have a vote). That brought up other questions about single and couple membership fees. The issue of fees will be tabled until a later date.

Dance Camp. Dick Brainard reported on Dance Camp. Budget for the camp that Dick originally presented to the board is on track. 93 people have signed up and paid to attend. A total of 106 people are scheduled to be in attendance (including the band). Currently there are 15 more follows signed up than leads. The dance instructor asked to borrow headsets (even though our contract with her specifies that she would provide her own head set). Cascade Zydeco has a head set we can try at dance camp.

Membership. Patty Kadel has deposited the membership fees received. Patty said that Vicky is updating the membership list.

Music. Leroy Thomas will be playing at the Secret Society on August 7. It was decided that he should go from 6 pm to 9 pm without a break. We need to provide a membership list so a \$2 discount can be provided at the door. We will allow students into the event for \$10, but they need to show a student ID.

Old Business.

Director park report. The dance floor was not ideal (white granite). We understand that Director Park dance organizer will arrange to have a portable dance floor installed for dances at the park in the future. 40 people were at the lesson that preceded the dance. The organizer is interested in hi-lighting Zydeco on a monthly basis. We should hand out Cascade Zydeco information for future dances.

ART Brunch report. The brunch at EAT was fun. EAT management would like to have us back on a regular basis. No charge so far for the space.

Annual Picnic. Cat provided a report on the picnic. She will buy the food and water. We will have sign up at the door during the Wednesday night dance for volunteers for set up and clean up.

New Business.

Election of Officers. We will delay election of officers until next meeting. Marie has volunteered to be secretary. Eight people are currently on the board for this year.

Amendments to Bylaws. Dick Brainard said that he may put 2 amendments into the Bylaws: (1) that board members who don't come to 3 or more meetings during the year for any reason will be removed from the Board; (2) the Board should be reduced to 5 members. Any change to the bylaws requires that 51% of the membership vote for the amendment.

Suggestion Box. It would be good to have a suggestion box at the Wednesday night meetings.

Alberta Street. Marsha asked if we will be doing Alberta Street again this year. She will work with Lumas.

Committee Approach to CZ management. Terri Jo would like to see more of a committee approach to management. Members (not necessarily board members) could be on committees and report to the board. This would encourage more members to participate in organizing activities.

Cascade Zydeco Board Meeting Minutes

Feb 2, 2011

Present were Janine Tebeau-Jemersen, Vicky Ryan Barbur, Jim Lalone, Marcia Esther, Patti Renfro, Susan Sullivan, Patty Kadel, Jim Emery, Lumas Helaire
Not present Sam McEnany

Minutes from January were approved.

Feb 23 Dance at PPAA with Bon Ton Roulet: Admission and schedule were discussed. It was decided to charge \$10 general, \$8 CZ members. Lesson 7 - 7:30 and band from 7:30 - 10:30.

March 12 Dance at PPAA with Mark St Mary: Schedule was decided as lesson 7 - 8, band from 8 - 11:30.

Marcia reported that the Alberta St Pub was willing to allow a CZ reunion dance. She will negotiate dates and costs with the owner.

Lumas, representing the Band Committee, reported on and upcoming events:

March 12 Mark St Mary at PPAA

March 20 benefit dance at The Brickhouse in Vancouver with Bon Ton Roulet

April 30 Zydeco Workshop at Tangoasis with Debra Seeck teaching intermediate steps from 12-2 pm, followed by a dance from 2-5 pm intended to bring novices to a higher skill level and encourage past zydeco dancers to return

May 18 (tentative date) Geno Delafosse at PPAA

Also discussed was transportation and the need for either documentation of driving record and insurance for volunteers or the use of a shuttle service.

An increase in the band budget was proposed, but not voted upon.

Jim Lalone asked board members if they had an interest in partnering with Cascade Blues Association and specifically with Lisa Mann. Members approved but no definite plan was implemented. Jim will continue discussions with Lisa.

Advertising and publicity were discussed, including the need for a dedicated publicity position. Purchasing ad space & participation in local events (Bike Portland, Keep Portland Weird Festival, etc) were discussed. There were no volunteers for a publicity coordinator.

Cascade Zydeco Board Meeting Minutes

January 5, 2011

Present were: Jim Lalone, Janine Tebeau-Jemerson, Patti Renfro, Patty Kadel, Marcia Esther, Terri Jo Bonbright, Susan Sullivan, and guests Dick Brainard and Jim Emery. Not present: Sam McEnany, Vicki Ryan-Barbur

November and December 2010 minutes were approved with minor revisions.

Jim Lalone informed the Board that materials related to the CZ liability insurance policy with Alliance Insurance are now located in the CZ store room at PPAA. Included are phone numbers for information and claims.

Board members discussed lack of live band events in the last several months. Under discussion were costs, availability, and whether to establish an exclusive contract with bands that are flown into the area at our cost in an effort to draw more dancers from surrounding areas. Other options considered were local bands (i.e., Too Loose, Bon Ton Roulez, The Crying Aces) and Seattle bands. Jim Emery has expressed interest in participating in the Band Committee.

Dikki Du will be in the area on Thursday, May 5. CZ needs to procure another venue for that date.

It was suggested that the Band Committee be invited to the February Board meeting.

Marcia volunteered to contact the owner of Alberta Street Pub about the possibility of having a reunion dance there.

Financial reports were presented by Patty Kadel. There were no questions.

Dick Brainard presented information about 2011 Dance Camp and agreed to be coordinator. The plan was approved by a vote of the Board. (Further discussion regarding the best date for camp was conducted by email.) The camp is now scheduled with Kiwanis Camp for the weekend of Sept 16, 17, 18. Bands and instructors have committed to that date.