

Cascade Zydeco Board Meeting Minutes January 2, 2013

Board Minutes List Minutes for the Cascade Zydeco Board Meeting: January 2, 2013

BOARD MEMBERS IN ATTENDANCE: Gabe Farkas, Amy Rosenthal, Patti Renfro, Bonnie Maze, Terri Jo Bonbright, Janine Tebeau-Jemerson, Angie Lindquist

BONNIE'S RESIGNATION: The Board accepted Bonnie's resignation as Treasurer and from the Board. **NEW TREASURER:** The board elected Gabe Farkas as the new Treasurer. Thank you, Gabe! There was some discussion of the duties of the Treasurer. Bonnie and Gabe will get together to go over transition. Bonnie distributed copies of profit and loss for the past year. It was agreed that best practices include having two people count the money, rather than just one. Gabe will switch the account to a credit union, as previously agreed by the Board, and will explore options for one which is near where he lives. **CURLY TAYLOR DANCE;** upcoming dance on January 30th: agreed to have a Mardi Gras theme. Angie volunteered to organize a Mardi Gras Mask competition, including prizes. She will contact Diane about decorations (and help with that) and Vicky about food. It was agreed to start the dance with a potluck, as it went so well at the recent Too Loose dance. **WISKEY RIVER JITTERBUG;** it was suggested that Deb Seek teach this workshop in combination with a dance. Urban Dance Camp committee stated that there was no room in the schedule for this workshop to be held at camp. There was some discussion about having the workshop sometime before then. No decision was made as to scheduling. Tabled. **NEW BOARD POSITION;** with Bonnie's resignation, the board is one person short. Agreed that the Board could offer this position to the person who ran for the board but was not elected last time (due to a surplus of candidates by one). Terri Jo will call her to see if she is still interested. **UPDATE ON COUPONS,** give-aways and prizes for dance camp registration packets. Amy reported on the status of this effort. **VOLUNTEER COORDINATOR JOB;** Rick Wiseman has resigned this position after serving for three years. Agreed that Rick deserves a big Thank You! Rick will assist with transition. No person on the Board is willing and able to take on this task. The idea was presented that board members take turns, similar to how teaching is done (i.e.: First Wednesday, Second Wednesday, etc.), however, this will be a temporary measure until we find someone willing to take on the task. Agreed to announce to the membership that this position is now available and ask if there is someone who would like to do it. If not, we may need to hire a teenager or come up with another plan. In the interim, Gabe volunteered to do First Wednesdays and Angie volunteered to do Second Wednesdays. (Amy & Patti agreed to share Third Wednesdays. However, they both realized that they couldn't do it and emailed that information to the board members after the meeting). Meeting adjourned at 7:10 pm

Cascade Zydeco Board Meeting Minutes February 6, 2013

Board Minutes List Board members in attendance: Terri Jo Bonbright, Janine Tebeau-Jemerson, Vicky Ryan Barbur, Susan Sullivan, Amy Rosenthal, Gabe Farkas

Minutes from January 2, 2013 meeting: Minutes were approved as written. Thank you Angie for taking minutes last month. Treasurer's Report: Gabe is now the treasurer and represents the Board while Bonnie will continue acting as bookkeeper through Dance Camp. All questions regarding financial reports will go through Gabe to Bonnie until after Dance Camp. This will provide an opportunity for Gabe to learn standard accounting and operating procedures as well as continuity for tracking Dance Camp expenditures and revenue. Committee Reports: Membership – Currently we are looking for a Volunteer Coordinator. Once we have that person s/he will follow up on using tickets for tracking dance attendance and prize drawings. Music - Roland emphasized that the bands playing for Dance Camp are two very different sounds and will serve separate purposes. T Broussard and The Zydeco Steppers have a more current style while Mary Jane and the Sweet Lala Trio focus on traditional music and Zydeco/Creole history and culture. The benefit will be a richer experience and more variety in the workshops and dances. The recommendation from the weekly dance instructors is to drop the intermediate instruction before weekly dances because of low attendance. Review of offering advanced lessons was tabled until the next lesson. Old/Unfinished Business: (Also, see updated task list) Urban Dance Camp – Patti is working on travel arrangements for the bands and instructors. We need to get the Dance Camp clearly featured so that it is the main item on the website. Joe will be handling this. Amy has several businesses that will give promotional coupons to include in the Dance Camp packet and will continue contacting other businesses for additional items/coupons. The meeting adjourned at 7:10 pm

Cascade Zydeco Board Meeting Minutes March 6, 2013

Board Minutes List PRESENT: Terri Jo Bonbright, Gabe Farkas, Patti Renfro, Amy Rosenthal, Janine Tebeau-Jemerson, Vicky Ryan Barbur, Angie Lindquist. Also, from the Music Committee: Roland Jemerson

MINUTES; Angie took minutes since the Secretary, Susan, was not present. The minutes from the Board meeting of Feb. 6, 2013, were approved as read. TREASURER'S REPORT: This report was dropped off for the meeting by Bonnie Maize, outgoing Treasurer, who was not present for the meeting. The report was passed around. Current balance: \$12,540., reconciliation for the year. Discussion of costs & budget for dance camp. Terri Jo & Janine will meet Friday and send costs to board members via email. MEMBERSHIP: discussion of membership tracking, esp. at the door. In the interest of time, further discussion of membership tracking was tabled for another meeting. MOVE: a big thanks to all who helped with the recent move of our storage items and to the new venue. Also thanks to all who have helped with search for new venue. VENUES: the board is continuing to look for a more permanent venue while we have the Paradise Studio for the month of March, including: Terri Jo looking into The Fez Ballroom, Angie & Terri Jo looking into Conga Club. Fulton Center also brought up. Cost would ideally be less than current payment for Paradise Studios. Gabe made list of possible venues, some of which have now been crossed off or not filled out. This is a long list. However, we should keep it for future use as well as for the current search for a permanent venue. GOSSIP: brief discussion of what to do about gossip about the board and possible board decisions which may be mere speculation and/or inaccuracies apparently reported and then passed on: Correct inaccuracies as they occur and consider inviting complainers to sit in on board meetings so they can see for themselves. Can also ask where inaccurate information came from. MEET WITH DICK: next week, executive committee (i.e.: officers), although all welcome. Discussion of finding another—less loud—meeting place. NEW BOARD MEMBER; with Bonnie Maize leaving, the board needs to fill that spot. Two names suggested: Jeannette Hubbard, who ran for the board in the last election but was not elected, and Claire Cody, our new Volunteer Coordinator. It was noted that the next election is only a few months from now. Decided to invite both to attend board meetings, not as board members but as committee chair (Claire as Volunteer Coordinator) and co-chair (Jeanette as co-chair for membership helping Vicky, should she accept it). This would give both of them experience on the board prior to the next election. WEBSITE: Barb is in Florida and has been for months. She requested someone else do the website maintenance. The website has not been as current as we would like it to be. Terri Jo's friend, Curtis, stepped up and agreed to help out. He has improved the website. Voted to give Curtis \$100. for his efforts as new webmaster. Discussion on continuing payment for website maintenance: tabled for another meeting. DANCE CAMP; suggestion that we reach out to friends to ask them if they are going to dance camp. In response to concern about costs, it was pointed out that dance camp typically loses money.

Discussion of advertisements, posters, flyers, etc. Patti to post on Craig's List. There are two bands for dance camp. There are not many registered so far but it was pointed out that this is typical for Zydeco dance camp—people often wait until the last minute. The meeting adjourned at 7:30 pm.

Cascade Zydeco Board Meeting Minutes May 1, 2013

Board Minutes List Board members in attendance: Terri Jo Bonbright, Janine Tebeau-Jemerson, Susan Sullivan, Amy Rosenthal, Gabe Farkas, Patti Renfro, Angie Linqvist

Minutes from March 6, 2013 meeting: Minutes were approved as written. The board meeting in April was cancelled due to Dance Camp happening during that week. Treasurer's Report: The treasurer's report will be posted when Gabe receives it from Bonnie. Regarding Dance Camp, 75 campers attended. Expenses were as projected and the board's mission for the camp was met. Committee Reports: Membership – Vicky was unable to attend so there was no report this month. Music - Roland reported that Too Loosewill perform on May 15, 8-10:30p at our new venue, the Conga Club. Old/Unfinished Business: (Also, see updated task list) Webmaster Proposal – It was moved and seconded with unanimous agreement to pay Curtis Thorne \$30 per month to maintain and update the website. Volunteer Coordinator – Gabe will email entire membership asking for an individual willing to be the volunteer coordinator. Logo Proposal – There was unanimous agreement that the silhouette from the Dance Camp t-shirt will be used as our new Cascade Zydeco logo. New Venue – Via email during February the Board approved that Cascade Zydeco would host its weekly dances at Paradise Studio for the month of March. The Board also agreed that beginning in April it would move to the Conga Club. Blues Festival Proposal – The Board voted by email to support Dick Brainard's fund raiser raffle for the Blues Festival after meeting with him on March 13 to hear his proposal. New Business: Blues Festival – All except one member abstaining, the Board approved the donation of \$2,500 this year, providing Cascade Zydeco gets the same booth location as last year. Note: This was confirmed and agreed upon via email the following week. Whiskey River Dance Workshop – Tabled until next month due to lack of time. Member Suspension – In response to an incident on April 10th, at the Conga Club that involved a member and suspension from CZ, that member will be given a hearing by the Board, date and place to be decided. Note: Date set via email for May 23, 6:15, Multnomah Library - Hillsdale Branch. The meeting adjourned at 7:30 pm

Cascade Zydeco Board Meeting Minutes June 5, 2013

Board Minutes List Board members in attendance: Terri Jo Bonbright, Janine Tebeau-Jemerson, Susan Sullivan, Amy Rosenthal, Gabe Farkas, Patti Renfro, Angie Linquist, and Vicky Ryan Barbur, Guest: Ben Groce

Minutes from May 1, and May 22, 2013 meetings: Minutes for the regular and special meetings were approved as written. Treasurer's Report: Gabe was given the information necessary to complete the treasurer's report and will email it to board members within the next week. Committee Reports: Membership – Memberships expire at the end of June and will need to be renewed for the next fiscal year which begins on July 1. Vicky is sending out an email to that effect with dues posted as \$25 for a single and \$40 for a couple. This is a \$5 increase from this past year. Vicky emphasized the need to encourage folks to renew memberships. Music - Roland was not present to give a report. Publicity – Joe is working on producing post-card promotions for Cascade Zydeco that can be handed out at the door and Blues Festival. Old/Unfinished Business: (Also, see updated task list) Volunteer Coordinator – So far no one has agreed to take on this job and it is an ongoing issue. The board is willing to offer free membership and admission to all dances to anyone who is willing to do the job. Gabe will ask a member he sees regularly at dances to see if she might be interested. Terri Jo will check with Marie to see if she may be interested now that she's no longer serving on the board. Whiskey River Dance Workshop Update – Deb wants to delay the workshop until fall. New Business: Election of Board Members – Currently there are four members cycling off the board; Terri Jo, Janine, Patti, and Susan. Susan sending email to all members and attendees regarding the election timeline. Ballot goes out by July 1, 2013. Term begins August 1, 2013. Annual Meeting and Picnic – Ralph agreed to host this at his home on August 3. Amy will help whoever coordinates the picnic and will follow up for quotes from local vendors to provide the main dish for this otherwise potluck event. Board members agreed to pay for the main dish and suggested jambalaya, requesting that we try to stay under \$200. Gator Award – The Board voted unanimously on this year's recipient for the Golden Gator award, to be announced at the annual meeting and picnic on August 3rd. Angie will handle the details for engraving and presentation. Urban Dance Camp for 2013-14 – Table until the new board has been elected. Venue Discussion – Ben Groce presented concerns he received from several members regarding the Conga Club as the regular venue for Cascade Zydeco. The board is open to suggestions for other venues that will meet the requirements and needs of a venue. In the meantime we will stay at the Conga Club. The meeting adjourned at 7:25 pm

Cascade Zydeco Board Meeting Minutes July 3, 2013

Board members in attendance: Terri Jo Bonbright, Janine Tebeau-Jemerson, Susan Sullivan, Gabe Farkas, Patti Renfro, and Angie Linquist

Minutes from June 5, 2013 meeting: Minutes were approved as written.

Treasurer's Report: The treasurer's report was approved as presented. The posting of the treasurer's report on the website was requested by a member and this will be done immediately. It has been the policy to do so but has been overlooked for the past several months. From here on it will be posted monthly. Committee Reports: Publicity – Joe printed post-card size flyers with information about Cascade Zydeco and free admission to a CD dance. These will be distributed at the Blues Festival. Music - Roland provided information on the two upcoming live dances: Rosie Ledet – Wednesday, July 17 @ the Conga Club Lesson 7:30 – 8:00, play time 8:00 – 11:00pm Curley Taylor – Wednesday, July 24 @ the Conga Club Lesson 7:30 – 8:00, play time 8:00 – 11:00pm Old/Unfinished Business: Election Update – Ballots go out July 17 and are due back by August 1. So far one person has expressed interest. Susan will contact other individuals suggested to her who may be interested in running for the board. Blues Festival Update – Janine is still filling in a few spots empty spots for manning the Cascade Zydeco booth. Gator Award – Angie has arranged for the Gator award to be engraved and asked last year's recipient to present it. She will handle the remaining detail for its presentation. Annual Meeting and Picnic – We still need someone to coordinate the picnic. Terri Jo will ask Chere if she will help. Amy has agreed to assist the person coordinating. Storage Update – Ken Parker offered his place but there is concern about access being an issue. Other possibilities are to check with the Conga Club r renting a small public storage facility. Volunteer Coordinator – So far no one has agreed to take on this job. Terri Jo talked to Marie and she is thinking about it. Janine will speak to Ann to see if she is interested. New Business: Oregon Dept. of Justice Charitable Trust Annual Report - The CTJ form (Charitable Trust) needs to be filed by August 20 for last year and this year. This is a new procedure and Gabe will file it. Receipts for Blues Festival Expenditures – Roland gave receipts to Gabe for reimbursement. These will be allocated under publicity. The meeting adjourned at 7:25 pm

Cascade Zydeco Annual Membership Meeting Minutes August 3, 2013

Board members in attendance: Terri Jo Bonbright, Susan Sullivan, Gabe Farkas, Amy Rosenthal, Vicky Ryan-Barbur, and Angie Linnquist

Minutes from July 3, 2013 meeting: Minutes were approved as written. Introduction of Board Members/Website Update After introducing board members Terri Jo gave an update on the CZ website and the fact that Curtis Thorne has now taken over for Barb Wertz. Treasurer's Report The treasurer's report was presented by Gabe Farkus and approved as presented. He suggested that the balance sheet allows sufficient savings to have more live dances. A member asked whether we currently have a budget. Gabe indicated that CZ has never had a budget but would bring up the request at the next board meeting to consider one in the future. There was general agreement to schedule a special meeting to do so. Committee Reports: Music – Kudos were given to Roland Jemerson for his hard work on securing bands over the past year along with others who worked with him. There was discussion regarding the benefit of having individuals who take over for Roland to follow up quickly and take advantage of bands traveling in the nearby/West coast area. Terri Jo provided a list of live dances that have been arranged over the past year including work on the Blues Festival and Dance Camp. She summarized the process of moving from PPA to the Conga Club. Although the move had to happen within one month's notice, the board worked hard to find a place that met a number of criteria. Conga Club has provided several advantages including the ability to have plug and play music and no need to carry equipment from the attic to a downstairs venue. Terri Jo acknowledged a long list of volunteers who helped put on the Dance Camp last April. So far there is one live music dance scheduled in the future with Curly Taylor returning in September. Membership - Vicky reported that overall, membership has remained steady with some members returning after several years of absence. Joe Marzucco is managing online registration and encourages everyone to use it because payment and registration information forms are not likely to get lost as has happened in the past. Publicity – Joe has been doing a great job as publicity lead and suggested that any member can pass on the publicity cards he recently printed which provide information about CZ and free pass for a CD dance. One suggestion was to pass them out at other music events such as one he attended recently at the Schnitz. He will gladly accept any publicity ideas people have and he encouraged people to pass them on to him. Old/Unfinished Business: Election Update – Susan announced the four new board members; Marie Torriello, Patty Kadel, Jeanette Hubbard, and Chere Weiss, none of whom were able to make the meeting today. Although there are five open positions for the board there were only four candidates on the ballot. She explained that Ben Gros expressed interest in being on the board but wasn't able to submit his name in time for the ballot. Terri Jo nominated Ben as a candidate for the fifth position that has not yet been filled. Vicky Louthan was also nominated from the floor. As there are now two new

candidates there will need to be a written ballot and election. When the new board meets next they will discuss this and arrange a voting process. Gator Award – Terri Jo announced that Rick Wiseman was awarded the recognition and plaque. He was unable to attend today's meeting due to work but she expressed appreciation for all the work that he has done over the past several years. Storage Space – Terri Jo is working on possible storage space for CZ supplies at the Conga Club. New Business/Open Discussion/Questions: CZ Insurance – There was a question about an increase in cost. Jim LaLone explained that a decision was made several years ago to protect individuals and the board as a whole from potential litigation. All are volunteers who give many hours of work but insurance is necessary to protect them while they are doing CZ work and is a necessity for their protection. There was interest from members in more weekend dances. The downside is that it is more expensive to get bands then and venues are more challenging to find and our regular ones are usually unavailable. The Conga Club has other regularly scheduled users on Saturdays. Gabe discussed the need for more involvement from members and encouraged those present to consider the open position for Volunteer Coordinator. Rick Wiseman will continue to volunteer to be the person in charge of volunteers for the second Wednesday of the month. Website – Joe mentioned that no individual is monitoring the website and encouraged members to let someone on the board to know if there is missing or misinformation that they see on the website so that it can be corrected in a timely manner. The meeting adjourned at 2:55 pm

Cascade Zydeco Board Meeting Minutes Aug 7, 2013

Minutes for the Cascade Zydeco Board Meeting August 7, 2013

Board members in attendance: Amy Rosenthal, Vicky Barbur, Angie Lindquist, Patty Kadel and Marie Torriilo, Chere Weiss and Jeanette Hubbard. Gabe Farkas was not in attendance.

Minutes: The minutes from the July Board meeting were approved at the picnic. Subsequent to the meeting, we received the minutes from the annual meeting at the picnic on August 3 and the current task list. Treasurer's Report. Gabe emailed the financial activity since the last dance. Old and Unfinished Business. Membership. A membership card that can be printed was emailed to all current members. However, showing membership cards at the door will no longer be required. Publicity. This needs to be on the retreat agenda. New Business. New Officers: President: Chere; Vice President: Amy; Treasurer: Gabe; Secretary: Marie. Jeanette will be the back-up Treasurer and Angie will back up the Secretary. Other assigned responsibilities: Board Liaison with the Conga Club: Patty; Vicky will be the back-up Liaison. Roland is currently the live music coordinator; Joe Marzucco will liaison with the bands. Web site and publicity: Patty Kadel. Ninth Board member. Ben Groce was voted to be the ninth member of the Board. Vicki Louthin will be a non-voting alternate member, if she is interested. As such, she can attend board meetings, and become a full-fledged member if there is a vacancy. Payment to the Conga Club. We pay \$125 at the end of the night out of the admission proceeds. It would probably be more efficient to have \$125 available (in addition to the \$50 seed money) out of the treasury to pay the Conga Club at the beginning of the night, so that no one in particular needs to stay until the end of the night to make payment to the Club. Milwaukie Studio would like us to teach zydeco once a month and have a cd dance. The topic will be tabled until a later meeting. Volunteer responsibilities: Volunteer responsibilities will now be rotated for the Wednesday night dances. Rick Wiseman volunteered for the 2nd Wednesday, Angie the 4rd. Subsequent to the meeting, Susan Farkas volunteered for week 1, Kathy Jones for week 3 and Roberta Stevens for week 5. Roberta will also fill in when any of the other volunteers are unable to attend. Whisky River Dance Workshop. Last year the Board approved some money to pay for a venue for this event that will be coordinated by Deb Seeck. Chere will contact Deb and ask for a postponement for setting this up, and suggest that we would like to provide input to expand on it. Board Retreat. We will have a retreat (including dinner) at Chere's house on Sunday Aug 25 from 5:30-8:00. She will send out directions and instructions for what to bring. Task list. Topics that are tabled to be discussed at the retreat or future meetings are listed on the Task list.

Cascade Zydeco Board of Directors Meeting Minutes August 25, 2013

Board members in attendance Amy Rosenthal, Vicky Barbur, Angie Lindquist, Patty Kadel, Marie Torrillo, Chere Weiss, Ben Groce and Gabe Farkas. Jeanette Hubbard was not in attendance.

Minutes The minutes from the August 7 Board meeting were approved. President's report Chere's goals for Cascade Zydeco: have fun, focus on our mission, have more live music dances, gain input from the membership and grow the membership. Treasurer's Report The financial report covering August 25, 2012 to August 25, 2013 was emailed to board members prior to the meeting. Committee Reports. Membership There have been a few new members in the last few weeks. However, current data is not readily available. Changes will be made in the process to ensure accurate data is available. Currently there are approx. 160 members. Publicity Extensive changes have been made to the web site. Still more work to do. Patty purchased the Dreamweaver CS6 program to support the web site at no cost to Cascade Zydeco. Patty created an account: czpublicity@yahoo.com. There is a PDF version of the new member form on the web site. Patty will create hand out ads for the bands that are scheduled to play. They will be the size of ¼ sheet of paper. Old and Unfinished Business Financial report Financial report will cover a running 12-month period, instead of the 12-month calendar year. Task list Topics that are tabled to be discussed at the retreat or future meetings are listed on the Task list. New Business Chere will develop a survey to go to the general membership asking for feedback on the current venue and on bands. Subsequently, survey was developed and approved by the board via email and sent to the membership on 8/30.

Cascade Zydeco Board of Directors Retreat Minutes August 25, 2013

Board members in attendance Amy Rosenthal, Vicky Barbur, Angie Lindquist, Patty Kadel, Marie Torrillo, Chere Weiss, Ben Groce and Gabe Farkas. Jeanette Hubbard was not in attendance.

The board members each shared their history with zydeco and we reviewed the mission statement. Chere suggested that it is beneficial to stay focused on the mission; that is what should drive the activity of a non-profit group. The board members reviewed the annual meeting minutes to assist with the planning. It was clear that both this year and last, the membership is asking several things; they want more live dances, they want more weekend dances and they are wondering why we keep the bank balance between \$13-17,000. and not spend it down. It was suggested we survey the membership. Chere remarked that she has used Survey Monkey in the past including the last dance camp; the process is free and confidential. She will move ahead with sharing survey questions with the board before we launch it with Patty's help via email to the membership.

The board discussed officer and board members rights and responsibilities. Chere provided an example of an agreement that could be a shared document to help guide responsibilities of board members and the responsibilities of the president to the board. The board discussed non-board member's involvement in sub-committee work and officer's duties. It was pointed out that according to the By-Laws it is only officers and appointed sub-committee members that are covered by board liability insurance and so it may not be advisable for non-board members to have access to financial transactions or membership personal contact data. For the present time, we will maintain board and officer duties within those guidelines. The board discussed the need to have the financial procedures evaluated and money handling procedures including Conga Club business. Currently we pay the club in cash, receive no receipts and have no documentation of a contract. It was agreed that the situation is risky for several reasons. Angie, Vicky, Patty and Chere agreed to meet with Roger to discuss improving the situation. We will also inquire about installing our safe at the club and if anything can be done to improve the sound quality. The loud popping in the speakers is frightening at times and Amy remarked the decibel level of that popping so high it could damage ear drums. Patty has offered to maintain the web site. Chere will contact Curtis and thank him for his service. The board discussed the difficulty in the timing per the By-Laws with the election results at the end of July and the new board meeting the first week in August being too close to allow for a smooth transition between boards. Several members remarked that other boards have a transition plan for a smooth passing on of correspondence, projects in the works, financial and board records. Angie and Amy had discussed the possibility to develop a new board member manual and offered to work on that. We agreed that it would take a By-Law revision to change the timing of the election and will form a sub-committee to do this work later in the fall either in October or November.

Cascade Zydeco BOD Meeting Minutes October 3, 2013

Board members in attendance: Amy Rosenthal, Angie Lindquist, Patty Kadel, Marie Torriilo, Chere Weiss, Ben Groce and Gabe Farkas. Vicky Barbur and Jeanette Hubbard were not in attendance. CZ member Ken Sargent was in attendance.

Minutes: The minutes from the August 25 Board meeting and board retreat were approved. President's report: Chere covered the CZ board's accomplishments during the first two months of the new board year. Report follows these minutes. Treasurer's Report: Gabe emailed the financial report subsequent to the meeting. Balance sheet showed \$15,895.54. Profit and Loss report covered 10/3/12 to 10/3/13. Committee Reports. Membership: Angie had the updated membership list (from Vicky). We will change our check in procedure at the Wednesday dances: we'll continue to check off members, but won't track nonmembers. Gabe will revise our procedures and tracking form. Publicity: Patty reported that the web site is up-to-date. We changed our level of web service with our current web host to a lower cost option that covers only what we actually use. There have been glitches with this change. Patty is continuing to work with the web host to make sure the web site remains up and correct. The information about the October concert at the Polish Hall has been provided to KBOO, KINK, and Willamette Week. We will keep our posting with Arnb.Org (Arnb.org is the source for worldwide Cajun, Zydeco and Creole music, dance and cultural event information) – Patty will coordinate with Gabe. We have 4.5 X 5.5" cards made up for CZ with info about our Wednesday dances at the Conga. The info may cause a bit of confusion about free entry, so when we redo the cards, we will clarify that. We may also want to consider printing business cards. We need to coordinate our branding information with Roland and Janine when they prepare CZ publicity for the Blues Festival. Old and Unfinished Business Alternative venues: Amy and Angie have made progress collecting information on potential venues. This information will be useful for locating venues for weekend dances and future needs. Survey results: 53 members responded to the survey that was sent out in September. Information collected was very interesting and useful. The results will be posted on the CZ web site. Liability Insurance: We will continue with our current liability insurance, but will continue to look for less expensive insurance. Whiskey River Dance update: two people have signed up so far. Deb is not concerned. People tend to wait until the last minute to sign up. (Note: 25 people ended up taking the workshop) Milwaukie studios request for monthly zydeco instruction – Chere will contact Vicky for an update. New Business Budget meeting: Our next budget meeting is set for November 3 at Gabe's and Susan's house. We may also have our regular board meeting at that time. Members will be notified if we do that. By-law revision. This will be tabled until February. President's report October 3, 2013 It has been a great start to the new board year. In just two months we have accomplished the following: The CZ board had a productive Board Strategic Planning retreat in August. The CZ bank account signature

authority members have been updated and I have received a new credit card for CZ. The Curley Taylor dance was well attended, our profit/loss was well within our usual balance CZ supported Jamie Morgan in an amazing celebration dance at Dodge City We fulfilled the prior board's commitment to support Deb Seeck's Whiskey River Jitterbug and secured the Polish Hall for Sunday Oct 27th We are following Deb's workshop with a Halloween themed dance with TooLoose. It turns out Roland had intended to book TooLoose two more times before the end of 2013 so the timing was perfect. Patty, Angie and Amy met with Roger on 9/10 to discuss the Conga arrangement and learned that Roger and Terri Jo had a six month trial agreement and we are now closing in on that deadline. The group learned that Roger is not satisfied with the bar revenue and that it is necessary for CZ to find a new venue. Venue searching has begun with Patty, Angie, Amy and Ken Sargent contacting options. Our dance community has been saddened by the loss of Tom and Rick. CZ will have the opportunity to honor and celebrate those lives in the coming months. The CZ board has determined the need for a budget planning meeting to enhance our efforts and will set a date in November for this meeting. Patty has updated, refreshed and cleaned up the CZ web site and modified our web hosting account to save us some money. The 'Door' volunteers have established a rotation of lead volunteers to open the door, retrieve and exchange the cash box and recruit door helpers (many thanks to Angie, Roberta, Susan F, Rick, and Kathy Jones for their leadership here) Patty has drafted the Oregon State Justice Department non-profit certification application for 2014 and will be submitting that by the extended deadline in November. Chere and Patty launched an on line survey asking the membership for input and 53 responses have been recorded. This is quite remarkable and I thank everyone very much. The top priority of the next two months will be searching for and securing a good fit for us for a new venue. We are hearing positive comments from some of the members for the work of the new board and gratitude for our efforts. Et Toi! Chere

Cascade Zydeco BOD Meeting Minutes November 3, 2013

Board members in attendance: Amy Rosenthal, Angie Lindquist, Patty Kadel, Marie Torrillo, Chere Weiss, Ben Groce, Gabe Farkas, Vicky Barbur and Jeanette Hubbard.

Minutes: The minutes from the October 2 Board meeting were approved. President's report: Report is below. Treasurer's Report: Our treasury goes up and down but averages between \$15 and \$16K. Profits are gradually going down at the CD dances. The full financial report was provided. Committee Reports. Membership: Memberships have slowed down. We need to encourage members to join all year long (not just in July). If someone joins on Wednesday night, they get in for free that night. We need to offer more support for Janine and Roland at the Blues Festival so that memberships don't get lost. Publicity: 12 people joined the CZ mailing list from the Web site. Patty notified KINK and KBOO about the Whiskey River Jitterbug workshop, however, we don't know if they actually publicized the information. We are publicizing events that are related to Zydeco, even if we are not sponsoring the event. Patty will prepare press packets for us to take when we go to other dances. Volunteer: the front door at Wednesday night is going well – we have several really great volunteers keeping that going. The Donation jar isn't working well so far. Angie will look for an acrylic display. Old and Unfinished Business Liability insurance – we will pay our current insurance carrier. If we find something less expensive during the year, we can always cancel and get a prorated reimbursement of the premium. Chere will update the policy with new contact names. Dance with Joy studio is interested in having Zydeco instruction. Chere will call Rachel, the owner, to find out what she has in mind (e.g., monthly, ad hoc, etc.) If we put out an interest announcement for anyone interested in instructing there, Roland needs to screen any interested instructors. Whiskey River Jitterbug Workshop. The workshop was very successful. There were 25 participants in the workshop. New Business Budget meeting: Our budget meeting will be held right after this business meeting. Minutes for that meeting will be separate and posted on our web site. By-law revision. The Bi-law retreat will be set probably in late February or early March. We will invite CZ members to participate. One thing we know we want to change is having our elections earlier so there will be more transition time. The next board meeting is set for December 4 at the Horn of Africa. Cascade Zydeco President's Report November 3, 2013 Since the board election in August; we have updated our banking practices, insurance and web page server, were invited to and participated in two outreach activities in Vancouver, hosted two live dances and supported CZ friend Jamie in her celebration dance, held three regular board meetings, a strategic planning and a budget retreat and completed and posted a survey of the membership! I'm sure I'm forgetting something. The venue search committee, front door volunteers, treasurer reporting, and upgraded public relations work have all been a very visible benefit of our new board. Thanks for all your hard work! To my mind, our

biggest issues before us are securing a sustainable and satisfactory venue, growing the membership and volunteers, making some positive and smart decisions about our finances and collaborating on a yearlong plan for live dances, workshops and lessons. After our budget decisions, I would like to make a meeting with any interested board members to join me in meeting with Roland. We want to be on the same page and share with him the survey results and our budget and time frame suggestions so he has direction for booking the bands and we are all working with in the financial framework we agree on. At this time I am awaiting word from both Roger/Conga and the Polish Hall about next dance options with TooLoose. We can have the band Wednesday Nov 20 at the Conga or Friday Nov 29 (the day after Thanksgiving still waiting for venue confirmation). Once we find out if we have a venue 11/29 I would like your opinion on which date. We will be planning a by-law review meeting later in the winter in keeping with our strategic planning. I appreciate you all so much!!!! Chere Weiss

Cascade Zydeco BOD Retreat Minutes November 03, 2013

Review financial annual report – things cost a lot more than they have in the past and our revenue is down (rent for the Wednesday dances is doubled what it was for the PPAA, attendance at the Wednesday night dance has declined during the summer). We average between \$14 and \$16 K in the treasury, but it is important to maintain the reserve for live music dances and other special events. Dance Camp or not to Dance Camp for 2014? We lost a substantial amount of money at the last several dance camps, including the Urban dance camp last year which took a 1/3 of our reserves. We get a good turn out from out of town participants, but CZ ends up essentially subsidizing the out-of-towners. The board decided to have two or three 1-day weekend mini-workshops during 2014. A good time for at least one of the workshops is before or after the Blues Festival, when bands are already in Portland, and out-of-towners may want to come before or stay after the Blues Festival to attend the workshop. Another possibility is to bring Andrew Theyry from the Bay Area or a Louisiana band in early 2014 for a one day workshop followed by a dance. We need to find chairpersons to take charge of the workshops. Review survey summary to determine live band and workshop/instruction budget. What is a reasonable loss to assume per live dance? Review P & L for: Local bands, bands on tour and flying in bands. (* can we include in dance contracts the offer for meals/bar tab and lodging stipends for out of town bands – discussion) We received good information from the survey. Generally, the membership wants more live dances and more weekend dances. However, we typically lose money at the live dances and don't get as good a turnout for weekend dances. If we fly in live bands, we lose much more money. Band's travel in the spring. We need to take full advantage of bands coming to the west coast. We are hiring local bands more often for our live music dances to avoid paying travel costs. We've taken good advantage of bands that are passing through or traveling through to keep our costs down. It is difficult to plan a budget a year out because of uncertainty. We do know that we

need to take advantage of local bands more often (thus saving the travel expenses). We might budget to fly in out-of-town bands once or twice a year, but we should take advantage of when the bands are traveling through our area. Jeff Broussard and the Creole Cowboys will be in Seattle in February – maybe a possible stop in Portland. We'll have Too Loose in for our Wednesday dance on 11/20. We pay between \$800-900 for a local band. Curley Taylor was \$1200. Meals and the bar tab should be included in the contract – usually around \$100 for dinner. Sometimes we can offer lodging. Information subsequent to 11/3 meeting: after expenses we made \$82 at our dance on 11/20 with Too Loose. Do we need to increase revenue? How would we do that? Options might include; effort to substantially increase membership, increase membership cost in 2014, increase weekly CD dance and live dance admission, hold fundraisers. There may be some things we can do short of increasing the admission cost for the Wednesday dances. E.g., Sell CZ Fans, especially at the Blues Festival; sell beads. We can offer CZ fans when someone renews their membership. To increase membership, Chere will sponsor a CZ Meetup group. Survey results for two years has long time members asking for intermediate and advanced workshops. Can we host 1 or 2 this year? Should we hire guest instructors? What would we budget for this? Board decided to have special for advanced/intermediate dance lessons prior to our Wednesday night dances on occasion. Blues Festival budget for donation, printing and supplies (review last year's expenses). The Board agreed to make the \$2500 contribution to the Oregon Food Bank for the 2014 Blues Festival, as usual, and budget \$300 for printing and supplies. We should also partner with the food bank to get publicity on their web site. We will collect food for the Oregon Food Bank at our 11/20 dance. Venue for the Wednesday Night Dance. The Conga Club manager informed us that our rent for Wednesday night would be increasing by \$75 per night (a 60% increase). The Board considered a list of alternative venues compiled by Amy, Angie, Ken S. and Ben. Factors considered included: per week cost, whether the venue required a commitment/lease, the venue's ability to commit to a regular night for our dances over a period of time, location and size of facility, availability of Wednesday nights, quality of dance floor, available sound system, availability of a bar, of parking, the restroom facilities, the requirement to clean up after our dances, possibility of some storage. 8 out of 9 board members voted to move to the Polish Hall which will cost \$105 per night. The Polish Hall will be available at the first of the year for every Wednesday except for the first Wednesday of every month. It has good restroom facilities, good parking, good location, no bar, a good sized dance floor and limited storage.

Cascade Zydeco BOD Meeting Minutes December 4, 2013

Board members in attendance: Amy Rosenthal, Angie Lindquist, Patty Kadel, Marie Torrillo, Chere Weiss, Vicky Barbur and Jeanette Hubbard. CZ member and Band Committee chairman, Roland, attended the first part of the meeting.

Minutes: The November 3 Board meeting minutes (with revisions) and Board retreat minutes were approved. President's report: Report is below. Treasurer's Report: Our treasury is down to approx. \$12 K. We are down \$4162.88 for past 12 months, mostly as a result of losses on Urban Dance Camp. Committee Reports. Music: Roland reported that our dance with Too Loose was a success. We will book Too Loose on a regular basis, every 6 weeks or so. We'll splurge on a West Coast band (e.g., Andrew Theirry) in the spring. If other bands (e.g., Curley Taylor, Rosie Ledet, LeRoy Thomas, Chubby Carrier) tour the west coast, we will book them for when they come through Portland. We will also look for opportunities to hire bands for mini dance camps/workshops throughout the year. Membership: Nothing new to report. Publicity: Patty is still working on fixes and amendments to the web site. She took off Dance Camp information. Our calendar will support Roland and Janine's Zydeco lessons at the Viscount, and the Zydeco dance at Dodge City. Patty is working with the Google Calendar. Volunteer: Chere will coordinate front door volunteers at the January 1st dance and will take the cash box home on December 18th. Old and Unfinished Business Liability insurance – we paid our insurance for the upcoming year. Dance with Joy studio is interested in having Zydeco instruction, however, we won't be able to assist on this at this time. Venue – Chere confirmed the arrangements at the Polish Hall. We will start there on Wednesday, February 12, 2014. Polish has is amenable to allowing us to put a small storage locker at the hall. The Alberta Street Pub has been confirmed for the First Wednesday dances, starting on February 5, 2014. We will have our board meetings there on the same night. Our Wednesday dances will now go from 7:15 and until 10 pm. Our last regular Wednesday night at the Conga will be on January 29. The Conga still may be available occasionally if we want to host live music dances there in the future. Roger will charge \$125 additionally to provide sound for the live bands. New Business By-law revision. Marie, Chere and Jeanette will get together in March to work on the revision. We will invite other interested CZ members to participate. Changes need to be signed by the President, attested to by the Secretary. Vicky is a Notary, so she will be able to notarize. One thing we know we want to change is having our elections earlier so there will be more transition time. Formation of additional subcommittees or board roles as needed (e.g., Dance camp/workshops, blues festival and annual meeting, facilities, contracts, and nomination.) We need to purchase new light weight sound equipment to store at the Polish Hall for use by our instructors. The next board meeting is set for January 8 at the Horn of Africa. Cascade Zydeco President's Report Dec 4, 2013 During this holiday season I especially want to thank all of you for all you do to provide the

leadership we need to keep Cascade Zydeco dancing and having fun. I appreciate you all so much. I am really proud of the work we have done with the challenging decision to find a new, permanent venue. Although our attendance is up and the expense-to-revenue differential is not as drastic recently, I still think that planning ahead for those months when our attendance wanes and we would experience a weekly financial loss was a good decision. I am also really proud of the two board retreats we have completed; there is too much to take care of that can't be addressed during once a month board meetings and I want to make good use of our time together. I think those two retreats coupled with the monthly board meeting was a good use of your time. We accomplished a lot! The managers at Polish Hall have given us permission to install a locked storage cabinet there for our sound equipment. We are confirmed to begin our first Wednesday intermediate/advanced lesson with a following all comers CD dance at Alberta St Pub on Feb 5th. We will have our monthly first Wednesday board meeting there before the dance. Thanks to Amy for coming over there with me last Sunday to look around at storage space options. **There is a consideration out there to have the lessons at both places be 7-8 with dancing 8-10 but I have not confirmed that with Roland. Ken S in particular suggested this because he thinks dancing until 10:30 on a week night is rough on the instructor/DJ's who have to stay to the end, clean up and get up to work in the morning. An informal show of hands last Wed with the dancers showed that most folks would not have a problem starting at 7, but again I have to have confirmation from Roland and all the instructors that they can make it there at that time. If we move to an early lesson, it would mean we would need to either start the board meeting earlier or get the meeting done in one hour. I will need your input on this. Thanks again for your commitment to Cascade Zydeco! Chere