

SANTA CLARA VALLEY SQUARE DANCERS ASSOCIATION  
Draft Minutes of Board Meeting  
March 14, 2004

Present:

Barry and Sandy Binge, President  
Jim Davis, First Vice President  
Scott Riegelhaupt-Herzig, Second Vice President  
Mary Gingell, Recording Secretary  
Joe Dehn, Corresponding Secretary  
Allen Glessner, Treasurer  
Rosalie Burkhead, Director  
Sue Lietz-Davis, Director  
Joe Sindorf, Director  
Jane Bishop, Director

Also present were Lorraine Hlavka, Lloyd Hlavka, Mary Knoppe, Al Knoppe, Carol Glessner, Roger Smith, Josie Baumgartner, Sarah Riegelhaupt-Herzig, Ruth Riegelhaupt-Herzig.

Meeting was called to order at 2:20 pm.

No parliamentarian appointed.

Approval of the previous minutes of January 18, 2004:

The Secretary noted two changes from the draft minutes that had been sent out: 1. Correct spelling of Terry Maguire's name, and 2. Include the 47th Jubilee's unaudited financial statements as Attachment F.

Additional corrections:

1. add, to page one, "Lorraine Hlavka asked Allen where he got his starting balance, in that it was different from the previous treasurer's ending balance, and he stated that \$24.75 from March 2002 had not cleared."
2. Allen Glessner pointed out that he had committed to audit the 47th books, and report "at a later meeting", not at our next meeting.

Jim Davis moved that the minutes as corrected be accepted. Scott Riegelhaupt-Herzig seconded. Motion carried on a voice vote.

Treasurer's Report: Allen Glessner submitted his report (Attachment A). He reported minor changes to the terminology of the report. In regard to our CDs, "starting value" has been changed to "principal value" and "ending value" has been changed to "account value."

The Whing Ding receipts are shown net of the cash used to purchase ice at the event. Several Fred Williams checks were made out to SCVSDA rather than to California Square Dance Council, hence the "Fred Williams passthrough" item.

In response to a question from Sandy Binge, Allen explained that, for the Whing Dings, the callers no longer share in Split the Pot receipts, nor do they participate in certain expenses, such as the cost of cake.

Jim Davis requested that the CDs' principal balances be dated in future reports.

In response to a question from Barry Binge Allen clarified that "principal balance" now refers to the starting balance as of the date the CD was renewed, not the starting date of the report, and that interest on that CD continues to accrue until it is renewed again and the principal balance changes at that time.

Allen pointed out that the expense for hall rental for the Thanksgiving dance did not seem to have an appropriate line item in the budget; he therefore recorded it in the "Rent - meeting hall" category.

During this report Jane Bishop passed around a thank you letter from the Salvation Army for the Thanksgiving dance. (Attachment B)

Allen reported that we had a deficit of \$103.68 from the 47th Jubilee. This deficit was not provided for in the budget for the year. Jim Davis reported that that deficit would be smaller as soon as he was able to get one program book ad check rewritten so it can be deposited in the SCVSDA account.

In response to a question from Lorraine about the \$24.75 difference in starting balances, Allen reported that as yet he has been unable to determine how to enter this correction into Quicken and so has not made it yet.

Jim Davis moved to submit the Treasurer's report to audit. Rosalie Burkhead seconded. Motion passed on a voice vote.

President's Report (Barry and Sandy Binge): Barry Binge presented the following written report:

1. Attended the Presidents' Ball
2. Attended California Square Dance Council meeting
  - a. submitted \$525 in donations in the name of Fred Williams
  - b. There will be a national convention in 2009 in Long Beach if we get the bid which will be made in 2005 in Portland, Oregon - Council voted to support this bid All associations in California offered letters of intent to support this bid. Chicago is offering a competing bid.
  - c. Jim Davis will present state ByLaws changes
3. We were asked to put on a demo dance at the Top 10 Basketball Tournament held at HP Pavilion but time (4 minutes) was too short, so we declined

In response to a question from Joe Dehn as to what it means that the SCVSDA provided a "letter of intent" regarding the 2009 national bid, Barry explained that it means that we will support and promote the convention, and that in return for this support we will share in the net revenues. Jim Davis mentioned that it was his understanding that at least one affiliate wrote their own version of a letter of support making clear that they would provide workers but that their support did not extend to any financial commitment to share in any losses incurred by the convention. Joe asked what sort of letter this association had signed. Barry explained that he had submitted "the blue form" (Attachment 1 from the January delegates meeting) which had been available at our previous meeting. Joe pointed out that that form was not a "letter of intent" but simply an agreement about how excess revenues would be distributed if there were excess revenues. Jim Davis recommended that an actual letter be drafted for SCVSDA to submit to the bid committee once it has been incorporated, similar to the one mentioned earlier that was submitted by another affiliate, explaining the limitations of our support. It was agreed that in fact SCVSDA has NOT yet signed or provided any sort of letter of intent or letter of support for the 2009 convention, and that, when such a letter is drafted, this Board and the SCVSDA Delegates will be given the chance to review and approve what is being signed prior to it being submitted.

Barry provided the application to be in the Fashion Show at the upcoming state convention to Mary Knoppe.

First Vice President's/Director's Report: Sue Lietz-Davis provided the following written activities report for Jim Davis and herself, and Jim summarized it at the meeting:

SCVSDA Director's Report  
Sue Lietz-Davis  
SCVSDA First Vice-President's Report  
Jim Davis

March 2004

We attended the California Square Dance Council meeting in Sacramento in Feb and the Wing Ding in Merced. Jim attended two Jubilee meetings, a walkthrough of the Blackford site, a walkthrough of Oakwood Apartments, and hosted a ByLaws Committee meeting.

We visited, danced and did the Top Ten balloting at El Camino Reelers, Spinning Wheels, and Top Cats. We also danced with Yellow Rock and Rollers, and Stanford Quads.

We attended the Presidents Ball.

We have available additional state convention opportunity drawing tickets if anyone needs more of them.

Jim also reported on the proposed state Council ByLaws changes, because the SCVSDA needs to instruct its representatives how to vote on any controversial changes at the next California Square Dance Council meeting. He reported that most of the proposed changes were innocuous, but he was concerned about one in particular - a proposal to require providing Directors and Officers Insurance for Council. Jim recommends to SCVSDA that we instruct our representatives to vote against this requirement being added to the Council ByLaws, at least until they have done it for a year or two and see that it is feasible. There is no reason it cannot be done now, finances allowing, but if it is added as a requirement it will have to be done regardless of cost, which has not yet been researched. Jim also suggests that, even if, down the road, this

should be added to the governing documents, it would be more appropriate to be a Standing Rule rather than a ByLaw.

Jim Davis moved that the Board recommend to the Delegates that they instruct our representatives to oppose such an addition to the California Square Dance Council ByLaws. Sue Lietz-Davis seconded. In discussion it was determined that, in the absence of instruction on other ByLaws items, our representatives would simply vote their conscience on those items. Motion carried on a voice vote.

Second Vice-President's Report: Scott Riegelhaupt-Herzig reported the following: The Presidents Ball was a success, resulting in a small surplus. The next Whing Ding is the Callers Appreciation Dance on July 31. Since our last meeting Scott has danced with Star Eights, Bows and Beaus, Yellow Rock and Rollers, and Cloverleaf Critters. He also called a tip at amateur caller night at Yellow Rock and Rollers, and attended one newer dancer hoedown.

Corresponding Secretary's report: Joe Dehn reported that the incoming mail contained several items relating to the PO Box fee, which he forwarded to the treasurer; two issues of the Prompter; returned mail for Matt Thompson due to having the wrong address; several more checks for the Fred Williams fund; Square Dance Today magazine; and two pieces of junk mail. The Fred Williams fund checks will be passed to Barry to take to the next Council meeting.

Joe also provided the following written activities report for himself and Mary Gingell:

**Mary Gingell, Recording Secretary  
and Joe Dehn, Corresponding Secretary  
Santa Clara Valley Square Dancers Association  
November 1, 2003 – October 31, 2004**

Activities January 18 – March 13, 2004

Danced regularly with SCVSDA clubs **Bows and Beaus**, **Top Cats** (class and club sessions), and **Charley's Angels**, as well as with **Stanford Quads** (class and club sessions), **Interlocked Squares**, **Generic Squares**, **Cloverleaf Critters** (Joe), **Yellow Rock 'n' Rollers** (Joe).

Danced with **Sunnyvale Singles** class (Joe), **Midnight Squares** C-1 class (Joe) and **Yellow Rock 'n' Rollers** (Mary).

Danced at **San Jose Bachelors and Bachelorettes** 39th Anniversary Hoedown with Joe Kula, **SCVSDA** Presidents Ball Whing Ding, **Belle Swingers/Star Eights** Newer Dancer Hoedown with Harold Fleeman and Kenny Carroll, **PACE** with Ben Rubright, **Western Star Dancers** Newer Callers Hoedown (Joe), **Roadrunners** Hoedown with Harold Fleeman, **Sunnyvale Singles** Newer Dancer Hoedown with Roger Smith and Jake Shimada, **PACE** with Vic Ceder, and **Spinning Wheels** Shamrock Shuffle with Romney Tannehill.

**Other activities:**

Joe has squaredanced every day for the past 356 days!

Joe regularly and Mary occasionally conduct pre-class review sessions for **Stanford Quads** Plus class.

Mary called at amateur callers' night at **Bows and Beaus**. Joe attended Rich Reel's one-day new callers workshop sponsored by **Western Star Dancers**. Mary and Joe both called at amateur callers' night at **Yellow Rock 'n' Rollers**.

In addition to being SCVSDA Corresponding Secretary, Joe continues to serve as SCVSDA Historian and SCVSDA Webmaster.

In addition to being SCVSDA Recording Secretary, Mary continues to serve on the SCVSDA ByLaws Committee and attended a ByLaws Committee meeting.

Mary continues to serve as Assistant Jubilee Chairman and Assistant Facilities Chairman for the 48th Jubilee, and Joe continues to serve as Historian for the 48th Jubilee. In addition, Joe has recently been appointed to the 48th Jubilee Youth Committee. Both attended two meetings of the 48th Jubilee Committee.

Directors' Reports: Jane Bishop provided the following written activities report:

| Jane Bishop | 3/14/04 | Director's Report  |
|-------------|---------|--|
| January 18  |         | SCVSDA Delegates Meeting   |
| January 31  |         | Whing Ding - Presidents Ball   |
| February 8  |         | Jubilee meeting  |
| February 12 |         | Lucky Steppers - Top Ten vote  |
| February 14 |         | Valentine Dance - Katydids   |
| February 19 |         | Single Squares of Sunnyvale - Top Ten vote   |
| February 21 |         | Mardi Gras Hoedown - Square Hoppers  |
| February 26 |         | Square Hoppers - Top Ten vote  |
| February 28 |         | Roadrunners Hoedown  |
| February 29 |         | Demo at Mehtodist Church (Liegh and Gunston, S. J.) Western Night with dancing and demo (Roger Smith called) |
| March 6     |         | Spring Fling - Single Squares of Sunnyvale   |
| March 7     |         | Jubilee meeting  |
| March 11    |         | Single Squares of Sunnyvale - more Top Ten and Jubilee Early Bird sales                                      |
| March 13    |         | Shamrock Shuffle - Spinning Wheels   |
| March 14    |         | SCVSDA Board and Delegates   |

Danced regularly with Bows and Beaus, Star Eights (including Top Ten voting) and Outlaws.

Also visited with Myrna Williams for several hours - she would be happy to hear from any of us now that the rush is over and she is working on putting her life back together.

Rosalie Burkhead provided the following written report:

Rosalie Burkhead SCVSDA Report  
February and March 2004

Went to Bows and Beaus Clubs night

Also danced with Bows and Beaus Alumni Night

Danced with Charley's Angels

Went to Bows and Beaus Meeting

Visited my clubs for the Top Ten

Joe Sindorf reported that he danced at the Presidents Ball, but was too ill to visit his clubs to conduct the Top Ten balloting, so he mailed them with instructions, telling them to bring them to the meeting today. It was pointed out that this procedure is not in compliance with the balloting procedures and we will therefore need to get the delegates to approve acceptance of any ballots returned in this manner, and that in the future if Directors cannot get to their clubs to do the balloting they should ask other Board members to substitute for them so as to be in compliance.

Sue Lietz-Davis' Director report is covered under 1<sup>st</sup> Vice President's report above.

47<sup>th</sup> Jubilee Report: Barry Binge reported that a final report of the 47<sup>th</sup> Jubilee Committee is still not available because he does not have all the reports he needs from his committee members, but will have one by our next meeting.

48<sup>th</sup> Jubilee Report: Mary Knoppe presented the following report:

Jubilee Cash In to date is \$4,234.57, Cash Out is \$1,503.98, for a surplus of \$2,730.59.

Watsonville Fairgrounds did not accept rolling the 2004 deposit over to 2005.

We are going to be in the fashion show at the state convention.

The new Jubilee Program book design/pricing structure was passed around. Carol Glesser has additional copies.

The next Jubilee Committee meeting is May 2, 1-4 pm, at Wilcox School.

Calendar (Lorraine Hlavka): Defer to Delegate's meeting.

ByLaws (Jim Davis): (Attachments C, D, and E)

1. Jubilee Guideline changes are to go to delegates today to be voted on
2. ByLaws changes are to be presented for discussion today and voted on in May at the earliest

Jim Davis moved that the Board recommend to the delegates that they approve all the proposed Jubilee Guidelines changes except the section referring to the youth committee, which is going back to the ByLaws committee for further input and work. Allen Glesser seconded. Motion passed on a voice vote.

Some wording changes were made to the ByLaws proposals. (see Attachment D)

Dancing at the Fair (Josie Baumgartner): Josie asked the question: Do we want to dance Sunday evening of the fair as well as Friday and Saturday? General discussion indicated that most likely

Quads and Star Eights (the two clubs in this area that dance on Sunday evening) will support this; the two club callers will be invited to call; and the level will be Easy Plus.

Historian (Joe Dehn): No report.

Insurance (Lloyd Hlavka): The following written report was provided:

March 14, 2004

SCVSDA Insurance Chairman Report

I received the insurance certificate for the Jubilee and delivered it to that chairman. In April, I will send to the clubs the form which requests insurance for their dance sites for the coming year. To make it easier, I include a copy of their request for this year so they only need to update the information. And to ease the treasurer's job, I like to include information about the association dues and when it is due. For this, I need to know what the dues will be. My due date is the same as that of the association.

Checked on validity of insurance at American Legion Hall which has a bar as part of the building. It is in effect if no liquor is served.

Lloyd F. Hlavka

Publicity (Mary Knoppe): Daryl Clendenin is calling on April 9 at Newark Pavilion. \$8 adults, \$3 teens. Please wear your black and yellow outfits. Spring Faire at Stanford has not contacted us and has not returned our email or calls. We will continue to try to book this demo, which is on Mother's Day weekend. Newer Dancer Promotion Committee is being headed up by Bob Bennett. Roger Smith and Jim Osborne have been added to the committee.

Bob Bennett reported that the members of this committee are himself, Mary Knoppe, Ruth Riegelhaupt-Herzig, Carol Glessner, Karen Davis, Josie Baumgartner, Roger Smith, and Jim Osborne. The committee is discussing options for helping area clubs increase their membership numbers. The first conclusion they have reached is that square dancing is a secret that people don't understand. They would like to bring square dancing out in the open by dancing in public places, with fun music and simple singing calls, and perhaps even in street dress, to get people interested. A draft letter about this project was passed out (Attachment D). Concern was expressed that, by offering to build up the membership of all area clubs we dilute one of the benefits of being a member of the Association. Various edits and corrections to the draft letter were also discussed.

Webmaster (Joe Dehn): No report.

Youth (Sarah Riegelhaupt-Herzig): Defer to delegates meeting.

SCVCA Liaison (Al Knoppe): Defer to delegates meeting.

Old Business: Top Ten ballot - Defer to delegates meeting.

New Business: Dues and insurance recommendations to delegates - Jim Davis moved that the Board recommend to the Delegates that they set association dues for the upcoming year at \$11 -

\$4 for insurance and \$7 for association membership dues. Allen Glesser seconded. Motion carried on a voice vote.

Meeting was adjourned at 3:30 pm.

Respectfully submitted,

Mary Gingell  
Recording Secretary

Attachment A-- Treasurer's Report  
Attachment B -- Letter of thanks from Salvation Army  
Attachment C -- Jubilee Guidelines proposed changes  
Attachment D -- ByLaws proposed changes  
Attachment E -- ByLaws proposed changes (continued)  
Attachment F -- Draft letter from New Dancer Promotion Committee



Attachment A -- Treasurer's Report (not provided electronically)

Attachment B -- Letter of thanks from Salvation Army (not provided electronically)

## Attachment C -- Jubilee Guidelines Proposed Changes

### ByLaws Committee Report From Meeting of February 6, 2004 Proposed Changes to Jubilee Guidelines

1. Top Ten Ballot – listing callers’ other SCVSDA-area clubs, not just SCVSDA clubs as currently worded

Old language – section 1 F:

“Jubilee Chairman shall prepare or cause to be prepared a ballot for the Top Ten Square Dance Callers for each dancer in the SCVSDA showing the name of the callers and the SCVSDA club(s) for which they call.”

Proposed revision:

“Jubilee Chairman shall prepare or cause to be prepared a ballot for the Top Ten Square Dance Callers for each dancer in the SCVSDA showing the name of the callers and the SCVSDA club(s), and clubs which dance within the geographic area (as defined by the California Square Dance Council) of the SCVSDA, for which they call. Typographical emphasis shall be given to SCVSDA clubs.”

And, because this is now the first mention of the “geographic area of the SCVSDA,” remove the parenthetical reference “(as defined by the California Square Dance Council)” from the next paragraph in this section (which was previously the first mention of the “geographic area of the SCVSDA”).

2. Official mailing address of Jubilee

Old language – Page 1, paragraph 3:

“The official address for the Jubilee Committee is: PO Box 23656, San Jose, California 95153-3565.”

(note – this address is no longer owned by the SCVSDA or Jubilee Committee)

Proposed revision:

“The official address for the Jubilee Committee is the same address as that maintained by the SCVSDA unless another address is provided by the Jubilee Chairman, in writing, to the SCVSDA Board of Directors.”

3. Remove restrictions on Directors and Board members serving on Jubilee Committee and cleanup of old language no longer applicable as a result of previous changes to the Guidelines – Page 1, item 4

Delete the following sentences.

“Each committee member shall receive a free committee ribbon as listed in Appendix “A” of these guidelines. (The number of free ribbons allocated for each position in Appendix “A” of these guidelines.)”

(note – these sentences are meaningless because Appendix A was deleted earlier)

Also delete the following sentence:

“No SCVSDA Director or Board Member should be on the Jubilee Committee except as covered by these Guidelines.”

#### 4. Scheduling of Jubilee meetings

Old language – Page 2, item 11:

“Jubilee Committee meetings should be held monthly. A quorum must be present.”

Proposed revision:

“Jubilee Committee shall meet monthly or as often as necessary to conduct the business of running a successful festival.”

#### 5. Clarification of Quorum counting

Old language – Page 2 item 12:

“For purposes of a quorum each position represented by a chairperson or assistant shall be tallied with no person allowed to represent more than one position for purposes of a quorum. If this tally is greater than one-half (1/2) of the number of positions currently filled, then a quorum shall be deemed present.”

Proposed revision:

“Counting each person as though they were chairman of at most one position, “committee size for quorum” is a majority of this number. If the total number of positions represented by a chairperson or assistant as described above meets or exceeds “committee size for quorum”, then a quorum is present.”

#### 6. Revisions needed in view of the fact that SCVSDA Board of Directors does not normally have a December meeting

Old language – Section 1C:

“Jubilee Chairman shall present a budget at the first Jubilee Committee meeting and shall secure approval of the budget by the SCVSDA Board of Directors at their December meeting.”

Proposed revision:

“ . . . no later than their January meeting .”

And old language – Section 1D:

“Jubilee Chairman shall present the major scheduled program of the SCVSDA Board of Directors for approval no later than their December meeting:”

Proposed revision:

“ . . . no later than their January meeting:”

#### 7. Approval of Jubilee committee members by SCVSDA Board of Directors

Old language – Section 1E:

“Jubilee Chairman shall furnish a list of the basic Jubilee Committee at the November SCVSDA Board Meeting and a complete list by the December SCVSDA Board meeting for approval.”

Proposed revision:

“Jubilee Chairman shall furnish a list of the basic Jubilee Committee at the November SCVSDA Board meeting, and additions or changes at subsequent Board meetings, for approval.”

#### 8. Deletion of specific reference to paying PO Box rent – Section 7H

Delete this section and renumber subsequent sections:

“Treasurer shall pay the annual Post Office box rent by July 16<sup>th</sup> of each year.”

#### 9. Closing of a particular Jubilee’s books

Old language - Section 7L last sentence:

“All bills must be paid by December 15 of the current Jubilee year.”

Proposed revision:

“A Jubilee shall close its books on December 15 of the year of that Jubilee. Attempts should be made to pay all bills and collect all revenues by that date. Revenues received and bills presented after that date will be presented to the SCVSDA for action.”

And

Old language – Section 7A:

“Treasurer shall be responsible for all monies and pay all bills by check.”

Proposed revision:

“Treasurer shall be responsible for all monies and pay all bills by check in a timely manner.”

10. Change due date of Dance Program book

Old language – Section 10I:

“Publicity/Program Book Chairman shall have Dance Program Book/Schedule ready for distribution by August 1<sup>st</sup>.”

Proposed revision:

“ . . . October 1.”

11. Delete reference to obtaining an outside non-profit group to operate a coat check at the Jubilee.

Language to be deleted:

Section 5F: (Assistant Jubilee Chairman shall) "obtain on outside non-profit group (such as, but not limited to, Job's Daughters, Boy or Girl Scouts and any other youth volunteer group) approved by the Committee to operate a coat check booth with the donations being retained by the youth group.”

12. The numbering in the Duties section of the Guidelines goes from (1 General Chairman) to (5 Asst Chairman). The ByLaws Committee plans to renumber sections sequentially when the document is redone.

13. Add a section covering a Jubilee Youth Committee:

Language to be added as Item 25 in the Duties section of the Jubilee Guidelines:

**YOUTH COMMITTEE SHALL:**

coordinate efforts aimed at achieving the goals of the Youth Program, which are detailed below:

A. to make the entire Jubilee experience accessible and welcoming to youth dancers;

B. to make youth dancers feel welcome in the main halls at the Jubilee and to allow adults who

like dancing with youth dancers to locate them easily and join in dancing with them;

C. to create special programs for youth that take advantage of their energy level, and keep their interest and involvement high, thereby rewarding them for attending the Jubilee;

D. to provide youth dancers the chance to dance to featured and Top Ten callers, as well as to callers with a youth focus and youth callers, if possible;

E. to give other dancers the opportunity to dance to youth callers, if possible;

F. to raise awareness/approval of youth dancers by adult dancers; and

G. to encourage youth dancers from out-of-area clubs to attend.

The Jubilee Chairman shall appoint a combination of youth and adult dancers to serve on this committee. The SCVSDA Youth Chair is an ex officio member of this committee.

Attachment D - ByLaws Proposed Changes

ByLaws Committee Report  
Proposed Changes to Membership Provisions in ByLaws  
Discussed February 6, 2004

(Note: this report does not include language regarding varying levels of representation for clubs of varying sizes, which language will be provided separately.)

These changes are to be made to Article I – Members, Meetings and Voting

1. Delete Section 2 – Couple  
and renumber
2. Delete Section 4 – Qualification for Associate Club Membership  
and renumber subsequent sections  
and Change title of Section 3 by removing the word “Full”  
and remove the word "full" in the first line of Section 3.
3. Delete Section 3a – "shall be a member run club" – and renumber
4. In Section 3b change "twenty-four (24)" to "eight"
5. In Section 3d insert the words "Line Dance," after "Round Dance,"
6. In Section 3e change "and shall have danced together as a club for a period of at least one (1) year" to "taking place within the boundaries of SCVSDA"
7. Delete Section 3f and renumber
8. In Section 3g change the words "and abide by" to "the"
9. In Section 3h change the words "the club membership" to "membership in their club"
10. In Section 3j move item 3) down to below item 5) and renumber
11. Insert a new Section – Continuing Requirements for Membership – after existing Section 5, containing the following language:  
"Clubs shall submit items j-1) through j-4) above on a yearly basis."  
Renumber sections accordingly.



Attachment E - ByLaws proposed changes (continued) (not provided electronically)

Attachment F - Draft letter from New Dancer Promotion Committee (not provided electronically)