

Albuquerque Square Dance Club, Inc.
A Non-Profit Corporation
Meeting of the Board of Directors
February 10, 2020

Board Members present: Ben Allen, Gale Askren, Margaret Bolshazy, Jerry Gilbreath, Larada Horner-Miller, Alice LaCelle, Lin Miller, Sheri Pastian, Bob Stevens. Absent: None

Guests: Darlene Blackwell, Lise Brooks, Bruce Little, Shirley Frank, Carolyn McDowell, Randall Pratt, Diane Saunderson, and George Sewell.

Meeting was called to order by President Jerry Gilbreath at 5:04 p.m; he also welcomed guests.

Minutes, Alice LaCelle: Minutes of the Annual Meeting, January 4, 2020, and Minutes of January 22, 2020 Board meeting unanimously approved. Jerry stated these minutes will be posted on the ASDC website.

Treasurer's Report, Sheri Pastian: All membership **dues** are posted and up-to-date, and we have two **new lifetime members**: Chris Clarke and Joni Micals. We received a **donations** of \$2,500 from Hot August Nights, \$10 from the Annual meeting, and \$79 from the Holiday Hoedown, totaling **\$2,589**, which Sheri **applied to the principal on our Wells Fargo loan** for the Parking Lot.

IRS Audit: Sheri brought a **letter** from the IRS, dated October 9, 2019, stating that ASDC had been selected for an IRS audit for the year 2017. It gave an appointment date of January 14, but the appointment was delayed to January 21st due to weather. The auditor flew in from Seattle, WA and spent three days going over the books with our accountant. The letter listed items needed for the audit, including minutes from meetings, sign-in sheets for members, contracts, bank statements and deposit slips. The auditor scanned all the documentation. **We have not received any official results of the audit**, and the accountant said it would probably be “awhile” before we hear anything. However, the auditor told Sheri to “keep doing what you're doing,” and the accountant felt good about the way things went.

Larada asked what our **balance is on the Wells Fargo loan**, and Sheri said the balance is around \$10,000. (The Treasurer's report shows it as 6,796.48)

Treasurer's report unanimously approved.

Vice President's Report, Ben Allen: The ASDC **Spring Celebration** dance is coming up in **March**, and we have not found a place for caller Dee Dee Dougherty and her husband and dog to stay; they usually stay with Jerry but he will be out of town. Jerry said that Dee Dee's husband Bob told him that they will get a **motel room** next door to the Hall. Jerry said he will get the bill. **The Board unanimously agreed that the hotel bill will be paid by the ASDC** as part of the cost of the festival. Sheri asked what Board members will be present for the dance. Gale, Sheri, and Alice are the only Board members who will definitely be here; they can handle it. Jerry said Randy (Pratt) will be here as well, since he is cuing the Rounds. Lin said he will be “with you in spirit.” Alice said a lot of good that does.

Maintenance, Bob Stevens:

Sound wall: We have a major problem with the sound wall. When it is opened to allow use of the entire floor, it **hangs up about midway** and has to be pulled outwards, away from the track, and then pushed back in. Two different companies have run a laser level on the track. From the south side (closest the front of the Hall) to the center of the wall, there is a **1 inch difference in the height of the ceiling track, preventing the door from sliding along the track.** The ceiling support has dropped one inch in the center, and 3/8's of an inch on the north end. To retract the wall completely, the first two sections can be pushed along the track, but the center sections have to be pulled outward, away from the track, folded, and then pushed back in. This is starting to **drag on the wood floor** and make a grove. ADC, the ballroom dance group, has been opening the wall for their dances. In December,

Norcon Construction, the reps for sound wall, came out and **adjusted the wall at a cost of \$500**. This did **not** fix the problem. Our folding wall is so old, installed in 1978, that the workers who came out have never seen one like it. The building plans that we have in the office don't show what construction company installed the wall. **Bob had two other companies out to give estimates**; both are experts on movable walls: **Klinger Contractors and TAS (aka Tadala) Architectural Solutions**. Neither can say exactly how they would fix the wall. The track for the door is attached to two 2 by 6 boards that are lag bolted together and connected to a steel girder that runs across the top. Possibly the wood has given at some point, creating a sag in the track. **Klinger gave an estimate of \$8000 to fix the problem, but they can't guarantee anything**. They would cut the all-threads mounting and install turn-buckles, which may or may not solve the problem. The sheetrock blocks the site of the problem. **TSA's** approach is to slide the doors back, drop the track at the south end, remove the trim on the top of the door, and try to locate the problem. They **charge \$130 an hour (\$65 per worker) for two men for two days for a total of approximately \$2000 to find out what is wrong. Parts and repairs would be additional**. We need to do *something* because there is the possibility of doing major damage to the folding wall, the floor, or the individual moving the wall. **Bruce** is concerned that adjustments to the wall or track might become a regular expense. Alice asked if we have any idea how much a new sound wall would cost. **Bruce asked if we could get an estimate on replacing the wall**. Bob said even replacing the wall would not solve the problem of the beam sagging. Bruce said whoever installed a new wall would fix the sagging issue as part of the installation, we would just have to advise the installer of the problem. **Bob said he can get estimates for replacing the wall, but meanwhile we have to get it fixed**. Bob considers it top priority to get it fixed. **Lin** is in favor of going with the \$2000 estimate ASAP, and also getting estimates for replacing the wall in case the problem turns out to be extremely expensive to repair. **Margaret** also wants to go with the \$2000 estimate to see if we can identify the problem. It is possible that we could end up needing a structural engineer. Bob said that the each panel has an automatic door bottom, which retracts when the door is opened and comes down when the door is locked in place to seal the door. These will be destroyed if we keep dragging the door back and forth out of the track. The best days to work on the wall would be a Monday and the 2nd or 4th Tuesdays of the month, when only one side of the Hall is in use. **Larada made a motion to go with the \$2000 (\$2,180 counting estimate for materials) plus tax. The Board voted unanimously for this motion and requested that Bob implement this as soon as possible**. Alice requested a copy of the estimate from TAS for the Secretary's book, and Bob agreed to send a copy by email. **Lin asked Bob to get estimates for replacing the wall, and Bob said he would contact the manufacturer, Modernfold**, out of Greenfield, Indiana. (Norcon is their local rep.)

Hall Entrance: Bob wants to have the entrance to the Hall **professionally cleaned and painted**. He has estimates of \$1,241, \$1,884, and \$1,554. These include power washing the outside and painting the inside and outside of the doors, jams, porch gutters, etc. **One of the front gutters needs repair**; Bob thinks he can screw a piece of sheet metal over the rusted section. To paint the front gutters would add \$114. The lowest total estimate for cleaning and painting the front porch and painting all the front gutters is \$2,153, without tax. **Sheri wants to wait and fix the folding door first**, and Larada agreed. Ben said he has never, in seven years of dancing here, noticed anything about the front entrance, so is it really a problem? Ben acknowledged that Bob has been proactive at keeping the center in good repair, so he bows to Bob's superior grasp of what needs doing. Bob said the **next big project would be finishing the parking lot**. Ben assured us that he *has* noticed the parking lot. **Jerry suggested that we table the issue of cleaning and painting the entrance until we know what to do about the folding wall, and this was agreed to by acclamation**. Jerry thanked Bob for the time he spends working at the Hall, planning, and getting estimates.

Contracts, Larada Horner-Miller: Larada has been **getting organized** as the new Contracts Director. Ben sent her digital copies of all the current contracts. Three of the contracts for **Body Emotions** (Jan 26, Feb 29, May 31) are not signed and are presumed defunct. The **line dance contact** person is **Barbara Harris**, and Larada will be meeting with her. She is proposing renting the Hall every Friday afternoon, and monthly on a Sunday afternoon. **Deanne Eaton is the new contact person for USA Dance**, and Larada has been in touch. If anyone can find an email from ccash23.cc@gmail.com, please forward that to Larada. It had to do with a possible contract, but Larada can't find the email. Larada said she did not receive any **templates** for the contracts, so she will have to re-create those. She has set up a **renters database** with all the contact info. Larada has a couple of **pending contracts for 2021** to go over with Ben. Ben asked if Larada has heard from **FolkMads about the proposal that they dance in**

the East Hall Saturday night during the 2020 Roundavous. Our contract with FolkMads does not include that Saturday night, but we want to change the contract and put FolkMads back in for the small hall.

Publicity, Lin Miller: Same old thing, sending out reminders of the upcoming dances. Jerry asked if Lin has received **requests from people who want to be added to the list**, and he said yes. He gets new email addresses, sends a welcome and please respond email to make a connection. A few people have not responded, and Lin plans to check back with them. Lin wants to hear about anyone who used to get his emails and is not getting them now, so he can re-establish the connection. **Alice reminded the Board that Kris Jensen suggested that we create a new and separate email contact list, unrelated to dance Publicity, for notifying ASDC members of non-publicity Board matters or Hall related notifications.** Kris suggested this was more of a secretarial responsibility. Lin said he had received an email from **Susan Moore** re how he might create such a list, possibly with a specific type of Google account. Margaret wants to know why this is needed since ASDC info can be found on the asdc.org website. Alice explained email info might include dates for ASDC Board meetings, notice of security or safety issues, and notice of membership meetings. Larada said that some people don't use the website. **Bruce** said that he likes the idea; it would be a reminder of what is going on and some people have trouble accessing websites. **Randy Pratt** said that our By-laws require that each ASDC member receive notification of (general) meetings, and if members are not receiving notification from Lin's Publicity list, we should be mailing the notice to their address. **If we add another, more complete email list for ASDC business, it might help to reach more people without having to mail letters.** **Shirley Frank** said every organization she has ever belonged to did have a contact list of people to be notified of important expenditures, meetings, and decisions, and ASDC should have such a contact list that included *all* members and *only* members. In addition, Shirley feels that the **Board should always respond** when members bring a question or problem to the Board. She said that the complete membership list should be the responsibility of the President or Vice President. **Jerry felt that Alice could go ahead and work on this project** with help from Lin and Sheri. Larada advised that trying to use Google Groups (for emails) might cause problems with some people.

Supplies, Margaret Bolshazy: Nothing new to report.

Central District, Gale Askren: Chairman Lynn Tillery re-elected, Vice Chairman is Karen Zakovick. Upcoming CD dances are August 29, October 31, and December 31.

New Business, Jerry Gilbreath: The price of the **Hilton MA220 Amp proposed for the East Hall** went up as of this January, and Jerry put down a **deposit of \$295** to pre-order an amp at the lower price, which is approximately **\$1,400** vs the new price of \$1,600. We would have to make a decision by October to keep the lower price. Alice said that she had discussed this with Kris Jensen and Scott Amspoker, who call on the East side, and they both feel this would be good. The current amp is in bad shape, and they think the Hilton is the right amp to buy because all square callers know how to use it. **Bruce** asked if there is a reason we are procrastinating; **people have been complaining** about the sound on the East side. Alice made a motion to **order the new 220 amp forthwith**. Ben seconded the motion; he said sound is "what we're about." The **motion passed unanimously**. Jerry said he will order the new amp immediately, using his credit card, and Sheri will get the invoice and bill.

Guest Carolyn McDowell spoke regarding the **Membership Petition for an audit of the Treasurer's books** (as discussed in the Board meeting January 22, 2020). She began by saying that she joined the ASDC in 1979. Carolyn agrees with Larada, who spoke to the membership at the 2019 annual meeting about being kind to each other. Carolyn's experience at the 2020 Annual Membership Meeting led her to present her petition. She feels that mistakes were made, and she wishes to exercise her right to look at the ASDC financial records. She **introduced Diane Sauderson, a retired US auditor, and Lise Brooks, an accountant, as ASDC members who can assist**. Diane said that we can compromise re the Petition and **avoid a costly formal audit** by allowing Diane, Lise, and Carolyn to meet with Sheri and **review three sections of the records, covering the past two fiscal years**. The first is the

documentation re the IRS audit, of which we have the initial letter and the list of documents to review. We do not yet have the final report. Re **membership**, they would like to see the membership list used at the 2020 general meeting and all receipts for ASDC dues, with the time frame covered by those dues, and a Quickbooks detail report of individual and couples' membership, and bank statements showing dues deposited. Also, any **notices of annual meetings** for the past two annual meetings sent to “retired” members and **returned as undeliverable**, and **documentation re notice of annual meeting sent to each active adult member** shown on the Treasurer's records. Thirdly, they would like to see **Documentation of all contracts and contract payments**. Diane provided Sheri with a detailed list of documents requested, and said they would like review certain documents each week and finish their review by March 16, with a goal of providing results to the membership by March 28th. Carolyn would be responsible for setting up meetings for document review, and questions regarding documents requested would be directed to Diane. **Sheri will retain possession of the documents** while Diane and Lise review them. Sheri said we may need to involve our CPA, who reviews all of Sheri's work. **Diane said she and Lise are not charging for their time. Sheri agreed to this plan. Carolyn said that after the review is complete the Board needs to give notice of a membership meeting to present the results.**

Jerry stated that all remaining Petitions will have to be addressed by the full membership at the next general meeting, which will be after the review of the financial records. Jerry and Ben thanked Carolyn, Diane, and Lise for their participation.

Lise Brooks asked to speak about her **Petition requesting a run-off election between Larada Horner-Miller and Lorraine Pratt**. Her reasoning was that Larada won by only one vote, and one person was erroneously denied the right to vote, possibly changing the outcome of the election. Lise stressed that she considers both Larada and Lorraine to be her friends, and that either would be a good Board member. However, to be fair, all members who were present at the annual meeting should be invited to meet again for a run-off.

The **next Board meeting will be April 20, 2020** at 5:00 p.m.

Meeting adjourned at 6:32 p.m.