

**(DRAFT) ICBDA ANNUAL GENERAL MEMBERSHIP MEETING (AGM) MINUTES**

Convention 41, San Diego, CA – Sunday, July 9, 2017

TOPIC	SIGNIFICANT DISCUSSIONS/MOTIONS
<b>Welcome</b>	Bob Nolen, ICBDA President, welcomed everyone and called the meeting to order at approx 1 pm after determining we had a quorum per By-Laws Article IV D, Section 5 (at least 5% of active members – We have 611 active member units per the 2017 Membership Report in BoD agenda, so we needed 31 member units to attend the AGM, and we had a large roomful). Bob announced that the ICBDA computer projector had been stolen from the room within the last hour, so we would not be able to project the agenda on the screen for all to see. Bob also announced that Ron Rumble was not able to make the Convention due to the death of his brother, and that there was a sympathy card to be signed on the table near the front.
<b>Moment of Silence</b>	
<b>--Introductions-- Executive Council (EC)</b>	Bob & Sally Nolen - President; Shirley Ernst & Bob Anderson - Vice President; Anita Froehlich – Secretary; Rick Linden & Nancy Kasznay - Treasurer;
<b>Incoming Executive EC</b>	Joe & Debbie Krivan – President; Shirley Ernst & Bob Anderson – Vice President Anita Froehlich – Secretary; Rick Linden & Nancy Kasznay - Treasurer
<b>Board of Directors (BoD)</b>	<b>Current Board members present were:</b> Jerry & Louise Engelking Dan & Sandi Finch Anita Froehlich Ed & Karen Gloodt Bill & Carol Goss Joe & Pat Hilton Jack & Sharie Kenny John & Peg Kincaid Patrick & Eileen Krause Randy Lewis & Debbie Olson Rick Linden & Nancy Kasznay Terry & Jan Naylor JL & Linda Pelton Jim & Kathi Shideler Marv & Wanda Sorvala Curt & Tammy Worlock
<b>Incoming Board of Directors</b>	<b>Incoming Board members present were:</b> Steve Gibson Tim Keck & Tami Helms
<b>Others</b>	<b>Others present were:</b> None outside of ICBDA members
<b>Approval of 2016 Annual General Meeting (AGM) Minutes</b>	The draft minutes of the 2016 AGM Meeting in Reno, NV were published in the 1Q (Sep-Nov 2016) Newsletter. Bob announced that earlier today, the BoD had preliminarily approved the minutes. MaryAnn Callahan moved to accept the minutes, and Randy Lewis seconded the motion. <b><i>The motion passed with no dissension.</i></b>

<b>Executive Reports</b>	<b>President's Report – Bob &amp; Sally Nolen</b> This is the last year of our 2 <sup>nd</sup> 2-year term, and it has been enjoyable. No major problems.
	<b>Vice-President's Report – Bob Anderson &amp; Shirley Ernst</b> Nothing to add at this time, later in the agenda, will announce 2020 location. Any ideas for 2021 in the Mid-West? RFP on our website, need 3 ballrooms in hotel or attached convention center, fly easily, restaurants nearby.
	<b>Secretary's Report – Anita Froehlich</b> If you have any suggestions for improvements to minutes, let her know.
	<b>Treasurer's Report – Rick Linden &amp; Nancy Kasznay</b> We should post last year's financial statement including Convention in the 1Q newsletter, and next year's budget in the 4Q newsletter for members to review before AGM. They are attached behind these minutes. Bob Nolen asked for motion to approve 2017-18 budget. Randy Lewis moved, and Judy Sechrist seconded. <b><i>By show of hands, it was approved.</i></b>
<b>Committee Reports</b>	<b>Convention 41 San Diego 2017 – Curt &amp; Tammy Worlock, Chair</b> This was a Convention of "firsts" - Only electronic syllabus included in registration fee, and registration surcharge for local dancers. Curt explained why dancers need to stay at the host hotel, or if they don't, help pay for the ballroom through a registration surcharge. Our hotel rooms count toward paying for the ballroom rental. Curt also encouraged everyone who enjoyed the facilities to go on the Internet and make good comments since the hotel had done major renovations.
	<b>Convention 42 Tulsa 2018 – Paul &amp; Linda Robinson, given by Bob Nolen</b> <ul style="list-style-type: none"> <li>• Will take place in conjunction with RAL meeting.</li> <li>• Everything in place, check forthcoming newsletters for information.</li> <li>• Flyers are ready for next year on Registration desk, please take several, but need to cross out the "hotel stay is <i>required</i> for registration" to "hotel stay is <i>requested</i> for registration."</li> </ul>
	<b>Convention 43 Orlando 2019 – Joe &amp; Debbie Krivan, Temporary Chair</b> At Rosen Plaza Hotel – next door to convention center, 1 ballroom will be in the convention center. Restaurants galore. Pamela & Jeff Johnson will be Chair, with Curt & Tammy Worlock Ass't Chair.
	<b>Awards – Joe &amp; Debbie Krivan</b> Awards were made Saturday night, because many attendees were checking out on Sunday.
	<b>By-Laws &amp; Standing Rules – Rick Linden</b> Several clean-ups need to be made. They should be posted in newsletters this coming year.
	<b>Carousel Clubs – Glen &amp; Helen Arceneaux, given by Bob Nolen</b> Five (2) new clubs, 5 clubs moved, 5 deactivated clubs.
	<b>Educational Videos – Ulla Figwer</b> 114 paid orders before Convention and some ordered at Convention. 4-6 wks to get your DVD. 60% are non-attendee orders. More orders from Japan than USA. Projected profit of approx \$700. Rick Linden & Nancy Kasznay won the raffle this year. Took a poll – Who would like a thumb drive instead of a DVD? There were a handful. Bob Nolen asked if members want download capability, and there were a lot of hands. Took a poll if we JUST did downloads – a lot of hands wanted that. About 15 (mostly Japanese) don't want this. Debbie Hawks will take over 10/1/17.

<b>Committee Reports (cont'd)</b>	<b>Elections – Joe &amp; Pat Hilton</b> Talk to your friends and see if they want to run for BoD. ICBDA will pay for 1 night's hotel stay and per diem for meals if you come to Board meeting which is the afternoon of the day before Convention starts.
	<b>Hall of Fame (HOF) – Marv &amp; Wanda Sorvala</b> The 2018 ballot will be available for pickup at the Registration desk or on line before Convention is over. JL & Linda Pelton will take over HOF starting 10/1/17.
	<b>Historian – Roy &amp; Janet Williams, given by Bob Nolen</b> All but 3 past Convention syllabi are on our website. Also all BoD and AGM meeting minutes.
	<b>Legal Advisor – Sandi Finch, given by Bob Nolen</b> Sandi is reviewing the 2020 Convention draft contract which the BoD has tentatively approved a few days ago at the annual BoD meeting.
	<b>Membership – Jerry &amp; Louise Engelking</b> Next year's Convention registration is now open on line.
	<b>Newsletter – Randy Lewis &amp; Debbie Olson</b> Send in ANY articles of interest to dancers. Thanks to RAL for the Index of Rounds! We cannot have a great newsletter without input from the Committees, Convention Chairs, Teachers, and Dancers.
	<b>Publicity, Advertising &amp; Marketing – Bob Nolen</b> We spent \$150 on Facebook event page and got 5,086 hits over a few months. E-mail seems to be the best way to get the word out.
	<b>Registration – Roy &amp; Janet Williams, given by Bob Nolen</b> California had the most registrations, and Japan was second, surprisingly.
	<b>Roundalab (RAL) Liaisons – Karen Herr (from RAL), John &amp; Peg Kincaid (to RAL)</b> Karen invited dancers and teachers to 2018 RAL Convention held Fri eve through Tues morn in Tulsa next year, right before ICBDA's Convention. The flyers on the registration desk have ICBDA registration on 1 side, and RAL on the other.  Nothing to report from Kincaids.
	<b>Syllabus – Linda Pelton</b> Syllabus and Related Printing Costs and Comparison <b>Cost for Syllabus Printing – 2017 – San Diego</b> <ul style="list-style-type: none"> <li>• 100 syllabi / cost of \$7.21 per syllabus (printing only 50 syllabi, the cost would have been \$11.49 per syllabus)</li> <li>• Nightly programs</li> <li>• Video order forms</li> <li>• Week-at-a-Glance (since not everyone got a printed syllabus) - \$123.40 of total cost</li> <li>• Local delivery</li> <li>• Survey URL printing**</li> </ul> <p>**Additional cost of \$88.84 for the Survey URL printed on yellow paper and cut to half sheets. Normally everyone would have gotten the information in their syllabus. Although getting a separate sheet on colored paper to draw their attention to it, is probably a very good idea.</p>

	<p>Total Cost \$1,300.04 for all printing including the Survey handout for 2017.</p> <p><b>Costs for Syllabus Printing – 2016 – Reno Comparison</b></p> <ul style="list-style-type: none"> <li>• 350 syllabi</li> <li>• Nightly programs</li> <li>• Local delivery</li> </ul> <p>Total Cost \$1,807.65 or \$5.17 per dancing entity for syllabus and nightly programs for 2016. Per unit costs for the syllabus are driven by quantity printed.</p> <p><b>Technical Advisory Committee (TAC) – Dan &amp; Sandi Finch</b></p> <p>Sandi asked TAC members to stand up. Hesitation Canter Waltz and Merengue will be added/revised to current TAC Manual. TAC Manual is available on line to all members, you can buy it on a CD also. We need new members. ICBDA will pay for 1 night's hotel stay and per diem for meals if you come to TAC meeting which meets the morning of the day before Convention starts.</p> <p><b>Webmaster – JL Pelton</b></p> <ul style="list-style-type: none"> <li>• Lots of information emails are sent out through the year. It appears many of you do not read them. You must open the email completely for it to show as "read" in our system, not just use preview pane.</li> <li>• Our website now has a secure log-in.</li> <li>• Survey responses are anonymous. Survey link goes to a totally different site, so ICBDA cannot see where it comes from.</li> </ul>
<b>Old Business</b>	None
<b>New Business</b>	<p><b>Convention #44 (2020) – Shirley Ernst, VP</b></p> <p>Shirley traveled to Billings, MT but it did not work out, so we will go Wed July 8, 2020 to Atlantis Casino Resort Hotel &amp; Spa and the Reno-Sparks Convention Center, covered smoke-free walk-way on 2<sup>nd</sup> floor to Convention Center ballrooms. 3 carpeted ballrooms. Free airport shuttle. Don't have to leave hotel to eat and shop.</p>
<b>Drawing for Free 2018 Registration</b>	A basket of all of names of all who had preregistered for this year's Convention before 12/31/16 was hidden under a tablecloth while Tammy Worlock drew. You have to be present to win, and Kaye Sheffied (CA) won.
<b>Additional Questions/Discussion</b>	<p>Jane Chen from San Francisco asked if teaching materials besides DVDs and TAC Manual are available, she would like teaching videos. RAL has figure videos, see John &amp; Karen Herr, RAL Liaisons.</p> <p>Kenji Shibata announced that Japan has an annual R/D Convention, everyone invited. March 9-11, 2018, on the edge of metropolitan Tokyo this year, you can see Mt Fuji. 450-500 dancers.</p>
<b>Adjournment</b>	Joe Hilton moved, and there were lots of seconds. Bob Nolen adjourned meeting at 2:15pm.
<p>Respectfully submitted,</p> <p><i>Anita Froehlich</i></p> <p>Anita Froehlich ICBDA Secretary secretary@ICBDA.com</p>	

<b>ICBDA 2017-2018 BUDGET</b> from Rick Linden & Nancy Kasznay	<b>ICBDA</b> <b>BUDGET 2017-2018</b> includes Tulsa	members or participants	Average
<i>Income</i>			
Membership Dues	\$10,500.00	1000	\$10.50
Interest on Certs of Deposit	\$20.00		
Video Sales	\$7,000.00		
TAC Manual Sales	\$25.00		
Carousel Clubs Application Fees + Dues	\$550.00		
Subtotal	<b>\$18,095.00</b>		
Convention Income	<b>\$51,048.00</b>	480	\$106.35
<b>Total Income</b>	<b>\$69,143.00</b>		
<i>Expenses</i>			
Board/TAC Mtgs	\$2,200.00		
President	\$500.00		
VP	\$2,000.00		
Secretary	\$100.00		
Treasurer (Audit, Tax incl)	\$300.00		
Parliamentarian	\$0.00		
Legal Advisor	\$0.00		
D&O Insurance	\$750.00		
PayPal Fees	\$0.00	included in convention	
Legal (Florida registration)	\$70.00		
Donations	\$500.00		
Newsletter	\$2,400.00		
Marketing	\$0.00	included in convention	
Memberships	\$50.00		
Website Maintenance	\$4,500.00		
Video	\$6,400.00		
Archiving	\$300.00		
Conv Guidelines Committee	\$25.00		
Elections Committee	\$25.00		
TAC - Committee Operations	\$400.00		
Awards/ HOF Committee	\$0.00	included in convention	
Carousel Clubs Committee	\$100.00		
Subtotal	<b>\$20,620.00</b>		
Convention Expenses	<b>\$46,262.00</b>	480	\$96.38
<b>Total Expenses</b>	<b>\$66,882.00</b>		
<i>General Fund Surplus</i>	<b>\$2,261.00</b>		

<b>CONVENTION FUND BUDGET 2018</b>			<b>Tulsa Budget 2018</b>	<b>Tulsa alt. Budget 2018</b>	<b>Tulsa alt. Budget 2018</b>
from Linda & Paul Robinson, Bob & Sally Nolen 6/28/2017					
(Net total becomes part of General Fund Income or Loss)			based on	based on	based on
	estimated	registration	480	460	440
<i>Income</i>	participants	per person			
Registration Fees	480	\$107.50	\$51,600.00	\$49,450.00	\$47,300.00
Pay Pal Fees	-2.0%	of above	-\$1,032.00	-\$989.00	-\$946.00
Extra Syllabus Sales			\$480.00	\$460.00	\$440.00
Other Shirts/Meals etc			\$0.00	\$0.00	\$0.00
Vendor Booth Rental / Consignment / Other					
<b>Total Income</b>			<b>\$51,048.00</b>	<b>\$48,921.00</b>	<b>\$46,794.00</b>
<i>Expenses</i>					
Hall Rental & Hotel Costs			\$0.00	\$0.00	\$0.00
Flooring			\$14,500.00	\$14,500.00	\$14,500.00
Flooring room nights			\$2,291.00	\$2,291.00	\$2,291.00
Water Service			\$300.00	\$300.00	\$300.00
Liability Insurance			\$1,000.00	\$1,000.00	\$1,000.00
Security			\$0.00	\$0.00	\$0.00
Medical			\$0.00	\$0.00	\$0.00
Sound			\$5,000.00	\$5,000.00	\$5,000.00
Sound room nights			\$2,291.00	\$2,291.00	\$2,291.00
General			\$130.00	\$130.00	\$130.00
Program (Top 15 Plaques & flash drives instructors)			\$1,000.00	\$1,000.00	\$1,000.00
Signage			\$750.00	\$750.00	\$750.00
Registration			\$500.00	\$500.00	\$500.00
Hospitality (First Timers)			\$3,000.00	\$3,000.00	\$3,000.00
Decorations (Future conventions - \$500.00)			\$0.00	\$0.00	\$0.00
Marketing (T-shirts)			\$1,000.00	\$1,000.00	\$1,000.00
Printing - Flyers			\$500.00	\$500.00	\$500.00
Advertising			\$1,000.00	\$1,000.00	\$1,000.00
Printing - Syllabus			\$2,500.00	\$2,500.00	\$2,500.00
Programs			\$500.00	\$500.00	\$500.00
Staff Party			\$10,000.00	\$10,000.00	\$10,000.00
Permits			\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00
<b>Total Expenses</b>			<b>\$46,262.00</b>	<b>\$46,262.00</b>	<b>\$46,262.00</b>
<b>Convention Fund Surplus/(Loss)</b>			<b>\$4,786.00</b>	<b>\$2,659.00</b>	<b>\$532.00</b>