

Looking back.  
Looking ahead

Minutes!  
Minutes!  
Minutes!

# NEFFA



# NEWS

Spring 2016 – Vol. XLII #1

Minutes!  
Minutes!  
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Minutes!  
Minutes!

## President's First Year

*Terry Huffaker*



**A smorgasbord of thoughts about the coming NEFFA Festival.**



### **A child in the candy store.**

That's me at the Festival. I remember my first board meeting a decade ago when I boldly asked "why do we print program books"? Isn't it better to just wander the halls and join the event that pulls you in. Isn't the purpose to meet and eat and chat and jam with friends new and old you meet in the halls, to bask in the warm sun on the grass in a puddle of friends?



### **They laughed and thought I was crazy – well look at me now!**

As we make preparations, work out the details large and small, I am reminded of that great 20<sup>th</sup> century philosopher who said - "If the world were perfect, it wouldn't be". I need to remember that and not be overwhelmed by the little details that surround Festival preparations.

Have you  
heard about  
NEFFA?



### **Our best advertising is your word of mouth. Spread the word.**

Our second best advertising is **you** in a NEFFA T-shirt. New or Old - Young or Old - Wear it well and share the picture on our facebook page. By the way – Thank-you to Max Hogue for this year's design.

NEFFA 2016  
Festival Committee

**“We don’t need those stinking badges!”** (as Rick Garcia growled to Harvey Korman in Mel Brooks’ *Blazing Saddles*) Ah, but we really do need them. There are about 70 folks who will wear a Festival badge this year. Look to them for help. If they don’t know – they know who will know....They will help and listen and will take you “where no man has gone before”. (yes, I am a Trekkie)



**This is our 10<sup>th</sup> year in Mansfield.**

It is NEFFA’s second longest stretch in a single location. While there is no lower dance hall, we have continued to have and share the wealth that is NEFFA.

**A decade....with the big green hulk. (well, maybe it was painted over last year?)**

The Mansfield custodians and staff, Mansfield Police and EMT’s have been wonderful to work with. A good relationship which continues to grow.



**Click those heels (there’s no place like NEFFA, there’s no place like NEFFA), or Google it. It must be real! See you there.**

**Terry Huffaker, President**

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## Advance Sales for 2016 Festival

NEFFA will again offer advance ticket sales for the Festival in 2016.

As a member, you have access to ticket pricing averaging 15% off. The member discount code for 2016 is "**BALANCE**". *This code will be required to access member prices for advance ticket sales, so please retain it for your later use.*

Advance ticketing via <http://tickets.neffa.org> will open no later than March 1st. Questions? Email [advancetix@neffa.org](mailto:advancetix@neffa.org) or leave a message at (617) 299-1590.

-Don Veino



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Issue	Deadline
Spring	Feb. 1
Summer	May 15
Fall	Aug. 15
Winter	Nov. 1

## October 18, 2015 NEFFA Executive Board Meeting Minutes

### President's Report

Terry: Ralph Page Memorial Committee reported we were no longer going to get preferred rent. This doubled the rent. After a lot of conversation and discussion with Bill Ross, the end result is that we are good. Bill wrote to the MUB and we were able to get the \$2800 rent for this year. We are talking to the MUB. So we are good for this year. The committee will be looking at other venues, both on and off site, for next year. Bill Ross does not want to lose us. I have a motion to the board to continue to support the weekend. Terry moved, Robert Seconded. Ralph: is this motion necessary? Dan: I agree, they are part of us and we don't really need to have this motion. Perhaps to approve new members of the committee. Ralph: do we know the committee. Terry: there are 19 members of the committee. Adina Gordon is new. Dan: I move that this motion be indefinitely tabled. Ralph: seconded. Terry: I will present the committee names next. Motion to table carried.

We have a transition of the membership committee from Beth to Andrea Ning and Julia Whitehead. In looking at the membership list it has been noted that all voting members of the board are required to be members of the organization.

Michael Bergman is working on sound. We are good there.

This Thursday the TNDC celebrates 25 years of the Thursday night dance. Dan, please share some history. Dan: In 1990 Todd Whittmore decided to step down from running the Thursday night dance. Several dancers got together to continue the dance. Larry Jennings thought it would be good to have it run as a NEFFA project. We have been in three halls: the VFW, Springstep and the Scout House.

### Secretary's Report

Ralph moved to accept the September meeting minutes, Robert seconded. Motion carried.

### Treasurer's report

Ralph: [Supplied printed reports] Any Questions? We are financially comfortable. The bottom right hand of the second page shows the breakdown between activities and investments. I credit the turn-around in our finances to the decision to allow people to have higher level memberships. Secondly we communicated to people at the festival (performers) that we needed their help. That has also been a significant help. I feel we are doing well financially. The fact that we lose money at the Festival is not a problem. I am willing to share fine detail as needed. Bill: we take a loss on operations and make it up in other places.

Beth: Membership has been between 150 and 350 people. Mostly between 200-300.

Linda: Small pots of money make a difference. I would like to give a shout out to Marge Lewin for making the program book self-sustaining. I would hope that all of the RPLW committee members are NEFFA members.

### Old Business

#### Finance Committee/ Tickets

Bill: I believe you asked if we had a formula on ticketing? We have not gotten the group for that. In general, we budget in arrears. That is, we look at the previous Festival and make our decision based on that. Hopefully we will get the committee soon. Terry: we need to set ticket prices at the November meeting. Are there comments on ticket pricing? Mac: Is there a committee who owns that problem? Terry: That is why I asked the finance committee to look it. It has been a board decision. If the school follows their pattern, we will probably an increase this year of a couple thousand dollars. We will have a new contact next year.

Jessica: The topic came up at the retreat. Caroline says when no one complains about the ticket prices it is probably time to ask if they are too low. Terry: The Flurry is \$100 for full festival. Ours \$80. It is an affordable festival at this point. Bill: if we don't need the money, why raise it? Terry: we will have a \$2000 increase. Bill: It is a different week which can affect attendance. Some non-profits have a donation line on the ticket form. Membership is covering the operational loss. Robert: I am in favor of maintaining the same prices as last year. Mac: Having seen fundraising efforts in other organizations, I think it makes sense to raise prices in order to cover our losses. Beth: we are not running a loss overall.

Linda: Two comments 1. since we are having the TNDC 25-year celebration, this is a good time to try to get new members. If a membership drive could happen, it would be good. 2. Julian Stewart is committed to coming up with a plan for a charge for all ritual team performers. Look forward to that eventually. Dave: I think it would be good to have a membership sign up available at all the dances. Harvey: Friday is going to be a bit lighter. If we go to a credit card form, we can ask for a contribution then.

Terry: Dan any comments on membership at Thursday? Dan: As long as the Membership committee takes care of that.  
Dan: The last ticket price increase we had, we raised the age for seniors. I would like to see young adults and seniors pay the same rate. Beth: we had 460 seniors and combining youth & teen they were 280. Dave: it is good right now, so it doesn't feel like we need to tweak anything just to make things the same.

Linda: does the finance committee need to give us more information or can we make a decision now. **I move that we keep the ticket prices the same. Robert seconded.** Dan: I would like to have a thumbnail estimate on both ideas under consideration. Terry: There are two things to consider, the raise in rent and if we do credit card sales there will be a decrease in profit because the fee. Robert: I am looking at the bottom line on the first sheet. I do not see an indication that we need to raise prices. I think we should put an emphasis on new members. We have almost doubled our net worth in 5 years.

**Motion passes.**

### Grants

Robert: Not much change. Terry: Have there been any new proposals? Robert: No. Ralph: Did grant #144 actually give out that many scholarships? Robert: I certainly had that impression. Terry: They promoted on CDSS that they had scholarships.

### Meditation Room

Terry: Harold is not here. No one has stepped up to take charge of it. This would be a room, not to sleep, but to sit quietly and "chill" and perhaps have some soft folk music in the background. Jon: wherever it is at the Festival there will be soft music. Terry: Basically a space where people could go where it would be quiet. Jane: Could we combine it with the sleeping room. Terry: I think it's pretty clear that this would be different. Jessica: Do we have extra rooms? Terry: We would be requesting another room. We don't pay by the room. Harold was thinking it would make the end of the hallway pretty clearly the "chill" area. Linda: I don't know that this is the year to have an additional room to clear out. For sure it would not be ready until Saturday, but maybe we should defer to a more regular festival schedule.

### Folk Bazaar

Terry: I made a spreadsheet of the vendors from last year and have informed them the festival is a week earlier than normal. I would like to find someone who can help the committee with some of this computer work. Would anyone like to take this over? Linda: I would be willing to help with the computer piece. It would be my pleasure to help start that whole process.

### Folk Music Concert

Jonathan: Last year we did the Club Passim evening. It was revenue neutral. We had 6 groups invited. It was a long evening, perhaps a bit too long. We would love to do it again. They have dates open in March on Thursday evenings or Sunday afternoons. I would lean toward Sunday afternoon. Fridays and Saturdays are not available. Terry: What time period in the afternoon? Jon: We probably have an option. I think Sunday afternoon would be great. Jessica: and parking is free on Sundays.

The next question is who should we get for it? Having six groups was very fun, but should we perhaps cut back? Mark has not responded to my emails. I would be happy to run this myself. Linda: My sense is that Mark was comfortable with you taking over. I would like him to have first refusal to perform. I trust you absolutely as to who you invite.

Bill: I liked the diversity of the program last year.

### Program Update

Linda: The change in dates had little or no impact on our responses. Participatory dance program gets into high gear now. Dance performance and Ritual teams have longer to apply.

### Credit card ticket sales

Nick: I have looked into a bunch of options. It can be done for a wide variety of money. Low end, like \$35 for reader. High end a micro register for \$530 which would include an ipad and a register. Credit card processing fee would cost a little. Around %3, per transaction. Training people would not be difficult. It is a matter of programming in the various choices.

Sarah: another thing you can do with square is add on a tip, which we could use for a donation very easily. I am on the BIDA board and we recently became a 5013c and I get spam. I just got an advertisement from square for a free reader.

Nick: The chip readers cost money right now, but the strip readers are still fee. The chip reader is like \$35.

Don: I have sent my opinion about advance sales. You need to make a decision about credit cards. I believe you will see a great decrease in advance sales. The two main motivators were 1. Take credit cards, 2. I have my ticket and it's faster to get into the festival. I think it is unnecessary to do this any longer. It is an administrative burden. Both before and after the festival. Dan: I have worry about longer lines if we take credit cards at the festival. My experience with the chip card is

that it takes longer to read than a swipe, up to 30 seconds. Terry: with our short setup time this year, I don't see credit card sales this year it should be no more than a small test and not something we advertise. It could be a good test of the system. I worry about the late setup and that we could be potentially setting ourselves up for a longer line. Dan: we should do a test run at the Thursday night dance to test the equipment.

Bill: do a Thursday night test, quietly set up the desk and take them when necessary.

Linda: I know in the past we looked into having an ATM machine in the lobby. Dan: I have looked into that and it has never panned out. The charge was too high. The local banks equipment was not up to snuff. Linda: maybe it's time for some research into that again. There is no reason to not charge more for taking credit cards. I would also like to understand what "liability for not using the chip" means. Is there an actual fine on top of liability loss? Dan: I believe it is just the transaction. Dan: Have we ever had a rubber check? Ralph: No.

Don: I also research ATMs. Private machine rental made no sense. There were mobile units available. The problem is that it is a big hulking presence in front of the festival.

Harvey: We are talking about raising ticket prices next year. Nick: I just looked up the law. It is tricky to add a surcharge.

Jessica: It matters which card you are using. A "convenience fee" is OK, but a surcharge is not. Bill: We are spending a lot of time on not a lot of money. I don't see the ticket committee here. Dan: I agree with the people who say we should do this in a quiet way this year. We do not want a lot of people showing up without cash until we are sure it will work. In general I think we can cut off advance sale once we are a full cutover.

Don: I am willing to continue advance sales only to members and only full festival. I am more interested in things that help benefit NEFFA that help us fulfill our mission. I think a very large number of people will take advantage of this if it is available.

Don: As we go forward we also need to think Ralph Page. They are starting to take payments online. Terry: I was hoping we could test this at Ralph Page. Dave: We need to gather as much information as we can about how it goes to help us make the best decision possible next year.

Terry: We have consensus. Please talk to Caroline and make a decision about equipment.

### Volunteers

Dave: I will be asking committee chairs for numbers next month.

### Information

Jessica: Our committee met this morning. We put together our timeline. We have been contacting the motels. And will have a list for Dan shortly.

### Crafts

Terry: Ann submitted a report. The \$25 penalty has been a great success. We have applications for all our expected people.

## **November 22, 2015 NEFFA Board Meeting Minutes**

### **President's Report – Bill**

- RPMC scholarship applications are up

Call for committees that need liability waivers

Discussion about whether we need waivers for food or just for crafts?

Maureen – food vendors get license from town

Mac – if there is a suit involving food poisoning NEFFA would be defendant

Bill – check in about waivers if you think your committee might need one. Our insurance covers us if we are sued, but not outside vendors

Linda – waiver has to do with crafts and folk bazaar because we can't guarantee the safety of the product – NEFFA not responsible for theft or product damage

Nominating committee – please send names to them

Maureen - Christine Day has signed up to do food with Maureen, she may be a possibility for board member

### **Food Committee Report – Maureen**

- Maureen has 20 years of experience with food, is back after a break of 3 years

- she has talked to all vendors from last year, and the health agent in Mansfield
- Acacia Cafe Food Truck – will take over “Bistro” with Indian Buffet (not in truck) – will include vegan, veg, and meat options. Will also have truck outside.
- Harold – needs to know what kind of hot plates and electricity specs.
- Acacia Cafe has a good relationship with Scott, and is also willing to come to a walkthrough for setup.
- Rest of the vendors are same as past years, Cannolli vendor will come back with addition of espresso drinks.
- Not coming – Heritage Food Truck, Duck Wok (Thai food) was fired by Maureen years ago for various infractions but changed business name so “snuck” back in. She will not ask them back.
- Harold – Acacia set up on the grass last year so she had better visibility.
- Looking for new people – Linda has met Portuguese vendors from New Bedford, Ann has been speaking with Margarita's Mexican food, Maureen is trying to get in touch with them as well. Soft serve vendor from Attleboro wants to come with pastries and hot cocoa – needs electricity
- Restaurant in Wellesley – Cod Squad Food Truck – fried clams etc.
- Maureen is looking for something Asian, although Acacia is doing Indian food.
- Harold – Filipino Dance troupe may have served food at some point? Linda – they are not coming this year
- Andrea – BeGood or Clover
- Jess – Barbecue Joint in Bedford with a food truck
- Jane – Chinese restaurant in Mansfield (Maureen – yes, we have contacted them, good food but not interested 8 years ago, could try again)
- Carl – Seafood vendor could be on the downwind side because of allergies, prevailing wind is from the West
- Harvey C – see if Mansfield has food trucks now?

**Maureen – there are definitely issues with placing food trucks on campus.**

### **Nominating Committee Report – Molly**

will be having a committee meeting tonight, will get **call for nominations to Dan for NEFFA News**

### **Membership Committee Report - Andrea**

- Voting members of the board must be dues-paying members.
- Early December/Late November mailing, in order to get donations in time for them to be tax-deductible.
- Andrea – we need to figure out where we are with Membership Cards
- Bill – Membership revenue is higher on years where we do a mailing, and more so when we include a return envelope
- Maureen – CDS membership includes form and envelope together and works well.
- Andrea – Why doesn't the donate button on the website include a PDF form you can download to mail in with a check?

**Dayle – ask Dan Pearl to put it on there.**

### **Festival Committees**

#### **Program Update – Linda Leslie**

Fall is the most work-intensive time for program! 99% completed preliminary schedule at this point. Linda will be sending out acceptances to performers soon, does not include dance performance or ritual teams yet. There will be a cycle of getting changes back from performers and then making edits, committee is on task for having a public schedule available on February 1<sup>st</sup>.

#### **Performer Sales – Harvey**

- Problems – cross-indexing performers for hot items. Working out the procedure for using charge cards at



membership table

- Working with Lisa on pricing for t-shirts.
- Linda – Harvey and Linda should talk about performer check-in and how that relates to performer sales.
- Harvey will use performer grid – overcome the hurdle of the person working the table being familiar with the merchandise and the performers.

Harvey is training a successor, will get her name to Nominating Committee soon. (Terry says Kris Howe)

### **Folk Bazaar – Jane**

- Terry and Linda have put previous vendors on the website, put up application Monday and 5 people have responded already.
- Linda – 6! And two of them have already paid as well via paypal. Linda will send reminder email to returning vendors who have not applied by the deadline.

Jane and Angie will call vendors who do not have computers.

### **Info Committee – Jessica**

Finalizing hotel list and getting it up on the website

### **Outside demonstrations – Carl**

He will poke around for other demonstrations

### **Outdoor Signs Report – Dayle**

- Nothing to report for signage
- We did get a new larger locker, and we will probably be moving back to a smaller locker soon.  
Dayle and Dan Pearl and Howard and Terry have the combination

### **Early Entry – Bruce**

- will need volunteers for early entry – for an hour before festival
  - Bruce should contact Dave Eisenstadter about volunteer needs.
- Once those volunteers are set, let Harold know so he can give the names to Facilities.

### **Badge Committee – Mac**

- badges start in late February, will send list out for corrections, and then work with the T-shirt designer to design badges.

Bill – new t-shirt designer this year (Max Hogue), so communicate with Lisa about that.

### **Operations – Harold**

- We found out last year that before we can advertise the festival in Mansfield we need approval from the selectman.
- Bill – anyone who wants to have an event in Mansfield needs to go through the town departments, they do an impact assessment, put it in the selectman's pre-meeting package. Wants us to contact the select board January 1.
- Harold – will contact them now to get a jump on it, especially since our dates are earlier this year.

- Harold will communicate with Linda about what rooms need to be set up in time for opening at Friday night
- Maureen – problem with a sports event once at Natick, make sure we find out about any of that
- Linda – schedule is done! Rooms are the same as last year, for Friday night too. We can follow up about this later on.

Harvey – check on the date of Mansfield's town meeting

### **Indoor Signs Committee - Michael**

- Thinking about signs telling people to be nice to each other, for the bathrooms etc. Michael is collecting information, send him any ideas.
- Maureen – why do we need signs for that, isn't it the NEFFA way to be nice to each other?
- Michael and Linda – see evaluations from last year for reference
- Michael – issue is that signs get lost with what's already at the school, skeptical about having more reading material at the festival if it's not right in front of them
- Discussion about changing messaging to make experience level clearer for sessions?
- Linda – trying to keep folks out of sessions for which they're not prepared is not the NEFFA way, we don't want to see the festival as inaccessible to people. The issue is letting people know that the Board has heard that this is a problem and we are responding. Creating an atmosphere that is welcoming and accessible. Bathrooms or water fountains are good places for signs.
- Dale – could put campaign style signs around the high school with some of this messaging on them
- Andrea – a big sign/statement in the entrance with the NEFFA vision/NEFFA way – inclusive, educational, family oriented, beginner friendly. What is it? Tied in to attracting members. Community vs. festival etc.
- Linda – see NEFFA's mission statement – maybe we should put it up on a banner
- “NEFFA is great because you...”
- “ask somebody new to dance”
- “dance at a safe level”
- “thank you for ...”
- criteria for experience dancers – assist inexperienced dancers with a smile.
- Mac – look for Will Loving's Downtown Amherst dance description

**Linda – this messaging should also address concert people, workshop people, art people**

### **NEFFA preview concert - Jon**

- Saturday March 19 at 2pm – Club Passim
- Afternoon time helps it not go so late, and also more accessible to families
- Four performers instead of six because last year's was a little too long.
- not hearing back from Mark so working on it by himself
- tentative list of performers, talked to some of them, will have schedule finalized by January 1<sup>st</sup>

**Will put save-the-date in NEFFA News**

### **Ralph Page Memorial Committee**

Motion to approve RPMC nominees for new membership

Bill Ross, Dave Bateman, Adina Gordon, Sandy LaFleur, Dot Fisher, Richard Hart, Gale Wood, Peter Yarensky, Angie/Andy-food, John McIntire, Emeline Dehn-Reynolds – is a new member

Moved and seconded, and passed.

### **New Business**

Discussion of Festival Flier



Do we need four pages? Front page freshened?

Linda – how much does it cost to produce and distribute fliers

Ralph – printing 7000 fliers for \$770, mailing ?

What's on it now:

NEFFA – hours, website, Mansfield, nefffa.org/ticketing

2<sup>nd</sup> page – program what kind of sessions are on there and other offering, including prices, and also mission statement, including rules (no animals, no audio recording without permission, no overnight parking)

3<sup>rd</sup> page – hotels, motels, campgrounds, accessibility statement, parking information

4<sup>th</sup> page – parking information, map, shuttle info, driving directions, link to public transit

Maureen – data about how effective flier is? No

we put them out at dances, coffee houses, NEFFA preview concert, more a reminder for current attendees than a recruiting tool

Harvey – people use websites or electronic stuff now

Dayle – people ask for them around town when she is putting up the signs

Harvey – could be cut down to two pages – put hotels online?

Andrea – even just a half sheet?

Harold – postcard size is a visual reminder

Maureen – we should make sure that it goes out this year because of the change in dates

Ralph – not actually that expensive, 11 cents per

Linda – postcard may be a good solution in the future, works well for past attendees but not recruiting.

Website is actually confusing to people who don't know what they're looking for.

General conclusion – since we have earlier dates this year, better not change anything with regards to publicity. Can revisit next year.

UNH archives/library

Terry has been working on this. She will report next meeting.

TND financial statement

- Deferred to January so Dan can give a report

**Mac – TND paying sound people \$100 instead of \$50, and dance price will be going up to \$10 in 2016 – in line with other area dances (\$5 for 22 and under will remain the same)**

## **January 10, 2016 NEFFA Executive Board Meeting Minutes**

### **President's Report**

Terry: Harold is here! Maureen has requested a walk-through for food vendors in the next couple of weeks. Programming is working on the grid. Michael is working on sound. Bazaar and Crafts are full. Maureen has food under control. There are some little issues to fit in around them.

Dan: Who is running bazaar? Terry: Linda and I are doing the online work. Jane and Angie are making up the map. Jane: Traditionally I gave the layout to Harold. I'm going to draft in the areas and number them so that we can list the vendors according to number. Terry: we should use the same system we use on the program book map.

### **Treasurer's report**

R: Our tax returns were filed. We file three: IRS, Mass and NH.

### **UNH Archives**

Terry: [Read a letter from Bill at UNH] In October I mentioned it would be about \$4500 to process our materials. This does not include Ralph Page materials. Bill: It sounds like they are going to proceed in any case. It may be that if the board thinks this is worthwhile we need to trust them. Terry: They are doing a great

job of building an amazing collection. Terry: I feel we do have a responsibility to support this. Ralph: would they appreciate a seed donation? Terry: I think they would appreciate any help.

There was a motion to donate between \$5000 and \$10000 to the Milne Special Collection to take care of the music and dance collection. Jess: I think we tabled this because we wanted to get more information from them so we could be more specific. Terry: they don't want us to be specific. Shelagh: We have a responsibility to use the funds of NEFFA for the general folk community and we do have the authority to approve this as part of NEFFA's mission. We could do a certain amount now and see how it goes. If they continue to use it in a correct way, we can do another donation. Mac: institutions differentiate between designated and unspecified donations. Terry: they are asking for the donation to be made to the UNH library. Ralph: we don't want to have to keep track of details. Jane: does NEFFA have a budget that this would fall under? Bill: not really. We have reserves. Terry: we are no longer paying rent for storage and we chose to send these. My sense is that if we don't want to support the library we shouldn't continue to send our materials.

Bill: I would like to amend the motion on the floor to donate \$3000 this year. Beth: seconded. Terry: I would rather see it be \$5000 because that is how much it will cost. Dan: Ralph, can we afford it? Ralph: Yes. It is not a problem. Harold: If the school is looking for money, if there is any way we get some recognition. Friendly amendment to \$5000, seconded. Ralph: Point of information. The RPLW weekend rents the MUB through the Library. Without the library our rent would have been \$6000 more. **Amendment passes.**

**Motion: a motion to donate \$5000 to the UNH library so they continue to take care of the materials in their possession.**

**Motion carries.**

### **Thursday Night Dance Committee**

Dan: Attendance has been steady at about 170 people per dance, which is a good number. We made a bit of money. Bill: I notice the ticket price is going up. Why, if we are making money? Dan: We raised the price for sound reinforcement from \$50 to \$100/week. We also felt it was time to raise the performer pay as well. Bill: We decide what to pay performers? Dan: Yes, a guarantee plus a bonus. Beth: Historically dances have been about the same as a first run movie, and we have been well behind that lately. Bill: I thought it was cool to have one of the most popular dances and one of the least expensive. Dan: We are not raising the youth rate. It really was time. Mac: This was announced on the Facebook page where there were many likes and positive comments. No one seems upset or concerned. The funds go mostly to the performers. They are performing an act of charity as far as I am concerned. I think they deserve more money. Jessica: If they are bringing in equipment that we don't provide that they must have it should be covered. Terry: Can you tell us how we compare to other dances? Dan: It might be called generous. Sarah: I can speak to what BIDA does. We have a guarantee. Plus, once the expenses are covered the extra is split between performers. Dan: Ours is similar. Guarantee of \$145, more for travel from a distance, plus a bonus which kicks in at about 180 people. It is a complicated process set up by Larry Jennings and it works.

### **Festival reports**

#### Evaluations

Shelagh: I have circulated a copy of the evaluation. Please give me input on questions that might be particularly useful. Bill: Or no longer useful? Shelagh: Yes. We are still going to do paper evaluations. We have talked about online stations. This would require equipment and hasn't been on my mind lately, so I'm going to boot that to another year. My expenses will be comparable to the past few years (under \$100.) The only cost is really printing the paper evaluations.

Mac: On the evaluations, you could ask people to fill out the form on their phones. Dan: it is just a Google form; it should present just fine on a mobile device. Mac: Advertise the URL.

#### Access

Terry: Based on configuration of event space, is there anything that would raise access issues? Harold: do you think anything has changed? Dan: The only problem area is Morris overflow. Terry: the lift in that room doesn't work. Harold: Many of the lifts don't work: Auditorium stage, hallway in Qualters, etc. The Morris

overflow is the only truly inaccessible location, however. Terry: Frank updated the map last time.

### Badges

Mac: I will start with an email to the committee heads and board members with last year's listings. Please add people as you know your committees. It is a fill-in from there until the badges are printed out, about two weeks before the Festival the list is created in soft form. Badges are printed days before the Festival.

### Tee-Shirts

Lisa: I have seen the design. Do we want to authorize reprinting last year's shirt? Shelagh: Last year's shirt was very popular. Harold: Tee shirts for high level members should be set aside. Terry: that is going to be worked on. I talked to the tee shirt people. Bill: There is no better publicity than the tee shirts. I discussed with Lisa last year that we need to increase the number. She did increase and we still had no leftovers. Terry: Should she increase the numbers again? Bill: I think we should tell her the board is comfortable with having leftovers. Even if we have leftovers we still have a net plus. I think you should have 20-30 left over every year. Terry: do we agree? {consensus, yes}

Sarah: Max is working on the design. It is sort of a Celtic knot, tree of life, with instruments in it.

### Outside arrangements

Dan: Busses are under control. Outside toilets are arranged. We are doing away with the request for Sunday cleaning. It wasn't done, as far as we can tell, and it didn't seem to be needed.

### Flyers

Dan: Do I have the housing list? Terry: There is a new manager at Red Roof. I am waiting. Do we have a mailing date for the pre-Festival mailing? Dan: I'm not sure, but the bylaws say "In advance of the Festival."

Bill: We are holding flyers in Mansfield until we hear from the selectmen.

### Inside Facilities

Harold: I am doing all the permits now. I've gotten the forms and will be sending them in this week. I've talked to Denise, Bob LaConte's asst. and gotten the form for the school. It asks that we send along the insurance rider. I will need that. They will not process the application without it. Once I get the stuff faxed in I will contact them about a meeting with the town. Probably 2-3 weeks from now on a Wednesday night. Once we get approval we can publicize within the town.

I have also contacted the Police and Fire.

I would like to ask Peterson to set up the stages. This will cost us money, but since we are on a very short set-up schedule it is worth it. It usually takes us 8 hours, if they can do this for us it would save a huge time and effort. I am assuming the rooms will be active Friday night. Linda: Yes, they are scheduled.

Terry: Any word on school fees? Harold: Not yet. We have held at pretty level funding. Bill: Bob said a year ago that there would be a \$2000 increase this year.

Harold: I have sent mail to Maureen about wanting a walkthrough. We will do a general walk through later. This one is specific for food. Hopefully two weeks from now.

### Publicity

Bill: Marge is now being assisted by Carol Bittenson. They have contacted the potential ad buyers. Publicity, no real change. I am going to endeavor to get the flyer list from Dan. Dan: I will be reviewing them. I generally give them the opportunity to opt out at any time. I don't pre-qualify the list.

Terry: Do we take out any ads, like in CDSS? The Ralph Page weekend does this. Is it to our advantage to do that? Bill: I don't know if it would help? Beth: With the date change it could be important. Bill: I think people know. Dan: I think print is less and less important. Terry: I am still finding people who are surprised by the date change. I think things like DEFFA could be good and fairly low cost. Mac: How much would it cost? Bill: Generally \$100 - \$200 range. Terry: It is something to think about. Robert: if we do, the emphasis should be date change.

Robert: To whom should I deliver pins? Terry: to me. Cash box for Ralph? We will have a meeting to work out details.

### Membership

Julia: We are unclear about what we are to do. We are looking to Dan for dates for when we need to supply labels. Beth: We are still in transition. Bill: Do we still have a goal to request membership from previous members?

#### Bazaar

Jane: Terry and Linda put the list on the computer for us and we got very quick results. We have about 15 bazaar people and they signed up and paid within two weeks. We will be having 2 new tables and 3 who are not returning. Terry: 17 confirmed and mostly paid. Ralph: I have not seen many payments. Dan: You will get a PayPal report that contains the breakdown.

#### Food

Terry: Maureen sent a food report to NEFFA exec. Basically it covers Middle school cafeteria and bistro. 7 people in MS, Some new people. Acacia café in the Bistro. Dan: Outside? Terry: We don't have that yet.

#### Information

Terry: We are about to send out a note to staff. We are finalizing housing. The church group is doing the bed and breakfast. We put out request for phones.

#### Program

Linda: On Nov 30 we sent out the preliminary grid. Changes have been made and we got Dance Performance schedule. My plan is to have public grid ready by February 1. We are in good shape to have that happen. Ritual teams will be put in much later. The fall schedule doesn't work for them.