

## **DRAFT**

### **NORTHWEST DISTRICT MEETING MINUTES April 24, 2016**

**CALL TO ORDER:** By President Fred Goucher at 1:30 p.m.

**ROLL CALL:** Nine clubs in attendance out of 16 member clubs

**APPROVAL OF MINUTES: January 24 2016.** Jim Weber moved that the minutes be approved as printed, motion seconded and passed.

**TREASURER'S REPORT:** Jim Weber motioned that the Treasurer's Report be filed for audit, motion seconded and passed. (ATTACHMENT #1)

#### **GENERAL REPORTS:**

**Correspondence:** Secretary sent out email notification about the Doin's Advertising Chairman, Dee Shafer being in hospital. 14325 Camden Lane, Dixon, MO 65459-8135 or phone 573-759-6874. Email [shaferde@windstream.net](mailto:shaferde@windstream.net)

Card sent to Loretta Marron for her brother who passed away.

Notices were sent out to delegates and callers concerning the Missouri State Festival.

**District Presidents Report(s):** Fred and Carolyn Goucher reported on issue concerning notification for insurance at events to Jim Weber.

An example was given ...there was a fire in the location of an advertised dance, the group was asked to move to another location...question, is the new dance location covered by the first notice to the insurance representative? NO, call immediately, fax or email the representative that the location has been changed. If something happens at the second location requiring insurance, the dance is NOT covered.

Jim Weber also discussed lessoners attending dances. Lessoners are NOT covered if they are at a dance. The only time a lessoner is covered is while they are receiving lessons. If lessoners want to go to dances, they must belong to a club to be covered by insurance.

Carolyn also ask Jim Weber about the email tree of Missouri. The tree is maintained by ARTS which has the state representatives, (Missouri state officers and seven district presidents). The district presidents are to forward information to all clubs in their district. The club president is to forward the information on to their club members. It is known as the Missouri Email Tree or Internet Communication Network. This network can start at any level to insure that district clubs receive pertinent information.

**State Meeting Report(s):** Reported by Loretta Marron  
**February 14, 2016, Springfield, MO**

1. After the meeting was called to order and attendance were taken, minutes of the last meeting and treasurer's report were read and approved.
2. Carl Boone announced the longevity awards for 2016:
  - a. Central District, Twilight Twirlers, 40 years
  - b. Central District, Duck 'n' Dive, 60 years
  - c. Northwest District, Silver Dollar Squares, 65 years
  - d. Northwest District, Ramblers, 55 years
  - e. Northwest District, Maysville Wranglers, 35 years
  - f. Northwest District, Swingin' Singles, 50 years
  - g. Northwest District, Santa Fe Trailers, 50 years
  - h. St Louis District, Meramec Valley Promenaders, 40 years
  - i. St Louis District, West County Squares, 35 years
  - j. Northeast District, Tanglefoot Squares, 40 years
  - k. Northeast District, Capital City Squares, 45 years
  - l. West Central District, Peppy Promenaders, 40 years
3. Carol Morris for publications, asked for help in recruiting a new Ad Manager. Dave Shafer has asked to be relieved of that duty.
4. Edythe Weber reminded everyone that March 25 is the deadline for the next issue of the Doin's. Also club name should go in subject line first. Remember to have a contact person with a working cell phone number who can be contacted in case of emergency during a dance.
5. Jim Weber for circulations reported there are 336 paid subscriptions and will be mailing 352 copies. 60 renewals and 1 new subscription has been received.
6. Jack Rockaway for Toot Your Horn, reported that 6 clubs are receiving awards.
7. Jim Weber for insurance stated there are 57 clubs with 1792 members. Insurance premium will be \$4.75 for 2017.
8. Jim Marron for Travel Missouri, reported total dangles for all districts is 2,871.

9. Dan Wheeler, Web Master, asked that all forms on the web that have an email address on the form, it should have the Federation Web address. If you need one call Dan to have the Federation Web address set up. This way it will not have personal email addresses on the form and it will look more professional.

Handbooks from all districts should be sent to him in MS Word to be placed on the MO web site.

10. Historian Dan Wheeler stated that all Caller/Cuer information is now on the history section of the web. He is working on putting minutes of state meetings in the history section, but some are still missing.
11. Sharon White for license plates had an income of \$200: one 1, year renewal; one new, 1 year; three new, 2 year. Expenses were \$80 rebate for two, 1 year and three, 2 year plates. \$120 was given to Missouri Federation leaving a balance of \$60.
12. Edythe Weber reported for USDA, that all square dancing numbers are down. USDA is producing new publications that may help get new members and retain dancers. The youth scholarship is in need of new funding or it could be lost.
13. Edythe Weber reported for ARTS there will be two seminars at National on Live Lively Square Dance reimagining campaign. Jim Weber has reimagining logo sticker for sale at \$1.00
14. District President's report by Sharon White, there will be a youth hall at this year's state dance. New dancers are attracted by family friendly dances.
15. 2015 State Festival presented a check for \$9,325.52 to the Federation and the books are ready for audit.
16. 2016 Festival is on tract, checking with hotels and motels in area for that date.
17. For the 2018 National, the cookbook is done and being proof read. A new belt buckle has final design and should be on sale in the next few months.
18. A motion was made to approve \$300 for USDA scholarship fund, and approved.
19. Next meeting will be in Chillicothe, MO.

April 10, 2016, Chillicothe, MO

1. After the meeting was called to order and attendance was taken, minutes of the last meeting and treasurer's report were read and approved.
2. There are 57 clubs in the Missouri Federation, 5 are receiving awards today.

- a. St Louis District, Meramec Valley Promenaders, 40 years
  - b. West Central District, Jacks N' Queens, 40 years
  - c. Northeast District, Tanglefoot Squares, 40 years
  - d. Northwest District, Swingin' Singles, 50 years
  - e. Central District, Duck 'n' Dive, 60 years
3. Edythe Weber the Doin's Editor and Circulations stated May 25, 2016 is deadline for submitting for the next Doin's publication. The Doin's is looking for a club to help with the Doin's dance.
4. Dave Shafer stated that 2 puzzles were sold leaving 95 more to sell. The price of puzzles is \$15 for one or \$20 for two (2).
5. Jim Weber, Insurance Coordinator stated there are 57 clubs with 1415 members insured throughout Missouri Federation and 390 through other federations. He reminded us that if we change dance location, send in insurance form for the new location and include your meeting place.
6. Dan Wheeler, Web Master, will be changing button for Insurance Form to the left hand side.
7. District Presidents' reported a change in two state meetings locations.
  - a. June 12, Southeast District in Puxico, MO
  - b. December 4, Central District in Rolla, MO
8. 2016 State Festival is working on a wagon ride and barbeque, all you can eat and Tour of Independence set up. This year's State Festival will be held in Independence, MO at Truman High School. There are many good hotels and good restaurants in the area. It was agreed to take out an ad in Missouri State Fair program again to advertise where we will be Square Dancing at the Fair.
9. 2018 National has a total of 530 registered with 122 from Missouri.
10. Next Meeting will be in Puxico, MO on June 12, 2016.

#### **MISSOURI STATE FESTIVAL:**

1. 141 registered including 16 callers, 3 cuers and 1 line cuer.
2. Looking for a professional photographer to take pictures of dancers. Arrangements for pictures will be with the photographer and the dancer. The Festival is not involved in the transaction.
3. Risers for the main stage will be 12X16, preferably with steps on both sides. Risers on other dance floors will be 8X8 with 2 steps.
4. Randy Boyles made a motion that Edythe Weber be reimbursed for toner and paper used in making up the festival packets. Motion seconded and passed.
5. Discussion on Solos and Youth dance tips cards and ribbons.

6. Still need people as chairman for: Last Square Standing, Caller/Cuer Host, Solo tip card, table for ribbons.

#### **OLD BUSINESS:**

**Planning for District Dance July 23. Club Hosting, Swingin' Singles with Pam Young Master of Ceremonies. All clubs bring items for Silent Auction, Door Prize and refreshments.**

1. Need finger food, silent auction and door prizes from clubs
2. Service is provided by Northwest District
3. Officers need to dress for picture for state program book.
4. Next meeting will be at 5:00 at the Point before the dance.
5. Randy Boyles moved that ads for the Festival be put in the Teacup Chain, Fed Facts and Doin's. Motion seconded and passed.

**Information on 2016 Missouri State Festival held by the Northwest District, October 21-23 at Truman High School, Independence, MO.**

1. May 1, 5:30-7:30pm, pot luck and discussion following on continued plans for the State Festival. Meeting will be held at the Point.

#### **NEW BUSINESS:**

1. A request for the grant for clubs with lessoners was submitted by the Starlite Twirlers. Jack Rockaway will take it to the state for approval. The state is now allocating monies for the clubs.
2. Edythe Weber pointed out that the state has a process to give 10% back to the districts for the State Dance. She thought it would be nice for the Northwest District to do the same for the district dance.

Dan moved that the hosting club(s) of the Northwest District Dance be given 10% of the net of the dance. If there are more than one club hosting, they will split the 10%. Motion was seconded and passed.

This motion will be placed in the Standing Rules of the Northwest District by Carolyn Goucher and Carol Hershey.

**ADJOURNMENT:** Motion made by Randy Boyles to adjourn meeting. Seconded, passed 3:15 pm.

**2016 MEETINGS:** July 23, 5:00 before dance (Saturday NW District dance 23), October 16.

Respectively submitted:

Carol Hershey, Secretary  
6620 NW Bougher Lane  
Kansas City, MO 64151  
816.741.7019  
[bcchershey@yahoo.com](mailto:bcchershey@yahoo.com)

**Northwest District  
Missouri Federation of Square and Round Dance**

**Treasurer's Report**

Checking Account Balance as of October 25, 2015 \$707.40

Income:

Repayment of Loan to Festival

Broken Arrow	2075.65
Broken Arrow	1483.20
Ribbons Galore	169.46
Square Readers	74.28
Checks	25.00
Raffle Tickets	35.52

Total Income: \$3863.11

Expenses:

Mileage-	106.00
Printing	73.27

Total Expenses \$179.27

Checking Account Balance as of April 24, 2016 \$4391.24

Treasurer's Report Submitted by

Carol Jean Wheeler  
512 Leslie Drive  
Independence, Missouri 64055-1815

## Making & Sharing Files:

This procedure is not intended to tell you what to put in the file. Its purpose is help you get the information you need in the file, and to help you share the files you make with others.

### Format of Pages:

1. All the pages in MS Word as much as possible. You should **not** use Word Perfect, MS Works, or any other word processor that may have come with your computer. If you don't have a copy of MS Word, download **Free** Open Office and use it. It will allow you to save your pages in MS Word (doc) format. If you don't know how to do that, contact the webmaster for instructions. It is a really bad idea to make any of your files using a program that saves files in a format that others can't open.
2. Possible exceptions to making pages in MS Word format would be a flyer or a list of committee members. You may want to make the flyer in a graphic program such as MS Publisher, and you may want to make a committee member page using a spread sheet such as MS Excel.
3. All pages should have the last date that they were updated in the lower right corner of the page using the format 3/23/16. When you revise a page, change this date to the current date.
4. Whenever possible, make the lines where people will later write information on a printed copy, using regular periods (.....), not bold periods (.....). **Do Not Use "Underscores" (\_\_\_\_\_)**.
5. Do **Not** write things on your pages in all capitals letters. Words in all capital letters are often hard for some people to read. To emphasize something, switch between regular and **Bold**, or if that part of your page is already bold, make the part you want to emphasize **Bold & one or two font sizes larger**.

### Making Forms:

6. Make sure that any forms that require money have the comment: Make check payable to: **"Special Dance Name"**, or however you need to have checks made out for your bank account. Banks are getting much fussier about having the name on the check match the name on the bank account.
7. Make sure that any forms that include a mailing address include the complete nine digit ZIP code. If you don't know it, it is available from the Post Office website:  
**[www.usps.com/zip4/](http://www.usps.com/zip4/)**
8. If you are going to accept credit cards, include places for:



## Making & Sharing Files:

- A. The brands of credit cards you can accept,
- B. The credit card number,
- C. The three digit security number on the back of the card,
- D. The ZIP code of the cardholder. This is particularly important if the purchaser & the credit card holder are different.
- E. The name of the card holder the way it is listed on the card.
- F. Expiration Date of card.

## Layout of Pages:

- 1. Use separate pages for information letters and the forms that go with them.
- 2. Do not put the letter and form in one file.

## Flyers:

- 1. Although the webmaster will accept flyers in almost any format, the best format to use is MS Word. Flyers sent to the webmaster in MS Word can be easily modified by the webmaster if there is an error. Other formats that are commonly used are jpg, pdf, pub, gif. However, MS Word is the best one to use.
- 2. Be sure to check any website addresses you put on the flyer. Simply copy it/them and paste it/them into your browser address line and press the enter key (putting website addresses into a search engine such as google will not work). If they don't open the page that they should, find out why before you include them on the flyer. Contact the webmaster if you need help with this.
- 3. On any website addresses you include on your flyer, capitalize the first letter of any words that appear as part of the address.

Example: Use [www.SquareDanceMissouri.com](http://www.SquareDanceMissouri.com)

Not: [www.squaredancemissouri.com](http://www.squaredancemissouri.com)

Either will work, but the first one is more likely to be typed correctly.

Another Example: [www.Junck.WeSquareDance.com](http://www.Junck.WeSquareDance.com)

Not: [www.junck.wesquaredance.com](http://www.junck.wesquaredance.com)

If the address has a forward slash (/) in it. Do not modify any part of the address after the first forward slash (/).

## Making & Sharing Files:

4. In the address for the dance location, include the ZIP code. Most people nowadays have access to a GPS, and it is usually easier to enter a five digit ZIP code than the complete city and state.

### Sharing Pages:

1. When you need to send pages to other people, send them in MS Word (doc) format if possible. That way anyone who has MS Word or Open Office can open them and edit them when necessary.
2. If you have to make some pages, such as flyer, using some program other than MS Word or Open Office, contact the webmaster to see if programs in that format can be opened by other people.
3. When sharing several files at one time, this procedure may make the job easier. This procedure "zippes" several files into one folder. Then, you send the "zipped" folder as an attachment to an E-Mail. This procedure allows you to actually send many files at one time without having to attach the files to an E-Mail "One at a time". Most E-Mail programs had a maximum limit on the amount of data that can be attached to an E-Mail and sent at one time. (If you try this system, and it fails, try making two folders, and putting half the files in each folder. Then zip the two folders separately, and send them attached to two separate E-Mail.)

This procedure is for Windows:

- A. Using Windows Explorer (Not Internet Explorer) or My Computer, put all the files you want to send into one folder.
- B. Right click on the folder name, and click on "Send to" and then on "compressed (zipped) folder".
- C. The new zipped folder will be in the same folder as the folder you just zipped. It will have the same name as the folder you just zipped but will have ".zip" at the end of it. The icon to the left of the zipped folder name will look like the icons to the left of other folders except that it will have a vertical stripe through it.

Your computer will zip all the files into one zipped folder.

## **Making & Sharing Files:**

- D. Send the zipped file as an attachment to an E-Mail. The person receiving the E-Mail can download the attachment, double click on it, and will see all the files you put in it.

This procedure is for a MAC:

- A. Locate the items to zip in the Mac Finder (file system) and put them in one folder.
- B. Right click on the folder you want to zip.
- C. Select "Compress Items"
- D. Find the newly created .zip archive in the same directory.
- E. Send the zipped file as an attachment to an E-Mail. The person receiving the E-Mail can download the attachment, double click on it, and will see all the files you put in it.