

I S Board Meeting Minutes

December 15, 2021

Present: Norma B., Steve D., Chris D., Will H., Bob R., Ron R., Ted M., Mike R., George R., Mary Kay R.

This meeting was held via teleconference (Zoom).

Approval of Minutes from November 4, 2021

The minutes were approved as amended, unanimously. Moved Bob R., seconded Norma B.

Treasurer's Report - Chris D.

Discussion of dues postponed to January meeting.

The insurance check has been sent for the upcoming year.

Motion: Treasurer's report be accepted as reported.

Will H. moved, Ron R. seconded, passed unanimously.

Caller Liaison Report*- Mike R.

Action item:

Bob R. will contact the Friends Meeting House in Merion to reserve their space for the December 3, 2022 Glitter Ball.

The Tuesday January 11 dance theme will be "Come Celebrate the New Year With Clay Goss".

Motion: We will continue to end our Tuesday nights at 9:15 in the new year.

Steve D. moved, Chris R. seconded, passed with 2 abstentions.

Return to Dancing** - Ron R.

Motion: We approve recommendation # 1 as written.

Ron R. moved, Steve D. seconded, passed unanimously.

Motion: We approve recommendation # 2A as written.

Ron R. moved, Norma B. seconded, passed unanimously.

Motion: We approve recommendation # 2B as written.

Ron R. moved, Steve D. seconded, passed unanimously.

Motion: We approve recommendation # 2C as written.

Ron R. moved, Steve D. seconded, passed unanimously.

Motion: We revise recommendation # 2D to read "You agree to immediately notify I S if you become diagnosed with covid 19 within 10 days this the event."

Ron R. moved, Chris D. seconded, passed unanimously.

Motion: We approve recommendation # 2E as written.
Ron R. moved, Steve D. seconded, passed unanimously.

Recommendation #3 was withdrawn by the committee.

Motion: We approve recommendation # 4 as revised by expunging the words “or exposed to” from the recommendation.
Ron R. moved, Steve D. seconded, passed unanimously.

Motion: We revise recommendation # 5 to read “An email is to be sent to members to remind them of our commitment to their safety and obtain any relative feedback”.
Ron R. moved, Steve D. seconded, passed unanimously.

Motion: We approve recommendation # 6 as revised by expunging the last sentence “ A “Yes” answer to either question on the “COVID-19 Health Screening” will unfortunately prevent you from attending the event.”
Ron R. moved, Steve D. seconded, passed unanimously.

Motion: We approve recommendation # 7 as written.
Ron R. moved, Steve D. seconded, passed unanimously.

The action list was reviewed noting the needed updates.

Recruitment Committee * - Steve D.**

Motion: The board approve a Fun Dance in March preferably the weekend of March 11-12.
Steve D. moved, Will H. seconded, passed one abstention.

Dance Programs:

We need to create an intention as to when we will resume teaching MS. We should consider the blast format to reduce the time it takes to complete MS. One idea is to do a mainstream blast in September followed with a MS workshop thru December.

Motion: The board commits to starting, in the fall of 2022, a track for new dancers so they will be able to graduate mainstream.
Steve D. moved, Chris D. seconded, passed unanimously.

Communication - Ted M

The website has been updated. It is a continuing process.

MS/Plus Rep Report - Bob R.

No report.

A/C Rep Report - Ron R.

No Report. Many are not comfortable with dancing in the covid world.

Nominating Committee - Steve

George R. will be on the nominating committee, additional members are sought. Current board members will be polled at the next meeting as to their intentions to run for office.

Facilities Committee: Steve

The door will be locked during dances to deter homeless individuals entering.

Fly In - Mary Kay R.

For 2022 we have 137 paid people. 10 are from August of this year. We hope the hotel will have its reservation system working by January. A reminder email is planned for January. The basket drive is to start in January.

Old business:

Pride - Ron R.

Pride is under a new organization. It will be the first weekend in June.

The passwords for the google drive needs to be located.

Adjournment:

We were declared adjourned.

Attachments:

***Caller Liaison Report**

Independence Squares Board of Directors Meeting – December 2021

The information below is accurate as of Sunday, December 12, 2021, and may not reflect any updates received after this report's preparation. Please note that all dances are at the Lutheran Church unless otherwise noted.

Opening Discussions for Board

No additional contracts or promises have been made to any caller regarding the holding of workshops or classes, virtual or live, other than those listed below. The resumption of dances is an ongoing discussion amongst the various club members and committees, but no contracts are being offered to anyone at this time.

Dances Through March 2023

Callers have been contracted and confirmed for the following dances taking place December 14, 2021 through March 2023.

Friday, January 7, 2022 – Community Fun Night – Howard Richman 7:00 pm – 9:00 pm Merz Hall at the Lutheran Church. Details to be determined by Stephen Demos and the Recruitment committee.

Tuesday, January 11, 2022 Mainstream and Plus – Clay Goss – Special dance fill-in for Betsy and Mark 7:00 pm – 9:15 pm Lutheran Church No theme was identified for this dance.

March 2022 Fly-In: Callers: Mike Kellogg, Chris Phillips, Kris Jensen March 25-27, 2022

Saturday, December 3, 2022 – Glitter Ball Mainstream through C1 – Dayle Hodge 4:00 pm – 8:00 pm The Merion Meeting House

March 2023 Fly-In: Callers: Sandie Bryant, Dayle Hodge, Eric Henerlau March 24-26, 2023

FYI Notes

Dancing in all four programs on Tuesday nights began on October 12, 2021. Betsy Gotta is calling Mainstream and C1, while Mark Franks is calling Plus and Advanced.

Items of Concern for the Caller Liaison

- 1) Feedback has been received from both Betsy and Mark and here is a summary of their observations and concerns: Other than Mainstream, all of the programs have trouble attracting more than one square on a regular basis, especially after 9:00 pm. C1 has finally attracted a full square! Betsy has reviewed all calls for 2-couple squares and is writing out additional choreography for 2-couple squares at C1. Mark was a bit distressed at people leaving at 9:00 and thought it was him. I reassured him that this was an ongoing problem for many years, not just this year or was due to him. The board has agreed to stop the sessions at 9:15 pm to help alleviate the situation of not having enough dancers for the final tip.
- 2) Both Mark and Betsy are unavailable on April 12, 2022 as they will be at CallerLab as it is meeting in Pittsburgh in 2022. The committee recommended and the board accepted the cancellation of classes that evening as any local callers who meet our calling standards will be at the CallerLab meeting as well.
- 3) Dayle Hodge was contracted for the Glitter Ball on December 3, 2022 for the traditional time of 4:00 pm to 8:00 pm as we are all hoping that the pandemic will have subsided, and the potluck will return. Also, someone now needs to contact the Merion Friends Meeting House to reserve the room for the dance on that date.

****RETURN TO DANCING COMMITTEE REPORT**

December 4, 2021

As a result of comments from board members regarding the RTD committee report and recommendations of November 18, 2021, the committee has revised its recent recommendations as follows. [Note: Due to the length of this document, we have placed an asterisk next to items that are new to this report as compared to our original report of November 18, in order to make this document easier to navigate]

Recommendation #1 (No change to original recommendation)

The committee recommends that Independence Squares keep its current schedule in place and that this committee continue to provide a weekly tracking of Covid related information to the board. The pandemic situation is to be reviewed on a regular basis with the understanding that the current schedule might need to be revised or cancelled in the future.

Rationale:

The dancers have been willing to attend our events and have felt comfortable with our current safety protocols. The club has made a strong commitment to putting safety protocols in place. Joe Iser has editorialized that he is comfortable with us dancing at this time if we continue to require full vaccination and the wearing of face masks.

Recommendation #2

(2B) (No change to original recommendation) The callers are to be encouraged to make an announcement after each tip to remind dancers to use hand sanitizer. Committee and board memberThe committee recommends that we continue with the current safety protocols, with the following modifications and additions:

(2A) (No change to original recommendation) Regarding the prior committee and board decision to not provide refreshments, the website statement should be changed to “You are encouraged to bring your own water bottle, although cups will be available at the venue and can be filled at the church’s water fountain or sink. Snacks are not to be consumed within the dance space.

Rationale: We are eliminating the statement that states “Refreshments will not be provided by the club” because bottled water is currently being provided at the Fun Dances, a practice that is in violation of the current statement. We felt that bottled water could continue to be provided but doing so would require a change to the website verbiage. We also removed the statement “Please do not bring snacks to share” in favor of a more specific statement since the previous statement did not expressly forbid the consumption of snacks in the dance space. Note: We have failed to put out cups and a Sharpie to mark them (and to mark water bottles at the Fun Dances). We need to do so.

(2B) (No change to original recommendation) The callers are to be encouraged to make an announcement after each tip to remind dancers to use hand sanitizer. Committee and board members can politely remind the callers to do so.

Rationale: It could be argued that people who want to use hand sanitizer will do so on their own. But some of us forget to do so and the club should be encouraging our dancers to protect themselves as

much as possible. This will help to communicate to the dancers that we really do have their safety in mind. An announcement over the microphone is the best option for everyone to hear the reminder.

(2C) (No change to original recommendation) The committee and board's commitment to wipe down surfaces should be changed from a commitment to wipe down "common surfaces" to "high touch surfaces" and should be defined as the caller's and treasurer's tables, door knobs, door push plates on restroom doors, entrance door push bar and outside handle, and the pens at the treasurer's table. Committee and board members shall be prepared to wipe down the prescribed surfaces if Ron and Vinney are running late. An announcement should be made at our workshops to encourage others to help in this effort if someone else hasn't already performed the task. The church is to be asked if we can remove our commitment to wipe down the surfaces at the end of the dance.

Rationale: The use of "high touch surfaces" is a better definition of what needs to be wiped down and the specification of those surfaces gives better guidance to the person performing the task. The committee agreed that wiping down the surfaces at the end of the event has no good purpose and creates a burden on the people who are currently performing that task. Since this was an agreed upon practice between the club and the church, the church's approval to eliminate this practice is to be obtained.

***(2D) (Revised)** The current joint Health Attestation & Waiver and Release Of Liability document is to be amended to add the following question:

"Do you agree to notify Independence Squares if you become diagnosed with, or learn that you have been exposed to, COVID-19?"

Rationale: The committee's intent in the original recommendation was to require that attendees notify us through the sign-in form of any exposure to COVID-19. However, it has since been determined that the CDC does not suggest that fully vaccinated persons separate themselves from others if they learn that they have been in close contact with someone who has COVID-19. The specific CDC guidelines are as follows:

Someone who has been fully vaccinated and shows no symptoms of COVID-19 does not need to quarantine. However, fully vaccinated close contacts should:

Wear a mask indoors in public for 14 days following exposure or until a negative test result.

Get tested 5-7 days after close contact with someone with suspected or confirmed COVID-19.

Get tested and isolate immediately if experiencing COVID-19 symptoms.

Joe Iser agreed that we do not need to ask about exposure during sign-in and do not need to refuse entry to a fully vaccinated person who has potentially been exposed. He did feel though that we have an obligation to notify our dancers if we learn of an exposure. Adding this new question to the form will help us to fulfill that obligation.

(2E) (No change to original recommendation) The current joint form is to be separated into two forms, one that has both documents on it and a second form that has just the health screening questions. Copies of the proposed forms are included with this report. An addition is to be made to the bottom of the joint form that allows for the club to document vaccination information and evidence that photo ID was obtained. Booster shot information is to be captured on the form in case the club

requires a booster shot in the future. The joint document is to be used just for a dancer who attends their first post-shutdown event, and the solo health screening form is to be used for subsequent events. The board is also to revise the requirement that only board members be permitted to review the vaccination record and the photo ID, so as to allow another designated club representative, who would be so designated at the event, to review these documents. Also, an audit of the current event's completed form is to be completed midway through the evening. Finally, when possible, one board member or RTD committee member, or other designated individual should assist the treasurer during sign in so as to ease the burden on the treasurer of having to keep the financial records and obtain completed sign in forms.

Rationale: An audit of the completion of the current form reveals that dancers are consistently failing to fill out the form properly. At most events, we miss the capture of the date, or the circling of the health question answers, or we capture illegible names and/or email addresses. The names and email addresses are important in the case of contact tracing and dancers who complete these fields illegibly should be asked to reprint the information. The committee agreed that the current form is too busy which probably leads to improper completion. Additionally, we do not need a Waiver and Release Of Liability signed one. We also do not need the email address and phone number if this information has already been provided. Removing these from the subsequent sign in sheets should increase the likelihood of dancers filling out the health screening properly. We have also failed to obtain photo ID from unknown dancers and the revised joint form provides a reminder for the club representative to review that document. We have welcomed non board members to help review vaccination cards and photo ID, a practice that is in violation of our original approval. We should welcome other club members' help and designating others to do so would allow for that. Ron is currently performing an audit of forms during each event, but this could, and should, be performed by any board or RTD committee member or other designated individual if Ron isn't in attendance.

***Recommendation #3 (The committee is rescinding this recommendation)**

Dancers are to be given the opportunity to upload their vaccination records online. This form is to be added to the website and the Fly In committee is to consider it for that event.

Rationale for rescinding this recommendation: There is concern about the protection of personal information such as vaccination cards once they are online. And it has been pointed out that since we still require a photo ID to match to the vaccination record in cases where we don't know the individual who is checking in at our event, we really are not saving much time. The benefit of allowing an upload of vaccination records is small compared to the privacy risk.

***Recommendation #4 (Revised)**

Upon learning of a dancer being diagnosed with, or exposed to COVID-19, the board shall attempt to notify all dancers who were in contact with that dancer at a recent Independence Squares event. Notification can be made via email or phone contact and shall be done before the next Independence Squares event, if possible. In order to notify dancers who have not been contacted, notification shall be made at each Independence Squares event for 10 days following the date of notification to the board. The Independence Squares Treasurer shall be responsible for maintaining accurate records of attendance at our events and ensuring that we have contact information for each attendee. The Treasurer is also responsible for making that information readily available to the rest of the board in the situation where contact tracing phone calls are to be made or emails are to be sent out.

Rationale: The original recommendation mandated a two-week event cancellation policy from the time that we were notified that a person at one of our events has since become diagnosed with COVID-19. Due to the

CDC's opinion that exposure to COVID-19 by a fully vaccinated person does not require isolation or quarantine by that individual, Joe Iser agreed that a cancellation of our events is not necessary. He felt strongly though that we have an obligation to notify our dancers of any diagnosis or exposure so that they can make their own determinations regarding their attendance at our next event(s). This does not preclude the board from cancelling events if it feels that doing so is necessary. This change to the original recommendation merely removes the requirement to do so.

Recommendation #5 (No change to original recommendation)

An email is to be sent to members to remind them of our commitment to their safety and get their feedback relative to their reasons for not attending our events. A similar email is to be sent to those who are attending our events at this time, to thank them and to ask if they are comfortable with the atmosphere at our events.

Rationale: The original suggestion was for a survey to be sent out but it was felt that an email could be more personal. The committee felt that it was important to hear from the dancers, especially those who are not attending our events. This information can be used to further amend our safety proposals, if necessary. Ron will draft the two emails and ask the RTD committee to review them before presenting them to the board for final approval. A decision needs to be made regarding who will send the emails to the dancers. Ron is willing to accept that responsibility.

***Recommendation #6 (Added words "or designee" to suggested new wording below)**

If the revised Health Screening and Waiver and Release Of Liability are approved by the board, the website statement regarding this document needs to be updated and the revised joint form (not the Health Attestation-only form) needs to be posted to the website. The current wording is as follows:

"A club provided "COVID-19 Health Screening" and "Waiver and Release Of Liability" must be signed at each event in the presence of a club officer. The form can be downloaded [HERE \(https://independencesquares.org/wp/wp-content/uploads/2021/07/Combined_covid_waiver_and-health_attestation.pdf\)](https://independencesquares.org/wp/wp-content/uploads/2021/07/Combined_covid_waiver_and-health_attestation.pdf) and can be printed in advance and brought to the event. The form is to be signed in the presence of a club officer or designee. Copies will be available at the event. A "Yes" answer to either question on the "COVID-19 Health Screening" will unfortunately prevent you from attending the event."

Suggested new wording:

"A club provided "COVID-19 Health Screening" and "Waiver and Release Of Liability" must be signed in the presence of a club officer or designee upon attending your first post shutdown Independence Squares event. Subsequent attendance at Independence Squares events will require completion of a "COVID-19 Health Screening" form. The joint form can be downloaded [HERE \(https://independencesquares.org/wp/wp-content/uploads/2021/07/Combined_covid_waiver_and-health_attestation.pdf\)](https://independencesquares.org/wp/wp-content/uploads/2021/07/Combined_covid_waiver_and-health_attestation.pdf) and can be printed in advance and brought to the event. The form is to be signed in the presence of a club officer or designee. Copies will be available at the event. A "Yes" answer to either question on the "COVID-19 Health Screening" will unfortunately prevent you from attending the event."

Rationale: If the revised forms are approved, then the form that is currently on the website will be outdated.

Recommendation #7 (No change to original recommendation)

The signed health screening and waivers from our events are to be shredded once they are posted to the club's Google Drive.

Rationale: Ron has scanned all of the completed documents from all previous events and has filed them in his personal Microsoft OneDrive online account, along with a backup. They have also all been posted by Ron to the club's Google Drive. Ron will continue to complete these tasks. Since these documents are saved online, with two backup copies, the hardcopies are no longer needed. The board should decide if Ron should have them on his personal cloud drive or if posting them just the club's Google Drive is sufficient.

Other discussions (additions made below):

A suggestion was made to have a list of Covid related things-to-do so that people who are helping with setup know exactly what to do. Ron will put one together and make sure that it is in the supply closet.

It was noted that one club member continuously fails to follow our masking guideline. Vinney has a terrific relationship with this member and has agreed to gently speak with the dancer, advising them that we risk having dancers fail to attend our events if we fail to live up to our stated safety protocols. But it was agreed that if this member continues to fail to abide by this protocol, they are to be refused admittance to our events and someone else needs to be assigned to the duties that they currently perform. The identity of the member was not revealed to the committee but will be revealed to the board upon request.

It was also noted that the Fly In committee will need to work with the RTD committee as they plan for their event. A preliminary discussion was conducted but no plans were put in place at this time except for Mary Kay's promise to notify registrants in December of our current safety protocols, with the further statement that these protocols are subject to change. It was suggested that the ability to upload vaccination records be provided to Fly In attendees if this procedure is approved by the board.

*The following other discussions resulted from the committee's re-consideration of its original recommendations:

Conversations held during the consideration of these revisions has mandated that we as a committee, and the board as a whole, continue to be proactive in discussing updates needed due to emerging variants and that we be prepared to require booster shots at an appropriate time. The committee is to continue to monitor CDC and local guidelines. The expectation is that Independence Squares will eventually need to require booster shots in order for dancers to attend our events.

*Lastly, our Recommendation #5 stated that we should send emails to the membership to remind them of our commitment to their safety and to get their feedback relative our safety protocols. It was suggested that we should also ask about any other concerns that might be keeping them from attending our events at this time. The recommendation was for having one email for those dancers are who already attending, and a separate email for those who are not. It was Ron's responsibility to draft those emails and get the committee's approval. The committee approved the following:

Email to those who ARE attending:

Good morning, fellow Independence Squares club members!

As a representative of the board of directors and chairman of the club's Return To Dancing committee, I am writing to thank you for your recent attendance at our workshops. We are thrilled to have you back on the dance floor your fellow IS members. I am also writing to get feedback from you regarding our current safety protocols. This committee continues have difficult discussions related to your safety at our dances and I would very much like to know how you feel we are doing. Are the current safety protocols too strict? Too lenient? Not being enforced enough? Are there concerns that you have that we need to address? We are determined

to create as safe a space as possible, so your opinion is important to us. Please feel comfortable in bringing your thoughts to my attention so that our committee can discuss them.

Again, the board thanks you for being a part of our community and for continuing to dance with us. I look forward to hearing from you.

Email to those who are NOT attending:

Good morning, fellow Independence Squares club members!

As a representative of the board of directors and chairman of the club's Return To Dancing committee, I am writing to invite you to come and dance with us once again. We've missed you and would love to have you back with us.

Our committee has worked hard to get us back on the dance floor as safely as possible. As such, we have had long and difficult discussions regarding the proper safety protocols to put in place. If you are not familiar with our current protocols, you can read them here: [Welcome to Independence Squares - Independence Squares](#) We do require full vaccination of all our dancers, and proof of that is required at your first attendance. We also require a properly worn face mask at all times and a signed health attestation at each event. And please know that we continue to meet in order to review these protocols and to make recommendations to the board regarding changes that may be needed. Your safety is extremely important to us.

Nevertheless, I completely understand that many dancers are still uncomfortable dancing at this time, and if you have decided to hold off on joining us right now because of those concerns, I respect that decision and will look forward to having you back on the dance floor when you feel more comfortable. If, however, there are other reasons why you have decided not to join us at this time, I hope that you will feel comfortable discussing them with me so that I can relay any concerns to the board. I am relatively new to the board, but I have learned that the officers are always willing to listen and discuss any issues that members have and are very interested in creating a welcoming environment for all who attend. To that end, I invite your feedback as it relates to any issues that you might have. No matter what the reason for your hesitancy at this time, I would appreciate your feedback so that the club can assess its efforts as we navigate our reentry to in-person dancing.

Action Items, if all recommendations are approved:

Ted:

- Update website as recommended in items #2A and #6.
- Replace existing sign in form with the revised joint form

Norma:

- Make announcement at next event to encourage other members to help with the Covid 19 related setup at each event
- Contact church to get their authorization to eliminate the need to wipe down surfaces at the conclusion of our events

Mike:

- Ask the callers to make announcement as recommended in item #2B, and let them know that club officers and/or RTD committee members are tasked to remind them if they forget

*Ron:

- Put together “used” and “cleaned” containers to hold the pens for sign in
- “Touch base” emails to be sent out as instructed by the board
- Shred hard copies of completed sign in forms and delete the scanned copies held on his cloud drive if instructed to do so by the board
- Post list of “high touch” areas that are to be wiped down prior to each event and post that list in the supply closet
- Bring paper cutter to next event in order to cut the new Health Attestations in half

***Chris:**

- Make copies of the two revised sign in forms [Note: Ron has purchased, and will bring, a small paper cutter for use in cutting the new Health Attestations in half since the revised form has two copies now on one page]
- Note that the revised Health Attestation now has three questions, the first two of which require a “no” answer and the third requires a “yes” answer for admittance. Make sure all helpers at front desk are aware of this. Completed forms to be checked carefully by Treasurer and/or assistants.

***Recruitment Committee

Recap of November 12 Fun Dance

The Fun Dance went well. There were 36 attendees. We brought in \$380. A more detailed report is below.

Howard did a great job but he did all square dancing except for a repeat of the Barn Dance from October 1 and a variation of the Electric Slide. Those two dances were the right level for our attendees.

Preparations for January 7 Fun Dance

We would like Howard to include at least three dances that are not Square Dances. These can be very easy, like the Heal and Toe Shuffle. We would like there to be a little more emphasis on fun, easy dancing and a little less emphasis on learning a lot of square dance calls.

Soliciting cosponsors is a priority

Chris and Steve will make it a priority to write solicitations to other organizations to cosponsor Fun Dances with us.

We revised our pitch. We will now tell potential cosponsors that if they cosponsor a Fun Dance with us we will give them back half the money that their attendees bring in, we will run a 50/50 and give all the proceeds the cosponsor and we will give them a platform to promote their organization.

March Dance

We recommend to the board that there be a Fun Dance in March. March 11 is the optimal date as Steve is unavailable to attend on March 4 and later dates are too close to our fly-in.

We would like to hire a woman with Zip being our first choice.

