

**Minutes from the Independence Squares Board Meeting**  
**June 20, 2023 7pm via Zoom**

**Board members present at the meeting:** Dave T, David B, Drew, Scot and Steve

**Absent:** Ron and Vinney

**Guests present at the meeting:** Coco, Eileen, Linda, Mike, Tim, Will

**Secretary's Report (Steve)**

We will table the approval of the May board meeting minutes and Annual Meeting minutes until our next board meeting.

Steve volunteered to send invitations/reminders to our membership about upcoming board meetings.

**Treasurer's Report (Ron submitted an informal report to Drew)**

Ron submitted an informal report to Drew via email. He was not present at the meeting. He did not present a full financial report for this first meeting of the current board.

Drew paraphrased Ron's email. He reported that the former treasurer transferred access to all accounts to Ron. He mentioned that Ron suggested several changes to our **Treasurer and Finance Committee Procedures** document. He said that we would discuss these at a later date. Ron's suggested changes are included at the end of these minutes. The document itself is also attached. Drew appointed himself, Ron, Steve and Scot to the Finance Committee.

**Health and Safety Procedures Report (Linda)**

The HASP Committee has not met since prior to the previous (May) board meeting. A question came up since then about whether or not to continue requiring guests to sign waivers. This question was not addressed by the HASP Committee but the board had a discussion about the issue.

Drew pointed out that the waiver has a line with the email addresses of guests that we can use to contact people if someone does become ill with Covid within 5 days of one of our events.

The board decided to continue the current protocol of requiring waivers. The board will continue to keep track of the waivers as it has in the past.

Several attendees expressed their opinion that the waivers are not legally binding.

**Publicity Report (David B)**

Dave reported on some fixes/improvements to the website.

Dave will set up a meeting with Moss and Drew to discuss her concerns with the website.

Information about our upcoming Open Houses has been posted on PhillyGayCalendar, MeetUp, Facebook and our website. Emails have been sent out to people who gave us their email addresses at Pride events.

We briefly discussed an issue that Moss had with sending an email to the club through our Google Group. (independence-squares@googlegroups.com)

Dave will set up an Independence Squares trip to the Museum of Optical Illusions for August 13.

### **Recruitment Committee (Steve)**

Steve discussed our participation at Pride Events in New Hope, Philadelphia and Delaware County as well as upcoming participation at Pride Events in Jenkintown and Cherry Hill. He also mentioned planned square dance demos at two contra dances this summer. Our upcoming Open Houses are ready to go. Arin has expressed an interest in helping us get the word out to local colleges through social media about our open houses in August and September when college students will be back in town. The committee will send out a press release to PGN about our open houses soon.

### **Caller Liaison Committee (Mike and Linda)**

Classes will begin on September 19. Steve made a **motion** as follows and Dave T seconded it.

*In the fall, Independence Squares will offer a Mainstream class, a Plus class, an Advanced class and a Challenge 1 workshop on Tuesday nights. Independence Squares can include on the website that if people do not show up for any of the classes Independence Squares maintains the right to cancel or restructure the class.*

Motion passed unanimously (for 5, against 0, abstentions 0)

We need a substitute for Betsy on September 26. The substitute would only teach Mainstream the entire evening. There will be no Challenge dancing that night.

We need a substitute for Mark on October 4. The substitute would teach the third class of Plus and the third class of Advanced.

Steve will contact Dane B about substituting these nights. Mike and Linda will continue to brainstorm as well.

Mike and Linda mentioned that many callers are retiring, it is hard to find callers who are friendly to an LGBTQ+ crowd and that it is hard to get people with jobs in other cities to get to Philadelphia by 7 pm on a Tuesday. They also reiterated their invitation to the board to share our opinions and recommendations about potential callers. A lengthy discussion ensued. Coco mentioned the importance of having a reference guide for the Mainstream calls.

Steve agreed to be the point person for the August Dance. Mike will send Steve the wifi password a week before the dance. David B will look into organizing dinner at a restaurant after the August dance.

Drew made a **motion** as follows and David B seconded it.

*The fifth Tuesday of the month will be a Club Night and both callers will be invited to those Club Nights (pending caller agreement).*

Motion passed unanimously (for 5, against 0, abstentions 0)

A Club Night is a night with no instruction that is more like a dance. Callers call to the level of the floor.

We discussed options for an October dance and Steve agreed to look into availability of the Red Cross room at the church for Saturdays in that month.

We continued the discussion begun by the previous board of reduced admissions for members on Tuesday nights. We decided to wait until our next board meeting when Ron and Vinney will be in attendance to finalize the price schedule.

### **New Business**

Drew reappointed our current committee chairs to continue acting in that capacity.

Caller Liaison Committee – cochairs Mike and Linda

Health and Safety Protocols Committee – chair Linda

Recruitment Committee – chair Steve

Fly-In Committee – cochairs Mary Kay, Ron and Vinney

Two current officers of the IAGSDC are stepping down. In Ottawa, new chairs will be appointed at the IAGSDC delegates meeting. Tim will draft an email to the club to see if any of our club members have an interest in volunteering to fill these vacancies. The vacancies are for the IAGSDC Secretary and the Club Liaison.

### **Meeting Adjourned at approximately 9pm**

Ron's proposed changes to the document **Treasurer and Finance Committee Procedures:**

Checking Account Access.

This should be broadened to include "All" financial accounts, since we now have a CD, a savings account, and a PayPal account. The existing document fails to include those accounts.

I suggest the following wording and suggest that the title of this section be changed to "Financial Account Access":

*The outgoing and incoming treasurers shall arrange for the Finance Committee members to be signers on all the IS financial accounts, and to remove any signers who are no longer on the Finance Committee.*

Checks and Electronic Payments.

The requirement to have two FC members sign all checks is cumbersome during times when our club is not meeting. This should be revised to allow for written or email approval by at least one other FC member. I don't know if this will require a bylaw change or not. If not, then I propose the following, or similar, wording:

*Paper checks shall be signed by two members of the Finance Committee, as provided in the bylaws of the organization. In the case where two physical signers are not available, the issuance a check shall be authorized by at least one Finance Committee member who is not the treasurer. If a check is being made payable to the treasurer, then two other Finance Committee members must approve the issuance of the check. Approval can be done in writing or via email. Copies of all such approvals shall be saved online in a place where members of the Finance Committee can review them.*

#### Financial Records.

I intend to use QuickBooks instead of Google Sheets or Microsoft Excel to maintain our financial records. This qualifies under the term "or similar software". However, because I use a desktop version of QB, it is not possible to provide online access to the ledgers for the other Finance Committee members to view. I am the treasurer for the ICBDA (a round dance group) and for them, I also use QB and I provide copies of all of our financial statements on a monthly basis for the executive board to review if they wish to. I would like to do that for Independence Squares as well and I therefore propose the following change:

*The Treasurer shall provide copies of all financial statements on a monthly basis to the board for review.*