

Minutes from the Independence Squares Board Meeting

January 17, 2024 7pm via Zoom

Board members present at the meeting: David B (arrived halfway through the meeting), Dave T, Drew, Ron (left halfway through the meeting), Scot and Steve

Board members absent from the meeting: Vinney

Guests present at the meeting: Linda, Peg

Secretary's Report (Steve)

Steve made a **motion** that the board **accept the minutes** from the **December 7, 2023** board meeting as submitted. Ron seconded the motion. Motion **passed unanimously**.

Steve mentioned that the minutes are posted and up to date on the website and on the Google drive. He mentioned that all reports from the committees will be posted on the website without redaction unless the committee chair requests otherwise.

Earlier in January the HASP Committee submitted a proposal and asked the board to approve it via email.

They proposed that on Tuesday January 16, 2024 dancers be presented with a written statement as they arrive for classes and workshops. Since there has been a rise recently in COVID, RSV, and influenza in the greater Philadelphia area, the HASP Committee thought it would be prudent to encourage mask wearing during dance class/workshop. They wanted to give out a notice to everyone as they arrive at class for them to read and consider immediately, and not wait half-way through the evening before encouraging mask wearing. Here is the text of the message that they collectively drafted. It would be printed out and given out to everyone. We would have masks available at the treasurer's table.

PROPOSED TEXT for distribution at start of class on January 16:

Dear Independence Squares Family – the Health and Safety Committee has been monitoring the incidence of COVID, RSV, and influenza infections in the greater Philadelphia area. There has been a significant uptick recently, especially around the holidays, which has us concerned. As we care very much about our square dance family, in the interest of protecting everyone, we strongly encourage everyone to wear a mask while in the dance hall. We will continue to use the HEPA filter air purifiers in our two dance halls. We want to remind you to use the hand sanitizer between tips, and masks will be available to anyone who wishes to wear one while dancing. Any questions or concerns, please see anyone on the Health and Safety Committee: Linda, Peg, Ron, Vinney, Bob, Mary Kay, Mike, Tim, Eileen.

Ron made a **motion** via email that the proposal be accepted as submitted. David B. seconded it and the motion **passed unanimously**.

Treasurer's Report (Ron submitted a report)

Ron's report is attached to these minutes. The discussions below relate to that report.

Although we lose money on dances, open houses and class nights those losses have not been large this fiscal year and are easily paid for using our profits from the Fly-In weekend.

Independence Squares now has 57 members.

The board had no issues with Ron correcting the mistake on the "Treasurer and Finance Committee Procedures" document that was approved at the December meeting.

The board concurred with Ron that prepaid admissions to class nights may not be transferred.

The board discussed the pros and cons of approaching the church to renegotiate our contract that expired on the last day of 2023. Some board members were in favor of letting the church come to us first if they want to renegotiate and in the mean time continue to pay our obligations to the church using the same fee schedule as we did in 2023. After the board meeting, Ron looked at the contract again and based on this wording "Licensee understands that this agreement will automatically renew unless written notice is provided 60 (Sixty) days prior to the end of the current agreement" the finance committee is now comfortable continuing to honor the 2023 contract until such time as the church contacts us. At such time, Steve will take the responsibility to negotiate with the church.

Ron will ask Bob about whether or not the club has historically paid for use of the church when we have cancelled class on a Tuesday night. Steve will make sure it is stated clearly in any future contract whether or not Independence Squares is obligated to pay for Tuesday nights that are cancelled due to weather based on our concerns for the safety of our members. Subsequent to the meeting Ron contacted the church and the church affirmed that we do not need to pay for the two class nights that were cancelled in January.

Dave T will fill in for Ron at the treasurer's table on February 27.

The current prepay period for class nights now extends to March 26 as a result of the closures due to weather. Ron will share that information with Dave B so that the website can be updated.

Fly-In Committee Report (Ron submitted a report)

Ron discussed the report that he submitted from the committee and which is attached.

Subsequent to Ron submitting the report, Tim bowed out of working on the Fly-In schedule for 2024 so the committee will seek other candidates for that task.

Linda expressed her concerns about not trusting the new owners of the hotel to honor the contracts that we made with the previous owners. Ron reiterated that he is much more comfortable about this issue than Linda is based on the committee's meeting with the new owners and based on an email received from the new owners that states explicitly that they will honor our contracts for 2024 and 2025. He believes that the hotel wants us as customers and will not do anything that will jeopardize our continued business.

Those present at the board meeting had a lengthy discussion about the possibility of having a Fly-In at a location that is not associated with a hotel. People remembered past Independence Squares Fly-Ins using that format that had limited success. Several people at the meeting expressed their preference to continue hosting the Fly-In at a hotel complex.

Mainstream and Plus Program Representative (Vinney was absent and did not submit a written report.)

Ron mentioned how hard Vinney has been working to keep the Mainstream class members up-to-date, engaged and informed.

Recruitment Committee (Steve did not submitted a written report.)

There has been no recruitment committee meeting since the last board meeting. Steve mentioned that Coco is working on a recruitment event on Penn's campus in April.

Health and Safety Procedures (Linda submitted a report)

Linda discussed the contents of the HASP Committee report which is included in these minutes.

Ron made a **motion** that the board **accept Proposal 1** as submitted by the HASP Committee. Steve seconded the motion. The motion **passed unanimously**.

Proposal 1 is in the included report and it is also included here.

PROPOSAL 1: TRACK HOSPITALIZATION TRENDS IN PHILADELPHIA COUNTY

CDC no longer tracking COVID positivity and COVID incidence in patients being admitted to hospitals. IS meeting for dancing in Philadelphia. HASP proposes that we continue to track trends in hospitalization rates only in Philadelphia County. Since 2022, there have been only slight changes in statistics for the counties outside of Philadelphia.

Proposal 2 from the HASP report was accepted between meetings as noted above in the secretary's report.

Caller Liaison Committee (Mike and Linda submitted a report)

Mike sent a message that the March 16 dance conflicts with WASCA. The board is not concerned that this will affect our dance.

Linda discussed the report which is included in these minutes. The Caller Liaison Committee is in the final stages of contracting a caller for the February 24 dance and the March 16 dance.

Steve mentioned that everything is moving forward well with the January 27 dance and Jim B has agreed to be the point person with the church in Chatham. Steve also said that the negotiation with the church in Delaware for the Summer Splash is going well and they have waived the \$200 cleaning fee.

Advanced and Challenge Program Representative (Dave T)

Dave T discussed his conversation with Mark Franks about his concerns about completing the instruction for the Advanced class in the time remaining. We had a long discussion about possible solutions to give Mark more time.

Steve made a **motion** that **"If Mark is amenable and if the scheduling works out then the Advanced Class will be extended for two additional Tuesdays and we will contract Mark to teach that class."**

Dave T seconded the motion. Motion **passed unanimously**. (By this point in the agenda Ron had left and David B had joined the meeting.)

Dave will go back to Mark with our ideas.

Subsequent to the board meeting Mike corresponded with Mark and sent this message to the board.

I spoke with Mark and we had a good discussion in regards to the status of the Advanced Class. He will be able to finish all of the calls on the Advanced list by the end of the term in May. The dancers will not be proficient in the program, a normal state of affairs for most programs, but they will have been exposed to them all. This is with the understanding that next year there will be an Advanced workshop so that the dancers can work on their skills. This is also done fairly regularly with many programs, following up the classes with workshops.

Publicity Committee (David B submitted a report)

David B discussed his report which is included with these minutes.

Board members present concurred with the proposal to add language to the Independence Squares website about cancellations due to weather on Tuesday nights.

The addition is in the Publicity Committee report and is included here.

"In addition, if Independence Squares cancels classes or other events when Philadelphia schools remain open or are not in session, an email will go out to the club's distribution list, and the club's webpage will be updated."

David reminded those present to be careful about sharing email addresses and phone numbers when sending an email to a very large group. We need to protect the privacy of our members.

New Business

Drew appointed Scot to be a member of the Nominating Committee. Drew will send out a notice seeking other people to be on that committee.

Meeting Adjourned at approximately 8:30pm

INDEPENDENCE SQUARES TREASURER'S REPORT

JANUARY 17, 2024

Note: Board action needed on highlighted items.

- Our fiscal year-to-date Profit and Loss report is attached for discussion. Highlights include:
 - Membership dues increased by \$90.00 due to the addition of two new club members.
 - Our 2023 Glitter Ball netted \$17.50.
 - Misc income increased by \$125.00, representing advance payments in December for CPR/AED training. As of 1/14/24, all registrants are paid except for two.
- Our CD with LiveOak Bank comes due Feb 1. The balance as of 12/31/23 was \$35,428.41. I will look at options at the time of maturity and will discuss them with the Finance Committee.
- A formal "Joint Dance Agreement" has been signed by our club and Times Squares to outline the financial responsibilities between the clubs for our joint dance on January 27, 2024. As a result, Times Squares has remitted \$342.50 to cover half of the fees for the caller and the venue. Their check was received in January, 2024 and will be reflected in next month's financials. Incidentally, the JDL has been expanded due to further conversations with the Finance Committee and a copy of the current template is attached. Comments are always welcome regarding this new document.
- I recently discovered that the "Treasurer and Finance Committee Procedures" document revisions which the board approved at the last meeting, contains a carryover error from the original document that wasn't previously discovered. The document states that our fiscal year runs from January 1st to December 31st. This conflicts with article 8.1 of the bylaws which states that the fiscal year runs from June 1st to May 31st. **Permission to correct the recently revised document in order to have it match the bylaws is requested of the board.**
- **A club member has asked if a prepaid dance fee can be applied to another dancer on a night that the prepaid dancer cannot attend a specific class/workshop. Being unaware of any official board position on this matter, I told her that I didn't believe that we allowed this but that I would bring it to the board's attention for an official determination.**
- I recently reported to the board that we appear not to have a contract with the Lutheran Church for our hall rentals in 2024. **This needs to be remediated.**
- **Clarification from the board needs to be made regarding the club's obligation to pay the Lutheran Church's rental fee for the classes/workshops of Tuesday, January 9, 2024 which were cancelled due to severe weather conditions. Guidance for this type of situation should also be put in place for future cancellations.**
- Vinney and I are unable to attend the classes/workshops on the evening of February 27. **The board needs to find someone to fill in for me at the Treasurer's table that evening.** It preferably needs to be someone who can easily deposit the evening's proceeds at a PNC Bank branch. I will be happy to review the procedures with whomever offers or is assigned the role for that evening.

Respectfully submitted,
Ron Rumble, Treasurer

Treasurer and Finance Committee Procedures

October 2023

Finance Committee

The Independence Squares Finance Committee shall include the Treasurer and three other board members. The incoming President shall appoint the Finance Committee at the board meeting that follows the annual board election, subject to ratification of the full board.

Financial Account Access

The outgoing and incoming Treasurers shall arrange for the Finance Committee members to be signers on all Independence Squares financial accounts and shall remove any signers who are no longer on the Finance Committee.

The Treasurer shall ensure that all members of the Finance Committee have online access to all financial accounts where permitted by the financial institutions.

Checks and Electronic Payments

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 of a check shall be authorized via email by two Finance Committee members. In no case shall a check be authorized by the person to whom the payment is being issued. Copies of all such approvals shall be saved online in a place where members of the Finance Committee can review them.

Electronic payments (including checking account bill pay and debit card payments, PayPal, and other digital payment methods) shall be authorized via email by two members of the Finance Committee. In no case shall such a payment be authorized by the person to whom the payment is being issued. A copy of these emails shall be saved online in a place where members of the Finance Committee can review them.

Financial Records

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

The Treasurer shall prepare Income Statement and Balance Sheet reports monthly for review by the IS Board.

Independence Squares' fiscal year is January 1st to December 31. Financial records are maintained on a cash basis, with one exception: income and expenses for the Independence Squares Fly-in are recorded in the month the Fly-in occurs. Advance registration payments and advance payments to callers and vendors are treated as unearned income and prepaid expenses respectively.

Independence Squares Joint Dance Agreement

This memorandum outlines the roles and responsibilities between Independence Squares and xxxx as they pertain to a joint square dance event as outlined below.

I. Event details

- Date(s):
- Name of event (if applicable):
- Caller(s):
- Caller(s)' fees:
- Venue:
- Venue fee:
- Venue security deposit:
- Times:
- Program(s):

II. Financial arrangements

2.1 The co-sponsoring clubs will share the following costs on an equal basis:

- Hall rental
- Hall security and cleanup, if applicable. This includes any security deposits.
- Caller fee and transportation costs as outlined in the caller(s)' contract(s)
- Advertising. Budget for advertising not to exceed \$xxx.xx.
- Miscellaneous expenses, including but not limited to 50/50 tickets, refreshments and related items, decorations. Budget for miscellaneous expenses not to exceed \$xxx.xx.

2.2 The co-sponsoring club(s) shall remit their share of the caller(s)' fees and the hall rental fees, including any security payments/deposits and any cleanup payments/deposits to Independence Squares along with this signed agreement within 30 days of receipt of this agreement. If these costs have not yet been determined, the co-sponsoring club(s) shall remit payment to Independence Squares as soon as these costs have been established.

2.3 All participants who dance at the event must pay the stated admission price. If a dancer is admitted at a reduced price, the club that allowed that dancer to enter must make up the difference. Non-dancing attendees will not be charged an admission fee.

2.4 Independence Squares shall be responsible for the collection and remittance of all funds in association with this joint dance. Independence Squares shall remit an accounting of net income/loss to each co-sponsoring club within 30 days of the conclusion of the event. Any net income (including door admission fees, 50/50 sales, and donations) will be split equally among the co-sponsoring clubs. Independence Squares is responsible for remitting the shared net income to the co-sponsoring clubs within 30 days of the event. The co-sponsoring clubs shall share equally in any net loss and shall remit payment for their share of the loss to Independence Squares within 45 days of receipt of such accounting.

2.5 Independence Squares shall be responsible for-any tax reporting related to the payment of fees associated with this event.

III. Insurance

3.1 Insurance for the event shall be provided through Independence Squares.

IV. Event cancellation

4.1 If the event is cancelled for any reason, the co-sponsoring clubs shall share equally in all expenses.

V. Callers and venues

5.1 The caller(s) and venue shall be agreed upon by all co-sponsors and shall be contracted by Independence Squares. All contracts are to be signed by all co-sponsoring clubs and a completed copy of each contract shall be provided by Independence Squares to each club.

Accepted by:

Independence Squares Date: _____

Accepted by:

Co-sponsor Date: _____

Co-sponsor Date: _____

INDEPENDENCE SQUARES FLY-IN COMMITTEE REPORT

JANUARY 17, 2024

A Fly-In Committee meeting was held on Monday, January 15, 2024. Highlights include the following:

Finances

- We currently have 92 registered dancers (the 2023 Fly-In ended up with 149 dancers), with a total of \$7925 in registration fees. We have 80 room nights booked (the 2023 Fly-In ended up with 145 room nights). Our obligation to the hotel is to book 80 room nights.
- The committee was advised that a meeting with the hotel and the Fly-In Chairs was held in early December. We received assurances that our contracts for 2024 and 2025 will be honored and the hotel is eager to have us back in 2026. There will be construction to the main customer facing area, beginning in Q1 of 2024 but we have been assured that we will not be negatively impacted. Sleeping room renovations will begin after the Summer of 2024. There were also many other smaller issues discussed, including air conditioning, hotel bar, hotel restaurant, parking problems, among others. The Fly-In chairs left the meeting feeling more comfortable about our dealings with the hotel as a result of its recent sale.
- Ron had previously begun discussions with the hotel about the possibility of returning in 2026 and this conversation continued at this December meeting. The hotel has quoted a price for the ballrooms of \$7372.51 (inclusive of all taxes and service charges), with room rates of \$139.00. They are unwilling to budge on this pricing, feeling that it is a fair increase for an event that is more than two years away. After some pushback, they agreed to give us more favorable terms as they relate to our comp rooms, increasing our free rooms from 1 for every 20 booked rooms, to 1 for every 15 rooms booked. At the January Fly-In committee meeting, it was agreed to hold off on any recommendation to the board until after we have a chance to see how we end up financially in terms of our 2024 event. Ron will notify the hotel of this decision, knowing that the hotel could possibly book our 2026 dates to someone else.

Dance Schedule

Tim has agreed to put together the dance schedule for 2024 but has bowed out of continuing in that role after this year. The committee will need to find a new person to handle that task and there are some names under consideration. A lengthy conversation ensued regarding the dance schedule as it relates to the MS dancers. It was generally agreed that we should keep most of the MS program at a diluted MS level (more specifically, SSD) in order to give the newer MS dancers the best possibility of having a good time. This is in line with Betsy's goal of having our new MS dancers at that level by the Fly-In. It was also generally agreed that the program will label these sessions as "SSD" but that there will be a footnote to explain that the level will rise to full MS if the dancers in the hall can support that and if the caller is agreeable. This will be discussed with the callers ahead of time.

2025 Theme

It was agreed that the theme for the 2025 Fly-In will be a "Grease" theme. There was no time to discuss any details regarding tag lines, artwork, flyer, etc. and these matters will be flushed out at a future meeting.

Many other miscellaneous topics were discussed including advertising, baskets, decorations, etc.

Respectfully submitted,
Mary Kay, Vinney, and Ron

HASP REPORT TO INDEPENDENCE SQUARES BOARD OF DIRECTORS

January 2024 Meeting

HASP had a meeting on Friday January 12, 2024. We discussed these issues:

- Upcoming CPR / AED class
 - Currently have 17 people signed up; Red Cross has been informed of this number
 - Most people have paid in advance
 - Plan to go to Shake Shack after the class for dinner and / or dessert
- Covid and other respiratory diseases (RSV and influenza) are on the increase in the greater Philadelphia area
- Masking during dancing
- Encouraging masking during tips
- Handout slips of paper with masking encouragement at start of class evening rather than at the half-way announcement time
- Which metric to use to decide to recommend return to mandatory masking
- Hand sanitizing between tips is to be encouraged
- Air purifiers: Independence Squares will continue to use air purifiers
- Health services for those who do not have health insurance

“Flu and COVID-19 vaccines, tests and treatments should be covered by health insurance. For those who are uninsured, the government is also offering a program [called Test to Treat](#) that offers free tests, free telehealth appointments and free treatments at

home” <https://www.npr.org/sections/health-shots/2024/01/05/1222976528/respiratory-illnesses-covid-flu-rsv-increase-rise-after-holidays> and https://www.test2treat.org/s/?language=en_US

- RSV and influenza. Here are recommendations from CDC: <https://www.cdc.gov/respiratory-viruses/tools-resources/index.html>
 - To summarize: get vaccinated; access treatments that are available for flu and COVID-19; use testing; use masking, physical distancing, washing hands, and improving airflow in the places where people live and work can provide an additional layer of protection.

DISCUSSION: COVID TRENDS & METRICS

Metrics: Metrics for COVID are inconsistent. CDC no longer tracks positivity rates, and hospitals are no longer testing for COVID in all patients being admitted to a hospital. If, at admission, a hospital tests for COVID in patients exhibiting respiratory symptoms (even though this no longer required), then they report that positive test result to CDC. So the current statistics on hospitalization use a different metric from the times when all patients were tested at admission. Even so, we can look at trends of patients who test positive for COVID at the time of hospital admission. We noted an increase in COVID positivity in hospital admissions in the Fall of 2023. In Philadelphia County, on December 30, 2023 (the most recent numbers that were available), hospitalization was 139.4. For comparison, the rate on December 29, 2022 was 172.8. When Independence Squares decided to make mask wearing optional, the hospitalization rate was 26.4.

Other metrics considered:

Wastewater: Philadelphia does not report wastewater tests to the public.

Death rates: HASP had stopped tracking deaths due to COVID in 2022 when CDC stopped compiling this data in the United States.

Philadelphia School District: nothing apparent on the web site; we will talk with someone who works for the school district to see where they are with requiring masking for students and staff.

PROPOSAL 1: TRACK HOSPITALIZATION TRENDS IN PHILADELPHIA COUNTY

CDC no longer tracking COVID positivity and COVID incidence in patients being admitted to hospitals. IS meeting for dancing in Philadelphia. HASP proposes that we continue to track trends in hospitalization rates only in Philadelphia County. Since 2022, there have been only slight changes in statistics for the counties outside of Philadelphia.

DISCUSSION: MASKING

Based on the hospitalization rate trend, the current community risk level for Philadelphia is Medium. CDC makes these recommendations when the risk level is medium:

If you are at high risk for getting very sick, wear a high-quality mask or respirator.

If you have household or social contact with someone at high risk getting very sick, consider self-testing to detect infection before contact and consider wearing a mask when indoors with them.

PROPOSAL 2: ENCOURAGE MASKING INFORMATION SLIPS

HASP proposes that Independence Squares will encourage the wearing of masks during dancing while the trends are increasing. We will do so by passing out a written statement to encourage wearing masks during this time and making an announcement during the mid-class break. HASP currently is not recommending a return to mandatory masking during classes and dances.

Text to be distributed at the start of the classes on Tuesday:

Dear Independence Squares Family – the Health and Safety Committee has been monitoring the incidence of COVID, RSV, and influenza infections in the greater Philadelphia area. There has been a significant uptick recently, especially around the holidays, which has us concerned. As we care very much about our square dance family, in the interest of protecting everyone, we strongly encourage everyone to wear a mask while in the dance hall. We will continue to use the HEPA filter air purifiers in our two dance halls. We want to remind you to use the hand sanitizer between tips, and masks will be available to anyone who wishes to wear one while dancing. Any questions or concerns, please see anyone on the Health and Safety Committee: Linda, Peg, Ron, Vinney, Bob, Mary Kay, Mike, Tim, Eileen.

Caller Liaison Report

Independence Squares Board of Directors Meeting – January 16, 2024

The information below is accurate as of Tuesday, January 16, 2024, 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/Notes 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.

Dances Through April 2026

Callers have been contracted and confirmed for the following dances taking place December 2023 through March 2026.

Saturday, January 27, 2024 – Joint Dance with Times Squares – Mainstream and Plus with Advanced Star Tip – Dan Koft 5:00 pm – 8:00 pm St. Paul's Episcopal Church, Chatham, NJ

Saturday, February 24, 2024 – Mainstream Class and Plus with Advanced Star Tip – Caller TBD 7:00 pm – 9:30 pm

Saturday, March 16, 2024 – Advanced and C1 – Caller TBD 7:00 pm – 9:30 pm

April 2024 Fly-In: Callers: Darren Gallina, Betsy Gotta, Bill Harrison April 5-7, 2024

Saturday, June 1, 2024 – IS 35th Anniversary Dance – Betsy Gotta Mainstream through C1 Time TBD

Saturday, August 24, 2024 – Summer Splash All-level dance Mainstream through C1 – Dayle Hodge 1:00 pm – 5:00 pm Space TBD – Potential Joint Dance with DC Lambda Squares and Chesapeake Squares

Saturday, December 7, 2024 – Glitter Ball Mainstream through C1 – Dayle Hodge - Space TBD

April 2025 Fly-in: Callers: Jeremy Butler, Vic Ceder, Don Moger April 4-6, 2025

Saturday, December 6, 2025 – Glitter Ball Mainstream through C1 – Mark Franks – Space TBD

March 2026 Fly-in: Callers: Sandie Bryant, Ted Lizotte, Chris Phillips March 13-15, 2026

Open Houses and Classes

The Mainstream Class and C1 Workshop with Betsy Gotta began September 19, 2023.

The Plus Class and Advanced Class with Mark Franks began September 19, 2023.

FYI Notes

- 1) Betsy Gotta will not be available on January 9, 2024 and again on March 26, 2024. Mark Franks will not be available on February 27, 2024 and again on April 16, 2024. A suggestion was made to the board prior to the last meeting to consider not hiring a substitute caller when only one of the class callers is out. This suggestion was accepted by the board and is only for classes through May 2024.
- 2) Several dates were suggested to the board for dancing in 2024 and we are still looking for callers for February 24 and March 16. We are in talks with two different callers for these dances and they should be completed within the next week.

Publicity Chair Report for January 17, 2024 Board Meeting – Submitted by Dave B

Website updated with new info, and old info deleted as appropriate. Some dance info is not complete, I will update it once the Caller Liaison Committee has finalized it.

I need confirmation that the text that the HASP committee has provided regarding masking should be added to the HASP section of the website.

Inclement weather closing section should probably be expanded. While the Philadelphia School District info is correct, I suspect that we're going to close faster than they are in many situations. Proposed added text: "In addition, if Independence Squares cancels classes or other events when Philadelphia schools remain open or are not in session, an email will go out to the club's distribution list, and the club's webpage will be updated."

The club's Google Voice number lapsed last year. This has created a few issues. The reasons why we need a club phone number are:

- Some websites where we post events require a phone number for contact purposes. This number is associated with the club, not the event.
- Websites such as PayPal, online banking, and Meetup, and most recently, the USPS, require a contact phone number.
- Websites where we order merchandise (copies, etc.) typically require a phone number.

We also typically received a few voicemails on the number through the year. The voicemails were transcribed and forwarded to the club email, where the person monitoring the email could either respond or forward them to the appropriate person to respond. The old number is probably still listed on several websites.

I had to provide my personal phone number to the USPS when setting up the new mail service. That should not have to happen. I have held off on posting events to "Where's the Dance" until I resolve this. Our old number is now in use by someone else (I called it). I'll assess if Gmail will let us get a new number, and keep the board notified of problems.

I will be on vacation in Florida from January 24 to February 4. I'll need someone to delete the January 27 dance from the website after it happens. I will not have a laptop with me, and while it might be possible to update the website using a phone, I'm not sure how that looks on that device. I will be able to monitor and release emails while I'm away.

Upcoming, I'll be out of the US April 11-21 and will need coverage for both the website and email during that period.