

# Old Farmer' Ball Board Handbook

## Overview

History of OFB

Board Roster – attached.

## Behind-the-Scenes Work

Officer and Committee Descriptions and Responsibilities

What exactly does the Board do? The Board meets once a month and works together both in that meeting and on their own time to do the work needed to have a smooth and successful dance each week, and to carry out a few special events. Work includes:

- Liaison with Warren Wilson College—keep the college informed of our doings; seek approval when we want to make changes to Byrson gym or to request use of the gym on additional dates (such as New Year's Eve).
- Hosting the dance each week: Folks want to know who is in charge in case something goes wrong. Also, counting the money, paying the performers, and documenting our financial transactions for tax purposes.
- Work with WWC to plan for the massive crowds during Swannanoa Gathering
- Address any concerns or complaints expressed by members of the community; facilitate problem solving.

Officers:

- Treasurer: manage our bank account, work with accountant to file our tax forms, keep us financially responsible. Heads the budget committee.
- Secretary: take notes at meetings and send out minutes each month; keep OFB archives of past minutes, policies, etc., including uploading them to the OFB-Board yahoo user group. (See the Board listserv section for how to do this).
- President and VP – provide overall leadership: plan agenda for monthly meetings; keep track of what needs to happen when, and make sure it is covered – delegate, organize, problem solve.

## Committees

Committees are responsible for implementing policies, goals, and objectives identified by the Board. While the Board has ultimate authority over policies, goals, and objectives, committees are encouraged to develop and propose them for Board approval. Policies and Board Handbook changes must be prepared in a format that are either additions or changes to the respective document, and clearly indicate where they are located in the document.

Committees are made up of OFB members who may or may not be a Board member. The Chair of each committee is required to submit written summaries of all decisions made by the committee to the Board Secretary for inclusion in the minutes of the Board.

Each committee is responsible for developing an annual budget that includes anticipated income and expenses.

There are three kinds of committees, Dance, Support, and General. General committees have little or no interaction with other committees. Dance committees are responsible for a dance. Support committees provide a supporting role to one or more Dance committees.

## **Dance Committees**

Dance committees are responsible for all aspects of the operation of their dance. Dance committees can elect to use the services of the Booking, Marketing, Dance Development, and Volunteers committees. They must work with the Sound Committee anytime sound equipment owned by the OFB is being used.

Dance and Support Committees should strive to collaborate closely in making decisions that effect both committees. When this process does not work, the issue must be referred to the Board for a final decision. It must be presented in a format that potentially amends this document. The decision of the Board will be in a format that amends this document.

The current dance committees are: Weekly Dance, Advanced Dance, English Country Dance, YMCA Dance, Splash Dance and New Year's Eve Dance. This list may change over the years.

One member of the Weekly Dance Committee must be a Board member who is viewed as the most likely liaison individual between the Board and Warren Wilson College. This person serves as the main, but not sole, contact point between the OFB and Warren Wilson College.

## **Support Committees**

Booking Committee is responsible for managing the process of booking bands and callers that work within the framework provided by the Board. It recommends for Board approval the policy on booking, and implements them in conjunction with other Committees once Board approval is granted. The Committee recommends for Board approval the person who will serve as the Booker, and supervises this person. Any other volunteers that are utilized in the process are selected and supervised by the Committee. The Booker is a member of this Committee.

Sound Committee is responsible for managing equipment for sound and sound attenuation purchased with OFB money, within the framework provided by the Board. It recommends for Board approval the policy on lending and renting sound equipment to other organizations. It handles requests for the use of sound equipment by strictly applying the Board-approved policy; deviations from the policy must be approved by the Board. The Committee is charged with developing a long-range view for the purchase and maintenance of equipment, and annually presents to the Board a 5 year plan for purchases. The Committee recommends for Board approval the person who will serve as the Head Sound Engineer, and supervises this person. It appoints individuals known as Sound Engineer who have sole approval to operate sound equipment owned by the organization. Any other volunteers that are utilized in the process are selected and supervised by the Committee. The Head Sound Engineer is a member of this Committee.

Dance Development Committee is responsible for classes, workshops, development of dances, online training materials etc. that are designed to improve the quality and quantity of dancers, callers and musicians.

Finance Committee is responsible for drafting the annual budget and revising it as needed according to Board direction. It discusses and manages any issues relating to finance that are too detailed for the whole Board. It reports back to the Board with proposals for approval. The budgets of all committees are presented to the

Finance Committee for inclusion in the annual budget. New projects are reviewed by the Finance committee to make sure they fit into the overall organizational budget. The committee is responsible for reviewing and renewing our insurance policy annually. It serves as the main liaison with the accountant.

Marketing Committee is responsible for all aspects of marketing and information dissemination. It recommends for Board approval policies relating to marketing, and implements them in conjunction with other committees once Board approval is granted. The Committee recommends for Board approval the Webmaster and the Newsletter Editor, and supervises them. They both are members of the Committee.

Volunteers Committee has general responsibility for volunteers and Dance Hosts. It is responsible for the selection and recruitment of all Dance Hosts. Dances are required to select all Dance Hosts from the list which is maintained and published on the web site by the Volunteers Committee. Other volunteers can be selected, recruited, and assigned by the Volunteers Committee or the Dance Committee. The Volunteers Committee recommends for Board approval the policy on Dance Hosts and other volunteers, and implements them in conjunction with other Committees once Board approval is granted. It informs Board members via email of the identity of Dance Hosts for each dance at least 1 day ahead, for those dances where it assigns them. The Committee recommends for Board approval the person who will serve as the Volunteer Coordinator, and supervises this person. The Volunteer Coordinator is a member of the committee.

## **General Committees**

Executive Committee is defined in 8.1 of the Bylaws.

Membership Committee manages all issues related to membership. It keeps the membership list updated; working with the door volunteers to make the joining process efficient. It produces and mails membership directories. The database manager is a member of the committee.

Annual Meeting Committee plans and carries out the annual membership meeting. It reports to the Board with draft budget for approval and obtain authorization for any expenditure.

Vision Committee is responsible for researching possibilities for acquiring property to build our own dance hall.

## **Other**

- Volunteer Coordinator – Recruit and schedule volunteers; facilitate communication among volunteers; work to address volunteer concerns, consulting with the Board as needed; plan and carry out volunteer appreciation activities; work to make their job easy, efficient and fun; work with the Budget committee regarding any needed expenditures; liaison between the Board and volunteers.
- Accountant – the accountant files our tax forms and advises the Board on legal financial issues.
- WebMaster – the webmaster maintains the OFB website.
- Database manager – maintains the membership database
- Booker – books the bands and callers for weekly dances.

## Booking

Generally one individual serves as the booker, although this job could be shared, depending on the individual(s) doing the work. Work includes: hiring the bands and callers for our weekly dances and managing the details of their contract. Especially for out-of-town bands, making sure they know when to arrive, how to get to the hall, agreement on how much they will be paid, etc. The booker is charged with ensuring that bands and callers who are hired are of sufficient skill to provide the quality of dance we desire, ensuring that the styles of performers are varied according to the general preferences of the community, and ensuring that opportunities to play and call are fair and balanced for all who are interested.

## Membership

The OFB is a membership organization, although events are open to the public.

Benefits of membership include:

- Being a supporting and voting member of the OFB dance community.
- Being eligible to be on the Board.
- Being listed in the Old Farmer's Ball Member's Directory.
- Receiving a copy of the Old Farmer's Ball Member's Directory.
- Receiving a \$1 discount on admission to the dance WITH OFB MEMBER ID

Cost of membership is determined by the Board, based on recommendation of the Membership Committee. Membership for 2010 is \$5.00.

Membership is for one calendar year, and must be renewed each year. The membership year begins on September 1st.

Membership cost is not pro-rated for individuals who join in the middle of a year.

## Volunteers

The OFB depends on volunteers to carry out the various work needed to run the weekly dance. Opening and closing volunteers receive free admission for the night they work. Door volunteers receive free admission for the month they work.

Jobs and tasks include:

Opening / Set- Up:

- *Details to be provided by the volunteer coordinator - who is responsible for opening the hall?*

Door/Admission Table:

- *Details to be provided by the volunteer coordinator. Admission policies – see below.*

Clean-Up/Closing:

- *Details to be provided by the volunteer coordinator -- who is responsible for locking the hall?*

## Newsletter – creating, printing, distributing

The OFB publishes a newsletter every two months. The Chair of newsletter committee serves as Editor of the newsletter and is responsible for ensuring that the newsletter tasks are carried out, either in person or by delegation:

- Collecting articles
- Doing the layout and producing a print-ready copy
- Researching print costs and selecting the best printer for our needs
- Taking the newsletter to the printer and picking them up within the time deadline for each two-month period
- Mailing newsletters to members – handled by the membership committee.
- Delivering newsletters to the flyer table at the weekly OFB dance and distributing them to other local dances.

## Special Events – Chair Responsibilities

The OFB carries out three special events each year, and more as authorized by the Board. These are the annual Splash Dance weekend, the New Year's Eve dance, and the annual membership meeting. A committee is formed for each event, with a Committee chair who serves as the liaison to the Board. The event committee has broad authority to make decisions to plan and carry out the event, EXCEPT for the following areas:

- Budget
  - A budget for the event must be drafted and presented to the Board for approval prior to any significant work being done, and prior to any contracts being made. The budget should contain line items showing estimated expenditures organized by categories (e.g., performers, food, lodging, decorations, supplies, etc), and estimated

- income organized by sources (e.g., registration, grants). Any subsidy needed from OFB savings must be formally requested and approved prior to any expenditures.
- Any expenditures that are to be reimbursed by the OFB must be previously approved -- generally through the above described budget process, or by separate approval.
  - Any requests for reimbursement must be accompanied by receipts documenting the expense.
  - Paper trail – all money in gets deposited in bank, all payments are made by check.
- Performers
    - Bands, callers, and sound engineers for OFB events should be hired in consultation with the Booking Committee and should be proposed to the Board for approval before invitations are issued or contracts made.
    - Written contracts should be executed with performers for special events. Contracts should document the names of each individual performer, the day and time they will perform, and the payment (or payment formula) they will receive.

## **By-Laws**

OFB by-laws are attached as an appendix to this handbook. By-laws include description of the process for amending the by-laws.

## **Policies**

Please see the OFB Policy Handbook for all current policies that have been passed by passed boards. Policies are always amendable by current boards.

### Board Minutes and Listserve: : “CONFIDENTIALITY”

*When we discuss negative aspects about a person that have been brought to our attention because of the effect they do or might have on our dance and our dance community, we do not advertise the person's name or the names of the people who spoke out about it. Because our meeting minutes are open for review upon request, when the minutes are , we leave the names of both sides of the issue out of them.*

*There is also a lot that we discuss that we do not put in the minutes, in the interest of fairness to both parties. This is all part of taking care of our community. We as a board are charged in making decisions for the good of the community. If the information that we gather includes a lot of negative stuff, we don't advertise it in our minutes, we give a general overview.*

*We don't, for instance, state in the minutes that alcohol and drug use came up; or that the person sold something, collected the money, and did not deliver the items; or that the person has been known in the past to be verbally and emotionally abusive. We are not a court so we are not in the position of deciding if the person is guilty of whatever, but we do have to use our best judgment to decide what we feel is best for our community. In the interest of protecting the person, we do go into closed sessions to discuss this type of thing.*

*The Board listserv is our continuation of our board meetings, and since all the details are written down, all contents of messages on the listserv are confidential.*

*Do we need some guidelines for the secretary of what goes in minutes.*

*Motions – text of the motion, who made the motion, seconded, and the vote.*

*All reports should be written and attached to the minutes when sent out and when archived, so the secretary is not paraphrasing reports. This should also make reports go faster.*

## **Board Voting**

A majority of the voting members of the Board shall constitute a Quorum at all meetings.

- 5.1 TELEPHONE AND SIMILAR MEETINGS:** Directors may participate in and hold a meeting by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can simultaneously hear each other during the meeting. Participation in such a meeting by this means shall constitute presence in person at the meeting, except where a person participates in the meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

Once you have joined:

- Each time the moderator creates a poll, an email invitation is sent out to all members describing the question and answers. Just click on the link provided to cast your vote. (You may need your yahoo username and password). OR
  - Go to the webpage: [http://groups.yahoo.com/group/ofb\\_board/](http://groups.yahoo.com/group/ofb_board/). You will need to sign in using your yahoo username and password.
  - Click *Polls* on the left. Follow the prompts to vote on the latest poll.
  -
- You can change your vote at any time until the moderator concludes the voting period. A moderator may keep voting open for many days, so that all groups members have a chance to participate. If you decide to change your vote, return to the Polls area and submit your changes.*

*To view results: There's a link to the current poll results on the main Polls page. If you've already voted in the current poll, you'll see the results on the main Polls page. In addition, you can browse through past polls by clicking on any poll in the Past Polls section. It's up to the moderator to determine if poll results are archived.*

## **Communication**

### Board Listserve – joining and accessing; on-line voting; shared files

The Board listserve is a yahoo group. This is a closed list, only for OFB Board members. You must be authorized to join this list. The list administrator is \_\_\_\_\_ . To e-mail the list owner, send a message to: [OFB\\_Board-owner@yahoogroups.com](mailto:OFB_Board-owner@yahoogroups.com).

You need a free yahoo account to use this group, but messages can still be directed to any other preferred e-mail address.

If you do not yet have a yahoo account, set one up. Go to: <http://groups.yahoo.com/>. Near the top, click SIGN UP. Be sure to write down the username and password you choose, so you can find them again. Maybe make a note right here: my username: \_\_\_\_\_ my password: \_\_\_\_\_

Once you have a yahoo account, go to [http://groups.yahoo.com/group/ofb\\_board/](http://groups.yahoo.com/group/ofb_board/). Click JOIN THIS GROUP. If you are not already logged in to yahoo, it will take you to the sign-in page. Log in using your yahoo username and password.

Once you join the group, you will have the option to set a preferred e-mail address, to which group messages will be sent. You can also choose whether you want to get messages one at a time or in digest format (one message per day, containing all of that day's messages).

Once you have joined the list and set up your profile, you do not need to use the website often. Messages will come to your e-mail.

To send a message to the group, send an email to: [OFB\\_Board@yahoogroups.com](mailto:OFB_Board@yahoogroups.com)

To leave the group, you can unsubscribe by sending an email to: [OFB\\_Board-unsubscribe@yahoogroups.com](mailto:OFB_Board-unsubscribe@yahoogroups.com)

To view archived messages, visit: [http://groups.yahoo.com/group/ofb\\_board/](http://groups.yahoo.com/group/ofb_board/). You will need to sign in using your yahoo username and password.

#### Other things you can do on the website:

- Access shared files: click on *files* on the left. These include minutes from past meetings, and information such as our dance guidelines, managing the info line, etc. Check it out.

- You can add a file to be shared: Click on *files* on the left. Then click *add a file*. There is also an option to create a new folder.
- Vote online – click *Polls* on the left.
- Check on Board Hosting: Click on “calendar” on the left side and go to the desired month to see who is hosting each week.

#### Why does it say my account is "bouncing"? How can I stop bouncing?

If group messages sent to your email address are returned to Yahoo! Groups as undeliverable ("bouncing"), your Yahoo! Groups account may be temporarily disabled.

Messages can be returned for several reasons:

- Your mailbox may be full -- try deleting messages from your Inbox.
- Your ISP may have a backlog of email to process -- contact your ISP.
- Your ISP may be blocking email from Yahoo! Groups -- contact your ISP.

In many cases, Yahoo! Groups can automatically reactivate your account once the delivery problem is solved. However, this process can sometimes take a few days. To immediately reactivate your account:

1. Visit your My Groups page: [www.groups.yahoo.com/mygroups](http://www.groups.yahoo.com/mygroups)
2. Look for a bounce alert near the top of the page.
3. Click the "Go to My Email Preferences" link
4. Click the "unbounce" link next to the bouncing email address.
5. This will immediately send an email to your mailbox. If it is no longer bouncing, you will receive that email. Click on the link in the email.

However, please be aware that reactivating your account will NOT immediately restore email delivery. The change in your status still needs to be propagated to all your groups. Usually, this will happen within hours, but there may be occasional times (particularly if you are in a group that is bigger than 75 members) when it may take a day or more.

## Community listserv

The OFB also has a community listserv that is a yahoo group. The URL is: <http://groups.yahoo.com/group/ofb/>.

You can join this group the same way you join the board list. The only difference in joining is that you do not need to be authorized by the list owner. It is open to anyone. You still need a yahoo username and password, and you can set up your profile to list a preferred e-mail address.

To send a message to the group, send an email to: [OFB@yahoogroups.com](mailto:OFB@yahoogroups.com)

## Volunteer listserv

The OFB also has a yahoo group that is used to communicate with the volunteers. The URL is: <http://groups.yahoo.com/group/friendsofb/>. Join this group same as above.

To send a message to the group, send an email to: [friendsOFB@yahoogroups.com](mailto:friendsOFB@yahoogroups.com)

## WIKI Website

A wiki is a website that multiple people can edit, as long as they have the password. We have one for signing up for Board Hosting, and for volunteer sign-ups. It is easy to use. You don't need an account, just a password, but it asks you to enter an identity so other users can see who made which changes. It is hosted by PB Wiki. This is a free web service that provides space for people to set up their own wiki pages. Their tag line is that it's as easy as making a peanut butter sandwich -- thus the PB in their name.

Here's how it works:

- Go to: <http://ofb-board.pbwiki.com>
- On the side bar, click on Board Hosting to sign up for what day you want to host. Click the EDIT PAGE button.
- It will ask you for a password. The password is: *oldfarmersball*
- Add your name.
- Click SAVE.

Ta da! You are signed up. The change is saved, and now everyone can see that you are signed up for that date.

- Log out when you are done.

This is a way for everyone to work off of a single document, rather than getting yet another e-mail message with one person's response. Additional pages can be created within our ofb-board site to work on other collaborative projects. This is useful for informal feedback polls (does everyone approve something minor that doesn't require an official vote), for figuring out a meeting day and time that works for everyone, for signing up for things, etc.

pbwiki is open to the public, so you wouldn't want to use it for anything that is confidential, and someone could vandalize the pbwiki page, if they got the password. For confidential collaborative projects, Google documents and spreadsheets provides the same capability, but users must have a log-on and password, and the creator of the shared document must authorize access for each user, so there's a little bit of a process in getting started up.

There is also a wiki website for volunteers. It is: <http://ofb-volunteers.pbwiki.com>. The password is *contra*. This may be useful for volunteer sign-ups.

There is also a wiki website for the community at large. It is : <http://ofb-events.pbwiki.com>. The password is *contradance*. This may be useful for sign-ups for events, like "who will bring what to a potluck," or "who can provide housing for New Year's Eve out-of-towners."

## OFB Website

The public website for the OFB is different from the yahoo groups described above.

The OFB website is <http://www.oldfarmersball.com/>. It contains our current schedule, links to other local dances, membership information, the Board roster, the current newsletter, and archives of past schedules and newsletters.

The Old Farmer's Ball owns the domain and contracts with MAIN for hosting. The current webmaster is M.-J. Taylor. Send an email to [webmaster@oldfarmersball.com](mailto:webmaster@oldfarmersball.com) if you need to change the website.

## Membership Database

Door volunteers collect membership forms and money and keep it separate from admission money. Money is taken by the Board host and deposited in a separate transaction from the deposit of the evening's receipts.

The membership form has two halves. The Door Volunteer should tear/cut the completed form in half. One half is to be filed in the membership file box. This file box remains at the dance and is used to confirm membership claims.

The other half of the form is to be taken home by the data-base manager. Deedy Jolley is the current data-base manager.

Some members may have mailed in their form and their money. The database manager will bring the file box half of their form with their keytag attached and leave it in the front of the file box. SO, if a dancer claims they mailed in their membership and don't have their tag, look for it in the filebox.

## Managing the OFB Telephone Information Line

Our info # for people to call is 258-4809.

The info line is through Daniels Communication.

Our account is set up to have 2 greetings: a day greeting and a night greeting.

The day greeting is the general greeting that is active most of the time (who we are, how to get to WWC, how much, etc. etc.). This is a somewhat long greeting, and we don't want to lose it.

The NIGHT greeting is for event-specific information. This is the one we change on the day of a dance when the weather is bad, etc.

Unfortunately, toggling between the day and night greeting is out of our control. You cannot activate the night greeting through the call-in menus. Most users have their accounts programmed for the day and night greetings to be switched at certain times of the day. Since we are using ours in a different way, we have set it up so that our day greeting is permanently active, and we must call a supervisor at Daniels Communication and ask them to switch to the night greeting when we wish to use it. At that time, we also tell them when we want to switch back to the day greeting, and they will program the computer accordingly.

So, here's what you do:

The number to manage the mailbox is: 258-4604.

Follow the prompts.

- Enter our box number: 4809.
- Press 8 for user options.
- Press 4 to change a greeting.
- Press 2 to record a new greeting: – press any key to pause. Press 7 to review.
- When you are satisfied with the greeting, press FIVE to save it as the NIGHT greeting.

Press 9 several times to exit out of each menu and disconnect the call.

Call 828-254-7408 or 258-4600 to get a real live human being at Daniels Communication (24/7). Ask for a supervisor and tell them that you are requesting to have our account (client name = Old Farmer's Ball) changed (re-programmed) from the day greeting to the night greeting, AND tell them when you want it permanently changed back.

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Example script for the temporary (night) greeting:

Hello, Welcome to the Old Farmer's Ball. Today is Thursday, *March xx (insert month and date here)*. Although the weather is not great, at the moment, tonight's dance with BAND HERE and CALLER HERE is still proceeding as scheduled. We encourage everyone to use their own judgment about traveling in adverse weather conditions. If it is not safe for you to travel tonight, there will be another dance next week. But if conditions are safe for you, please come join us. Stay safe, and thanks for calling.

OR

Hello, Welcome to the Old Farmer's Ball. Today is Thursday, *March xx (insert month and date here)*. We regret that due to adverse weather conditions (*or insert alternative reason here*), tonight's dance with BAND HERE and CALLER HERE has been canceled. Please plan to join us next week for our regularly scheduled dance. Stay safe, and thanks for calling.

## USEFUL CONTACT INFO

- Warren Wilson College switchboard – 771-2000
- WWC – Campus security -- 298-3325 . Office in a corner of the Ogg Building. See campus map (attached). They can come unlock buildings as needed, and address other concerns.
- Security Supervisor on duty (cell phone): 230 4592 (Gary Mintz or Steve VanOver)
- Building services—771-5822 ( tables, chairs)
- WWC liaison – Phil Jamison – home: 258-8473, or on campus: 771-2000, ext. 3761. (771-3761)
- WWC - Jason Michaels 828-771-3754– for reservation of Bryson gym for other days besides regular Thursday nights. Also for permission regarding anything we want to do to the building.
- *Need: Who to call for building maintenance, plumbing emergencies, etc.*
- Paul Braese (pronounced braize) and he's the head of facilities: 771-3080;c: 645-0229  
pbraese@warren-wilson.edu

Our snail mail address is:

Old Farmer's Ball  
PO Box 2852  
Weaverville, NC 28787

## **Financial**

We are a non-profit 501-C-3 organization. That status is through our affiliate status with the Country Dance and Song Society (CDSS).

## **Hosting the Dance**

Review *cancellation policy*, in policy booklet. If you are the Board host for the evening and there is inclement weather or some other emergency, if Warren Wilson College has cancelled the dance, and the Board President and Vice President are not reachable, then you are the one designated to make the call regarding cancelling the dance. If you decide to cancel the dance, you must:

- notify the booker right away to contact the performers and sound person
- notify the volunteer coordinator right away to notify the scheduled volunteers
- notify M.J. to put a message on the website ASAP.
- Send an e-mail message to all 3 OFB listserves:
  - *OFB@yahoogroups.com*,
  - *friendsOFB@yahoogroups.com*
  - *OFB\_Board@yahoogroups.com*

### Bryson Gym orientation – what lives where

Cleaning and bathroom supplies – file cabinets stage left of the stage. (i.e., when you're on the stage looking out, they are to the left).

In the sound closet:

- Combination to the sound closet lock is right 39-left passed 9 to 9- right to 23. Combination to the cash box is 0-0-0. Guard them with your life.
- First Aid supplies – on one of the right-hand shelves
- Flyers – stored in a basket and on clipboards, on one of the right-hand shelves
- Grey File Box, Cash boxes – on one of the right-hand shelves. These contain everything needed to do any required paperwork for the evening.
- Lost and Found

Timeline of the evening – what needs to happen when

- 7:00 – Hall is opened; band and caller arrive. Greet the performers and let them know that you are the host.
- 6:45 – volunteers arrive
- 7:00 – 7:30 sound set-up and sound check
- 7:30 – beginner lesson
- 8:00 – dance begins
- After 1<sup>st</sup> dance – Board host gives brief welcome to identify him/herself as the host for the evening.
- Before last dance of first half: Announcements: Board host gives regular announcements (see below – also on hand in the gray file box); introduces band and caller.
- About 10:15 to 10:30, Board host relieves the door volunteers and admission closes. Host counts money, completes Balance Sheet, pays performers, and takes OFB share to be deposited.
- 11:00 – dance concludes
- 11:00 – 11:30 – sound is taken down and put away; closing volunteers clean up and close the hall.

Announcements / Board Presence

Folks want to know who is in charge in case something goes wrong.

The Board host makes a welcome announcement after the first dance to identify him/herself as the person in charge, and to identify other Board members present as individuals who may be approached with any concerns, questions, suggestions, etc. This announcement also includes a diplomatic reminder to ensure that everyone feels safe and comfortable both physically and emotionally. (Sexual harassment – or the perception of such – has been an issue in the past, and tends to pop up periodically. If it is a current concern, this announcement should be more direct about respecting boundaries.

Before the last dance of the first half, the Board host makes the “main” announcements:

A laminated card with suggested language for announcement is in the Grey File Box and duplicated here:

OFB Host Announcements

*As of June, 2005*

I) Welcoming announcement after the first dance:

(These talking points can be paraphrased in your own words).

- *Welcome to the OFB. My name is \_\_\_\_\_. I'm your Board Host this evening.*
- *This is an intergenerational community event. We have dancers from 4 to 4-score -- small children, grandparents, teenagers, and every age in between. Our community includes families and children. (Your teenage partner's mother may be dancing in the next line).*
- *Please remember that different people have different abilities and levels of energy.*
- *Please feel free to come and talk to me about any concerns, suggestions, questions, etc.*

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II) Main announcements before break:

A) Anti-Harassment, safety, etc.

(These talking points can be paraphrased in your own words).

<p><i>Option A</i></p> <ul style="list-style-type: none"> <li>• <i>Welcome to the Old Farmer's Ball.</i></li> <li>• <i>We want all dancers to have a great time</i></li> </ul>	<p><i>Option B</i></p> <ul style="list-style-type: none"> <li>• <i>Friendly flirtation, exuberance, and fast movement are part of our contra dance culture.</i></li> <li>• <i>Respecting individual boundaries is also a part of our community culture.</i></li> </ul>
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<ul style="list-style-type: none"> <li>• <i>Please be thoughtful and respectful of other dancers</i></li> <li>• <i>If someone is dancing in an insensitive manner, please let them know.</i></li> <li>• <i>I am the host tonight- let me know if I can help you with anything.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Occasionally, we get reports that someone has gone overboard (in their flirtation, exuberance, speed, or energy).</i></li> <li>• <i>Please be sure to let your partners know what's comfortable for you! (Giving feedback is also part of our culture).</i></li> <li>• <i>Our guidelines for the dance are on the flyer table – please take one and read it.</i></li> <li>• <i>Also, please feel free to approach Board Members at any time with your ideas, suggestions, or concerns. (Introduce Board Members – maybe have them come up to front).</i></li> </ul>
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B) This is volunteer organization.

- Recognize/thank tonight's volunteers – opening, door, closing.
- Invite others to sign up to volunteer for future dances
  - sign-up sheet at the table
  - volunteers dance free that night

C) Parking –

Park in designated spaces only. See the parking poster for map of where to park. If you're blocking the road, you could be towed. Ask if you have questions.

D) T-shirts for sale – OFB scholarship fund.

E) Be an OFB member! (*Especially announce in August and September – can be skipped other months*).

- Get listed in the Directory
- Get a copy of the Directory
- Support OFB – just \$5
- Eligible to be on the Board.
- Reg. form at the table (in December) – or ask.

F) Introduce Band, Caller and SOUND PERSON!

Band: \_\_\_\_\_

Caller: \_\_\_\_\_

Sound: \_\_\_\_\_

G) We dance here every Thursday, including holidays! Next week we have:

\_\_\_\_\_  
\_\_\_\_\_

H) Other upcoming events (*turn mic over to anyone else who wants to make a dance-related announcement*).

Let's Dance!

BEFORE LAST DANCE:

Ask the caller to include this request after cheering for the band and BEFORE the closing waltz:

- *After the closing waltz, please help the clean-up crew by gathering your stuff efficiently and bringing the chairs to the front corners of the room to be stacked. Thanks!*

Dance Guidelines – attached as appendix.

## Dealing with the Money!

You will need (all from the Grey Box and the Tea Tin):

- A blank balance sheet
- Calculator
- A bank deposit slip – (or you can get one at the bank; you just need our account # -- 20 20 000 273 682.
- Envelope (or zip-lock baggie) for the deposit.
- Paper clips and rubber bands are helpful for organization.
- Self-addressed envelope to the Treasurer.

## HVAC/Fans – comfort control – lights

- Switches for the lights and exhaust fans are in the closet near the water faucet and with the door facing the dance floor. The new exhaust fans should never be allowed to run without at least one door open to allow air flow. Running them with a closed building will over work the motors causing them to burn up. They are expensive fans.
- The heaters have notes on them to **NOT CHANGE THE SETTINGS**. If you find a need to change them it is your responsibility to make sure they are set back to the original setting when finished.

## Emergency procedures

### First Aid

- First aid supplies are stored in the sound closet, on one of the shelves on the right. We have band-aids, gauze, cold packs, disinfecting ointment, etc.
- If someone gets hurt, take the initiative as a Board member to get out the first aid supplies and allow the injured person to use whatever is needed.
- If supplies are still plentiful, simply replace the first aid kit in the sound closet. If supplies are depleted, take the initiative to purchase more and bring them to the dance to replenish the supply. Save the receipt, and submit it to the Treasurer for reimbursement. This is everyone's job – there is no designated Board position for managing the First Aid supplies, so please step up to the plate and do it if you see it is needed.
- If the incident is serious, write an incident report and submit it to the Board President. There is no form at this time. Just take notes at the time of the incident and document everything that happened, everything you and others did, and everything you were told. Include basic who, what, where, when, why, how. Pretend you're a newspaper reporter. Type up your notes and send them to the President. This documentation is important in case there is ever a lawsuit or an insurance claim.

### Calling for help:

- There are generally lots of people with cell phones at the dance, but if needed, there is a public phone on campus at the guest house (St. Clair house) next door to Bryson gym.
- Campus security at 298-3325 – if they can't provide the help, they can call someone else who can.
- 911
- If you need police assistance, but it is not an emergency, call campus security and ask them to call the appropriate non-emergency police number for the college area.

**Evacuation:** The evacuation plan for Bryson is posted on the pillar at the entryway. Please read it and be familiar with it.. Use common sense: get everyone out of building and AWAY from the building. Use all three exits. Call 911.

### Lost and Found

Any lost and found items are stored by the closing crew in a plastic tote bin in the sound closet. Items are stored until the next annual meeting in January. At that meeting, lost and found is set out and members are encouraged to look through it. Any remaining items are then donated to charity.

### Troubleshooting Problems

#### What if the building is locked?

If the building is locked, call campus security at 298-3325. Or, track them down at their office in a corner of the Ogg Building. See campus map.

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