



## **BOARD OF DIRECTORS 2015 Accomplishments**

### ***Terri Gage: President***

*Many of the accomplishments I have listed below were made possible with the help of all Board Members and Committee Chairs and members thereof. I would like to thank our Board Members and all of Committee Chairs for all your volunteered time, hard work, support and respect you have all afforded me. I could not have done it without you.*

- *Reviewed all documents on the Club's website and revised several.*
- *Created a Program Checklist for programmers.*
- *Changed format for Mission and Responsibilities of Board and other documents.*
- *Prepared utilization reports for Sunday and Wednesday. This analysis helped aid committee members in determining dance/songs to archive based on utilization. In addition, these reports provided the percentages for SIG and ALT music used throughout the year.*
- *Prepared a leaders' report for Sunday to stack rank leaders. The report provided the percentages for each leader of the overall leads for the year.*
- *Consolidated Level 1 and Level 2 workshops for the summer. The consolidation was well received and very successful in that Level 2 helped Level 1 by leading dances and helping beginners as needed.*
- *Implemented a Refresh/Review Session for Fall for all returning members who are either snowbirds or are gone for an extended time during the summer.*
- *Developed a Group A and B for Level 1 dances so that easier dances are in Group A for the first half of Wednesdays' programs for Novice/Beginners.*
- *Maintained the schedule for all sessions on the club's calendar for 2015.*
- *Co-sponsored Level 2 workshop.*
- *Member of Music Committee in charge of maintaining Club iPads*
- *Member of Dance Committee. Covered for Chairperson as needed during her absence*
- *Prepared schedule to include rotation of leaders and packet for Novice Classes for 2016.*
- *Created a Survey document for Novice members to get feedback re our Novice classes.*
- *Created a follow-up letter to send to members who do not renew their membership after the reconciliation of the roster for 2016.*
- *Maintained the Roster Contact list for the SBLDC Gmail account.*
- *Together with Krisse Arthur (Chair DC Committee) reconciled archived dances, reviewed and revised relevant documents.*
- *Obtained and reviewed contracts for all Club classes with HOA1 and HOA2. Based on cancellations dates provided by the HOAs, entered all cancellations on the calendar for 2016.*
- *Prepared an inventory spread sheet of all equipment including all relative information for iPads.*

### **Terri Gage: President (continued)**

- *Reviewed over 550 emails in the Club's Yahoo account in order to determine what emails to keep and/or delete in order to close out the email account.*
- *Created separate group email account for non-returning 2015 members for SBLDC Gmail account.*
- *Reconciled with July 2016 Membership Roster. Entered all available phone #s to SBLDC Gmail account.*

### **KATHY AMES: Vice-President**

- *I assisted the president as requested.*
- *I began to sit in on the Dance committee and attend Monday sessions to see how things work in bringing new dances and making decisions about archiving dances.*
- *I also started working with Terri to find out about cancellation policies and rescheduling.*
- *I continued to work on the website committee and updated the website as required*
- *I was a walk through leader for Sunday and Wednesday*
- *I contributed by doing programs for Sunday and Wednesday*

### **SHIRLEY MILLER: Secretary**

- *During the past year as Secretary, I have attended Board Meetings and taken notes. I have revised and corrected the minutes and sent them out to Board members for approval. Approved minutes have been posted on the Website.*
- *I have also assisted with sending out reminders of cancellations and upcoming events. I have assisted with adding new members to the Club Roster. I am very grateful to Terri Gage for helping me in these duties.*

### **JUDY SAKS: Treasurer**

- *Kept accurate financial records*
- *Reported to Board as required*
- *Records were audited and approved by Audit Committee*
- *Maintained membership roster since taking office in March 2014*
- *Revised and updated membership roster to accurately reflect most current number of paid Club members for 2016 (with Terri Gage, President)*

### **DOROTHY WOOD: Member-at-Large**

- *Kept in touch with the membership and their issues by attending programs at each level on a routine basis*
- *Performed special requests from the President, as needed*
- *As Club publicist, met every deadline, twice per month, with an article and at least one picture*
- *Fortunate to achieve 2 front section spreads in 2015 as well as several half-page spreads*
- *Big thanks once again to Lynne and Bob Kumza for taking excellent photos at club events*