

Date: April 25, 1997
Place: Home of John Puterbaugh
Attendance: Council Members: Ed Anderson, Joanne Dombrowski,
Leslie Hyll, John Puterbaugh and Louise Van Vliet
MVFD members: Nancy Hyll, Lou Hyll

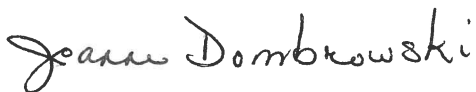
The meeting was called to order at 7:10 by the Chair, John Puterbaugh.

The purpose of the meeting was to discuss in detail the guidelines for the scheduling of Michael Solomon Pavilion. Comments and concerns would be communicated to the Support Committee which was scheduled to meet the following day, April 26, 1997.

The attached document details the issues that the Council felt should be brought to the attention of the Support Committee.

The meeting adjourned at 10:45.

Respectfully submitted,



Joanne Dombrowski, Secretary

Suggestions, Comments and Questions

PAGE 1

A. Change John Roasa to Chair of Support Committee or his designee

Add heading, Non-Council Clubs, above paragraph beginning "A rental form..." if first two paragraphs apply only to non-council clubs.

Clarify (or label) Solomon Pavilion Guidelines.

Change fold out schedule deadline to 30 days prior to the scheduled date (for cancellation)

PAGE 2

- a) Clarify \$50 deposit. (Is this monthly, yearly, special events?)
- b) We recommend removing Sunday from b).
- d) Statements b and d conflict.
- e) Statements b and e conflict. (Change to All other mornings ...)

Clarify what is meant by the first of each month. (Do you mean month before or the month to come?)

In paragraph beginning "Any clubs...", is there a grace period for submitting monthly payments? We also recommend the removal of the second sentence "Second Failure...other clubs use." If this sentence is not removed, allow for extenuating circumstances or add an arbitration step. Also if sentence is not removed, add a time limit on the 2nd failure (i.e. Second failure within a year...)

In the paragraph "The only exceptions..." change The only exceptions for free use to The following will have free use. Remove Miami Valley Callers Association, and add Support Committee Meetings. Also change No other exceptions to Exceptions must be approved by the Dance Council (Example: Benefit Dances).

Clarification of sentence "Reservation is ..." Is this all clubs or just non-Council Clubs? Delete if non-Council Clubs only. Move this sentence to section on non-Council clubs? (it is out of place in the guidelines)

PAGE 3

L. Change last sentence to Anything left in the refrigerator must be dated and labeled. After two weeks items will be removed. Be considerate of others regarding space.

N. Punctuation: Close and lock all windows, including restrooms.

P. Is 70 degrees correct since the pipes have been relocated?

In paragraph "If a club..." change Registered to registered, and the last sentence to read After a second verified offense said club may be denied....

Next sentence should read Council member, or otherwise is...

Should the last two sentences be on this page?

Other Issues;

Are there only four hour blocks? Can one rent for less than four hours?
Will there be separate budgets for the Support Committee and the Council?

Meeting April 25, 7pm Waterbaugh

SCHEDULING OF MICHAEL SOLOMON PAVILION

To determine the availability of and/or reserve the building call the scheduling office (operated by John Roasa) at 937-885-4428.

A. No one but John Roasa will schedule the building.

A rental form, obtained by calling the above number, must be filled out and returned to the scheduling office before the date and time are finalized. Exception: blocked out times (see below).

Proof of one million dollar liability insurance must be provided by any organized group that uses the building.

Non-council clubs, committees, groups, organizations, or individuals pay a building-rental fee of \$200.00 per any four (4)-hour block--e.g. the fee for an afternoon and evening together would be \$400.00. This fee is payable, by check to Michael Solomon Support Committee % John Roasa, 9175 State Route 48, Centerville, Ohio, 45458-5128. Any cancellations must be made in writing no less than 30 days prior to the scheduled date in order to receive a full refund.

A. In addition, a \$150.00 deposit is required, also at time rental form is submitted. The deposit will be returned after the event, provided the building has been left in good condition to be determined by one member of Support Committee and one Member of the Miami Valley Dance Council Executive Committee.

Miami Valley Dance Council Clubs:

Stated times of clubs regularly dancing at Michael Solomon Pavilion and Miami Valley Dance Council activities will be blocked out (provided these clubs are following the Michael Solomon Support Committee Guidelines). No other clubs or organizations may schedule an event to take place at those times. This includes Holidays and New Year's Eve.

In the event the regularly-scheduled club elects not to hold a dance on a Holiday/New Years Eve or if the Holiday/New Year's Eve falls on a night that is not blocked out, the Miami Dance Council Members will have a chance for those dates.

Dates that each club will not be using the Pavilion on their regularly scheduled day should notify the scheduling office in writing at the same time as the council fold out schedule dead line, failure to do so said club will pay the regular building-rental fee.

A club may not "give" its night to another club or group, nor can two clubs decide to trade nights without first requesting in writing with the scheduling office.

No club will rent hall unless it has Council Insurance.

The charge for Miami Valley Dance Clubs to use the Michael Solomon Pavilion will be as follows:

- a. A \$50.00 deposit.
- b. Prime Time (Friday Night, Saturday all day, and Sunday all day) will \$50.00 each use.
- c. Non Prime Time Evenings (Monday, Tuesday, Wednesday, and Thursday Evenings) \$25.00 each use.
- d. All Afternoon uses will be \$15.00 each use.
- e. Mornings will be \$10.00 each use.

Payment for use of Michael Solomon Pavilion will be due on the 1st of each month.

Any clubs failure to submit monthly payment will be fined one time one half of amount due; ie \$100.00 due fine would be \$50.00. Second failure to pay the club be denied further use of Pavilion and spot will be open for other clubs use.

The only exceptions for free use of building will be to Miami Valley Dance Council Bi-Monthly Meeting on Tuesday Nights, Michael Valley Executive Bi-Monthly Meeting on Saturday Mornings, and Miami Valley Callers Association Bi-Monthly Meeting on Sunday Morning. No other exceptions.

All users of the building are responsible for observing the following regulations pertaining to building use. Failure to do so will seriously affect their future use of the building and must compensate the Michael Solomon Support Committee for all damages. Status of a club's Council membership could also be affected.

Reservation is confirmed only upon completion of rental form, receipt of rent, and deposit.

- A. No smoking and no alcoholic beverages are permitted in the building.
- B. No cleats or taps are to be worn on the wooden floor.
- C. The building is to be vacated promptly at the end of the scheduled time, so that it will be available for the next scheduled group.
- D. Tables and chairs are not to be dragged across the floor.
- E. Heavy and messy items are to be set on the concrete to prevent damage to the wooden floor.
- F. The individual or group that reserved the building is

responsible for the repair or replacement of any item broken during use of building.

- G. Do not sit on tables!
- H. No items are to be removed from the building.
- I. The building must be left clean and secure.
- J. Pick up all trash and put out into dumpster.
- K. Clean up any spills and sweep the floor (including concrete area and bathrooms).
- L. Clean up kitchen (includes sweeping floor and washing off counter area and cleaning any spills). Do not leave anything in the refrigerator.
- M. Put all tables and chairs back where they were found.
- N. Close and lock all windows. Including in rest rooms.
- O. Turn off lights and fans.
- P. In winter set heater thermostats to 60 degrees. Except in sub zero temperatures set at 70 degrees.
- Q. In summer put down awnings.
- R. Lock all doors.
- S. Any club decorations or materials must be removed before vacating the pavilion.

If a club refuses or does not follow listed procedure before leaving the building. The complaint will be investigated by a Member of the Support Committee and a Member of the Executive Committee to verify the problem. A Registered letter will be sent to the club advising of such condition. Second offense said Club will be denied continued future use of building and spot will be open for other clubs use.

No group or individual, Council member or otherwise, is to use the building without properly scheduling the time.

Except for blocked out times, the building will be reserved no further than two (2) years in advance.

Michael Solomon Support Committee Projected Expense Report

City Covered Pavilion Expenses For Year 1996:

Water	\$898.00
Supplies	\$200.00
Gas	\$1,588.00
Electric	\$2,576.00
Total	\$5,262.00

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Cost per Month \$438.50

	Number of Monthly Uses	Projected Rental Rate		Yearly Projected Income	Income less Holidays
Dayton Contra Dance Club	1	\$50.00 *		\$600.00	\$500.00
✓ Miami Valley Folk Dancers	1	\$100.00 **		\$1,200.00	\$1,000.00
Swing n' things	1	\$50.00 *		\$600.00	\$500.00
Golden Squares	4	\$15.00 ***		\$780.00	\$615.00
Tuesday Afternoon Plus	4	\$15.00 ***		\$780.00	\$615.00
Miami Valley Round Dance	4	\$25.00 ****		\$1,300.00	\$1,025.00
Roasa e-z Rounds	4	\$15.00 ***		\$780.00	\$615.00
National Carousel No. 114	4	\$25.00 ****		\$1,300.00	\$1,025.00
Matinee Mainstreamers	4	\$15.00 ***		\$780.00	\$615.00
✓ Miami Valley Folk Dancers	4	\$25.00 ****		\$1,300.00	\$1,025.00
Dayton Square Dance	2	\$50.00 *		\$1,300.00	\$1,050.00
Dayton Whirlaways	2	\$50.00 *		\$1,300.00	\$1,050.00
Washington Two X Fours	2	\$50.00 *		\$1,300.00	\$1,050.00
Date'8's	2	\$50.00 *		\$1,300.00	\$1,050.00
Total				\$14,620.00	\$11,735.00

5,262.00

5,262.00

Projected Income After Pavilion Expenses

\$9,358.00

\$6,473.00

- * Prime Time: Friday night, Saturday All Day, Sunday All Day
- ** Uses Pavilion 1:30 PM--8:30 PM (7 Hours)
- *** Week Day Afternoon
- **** Non Prime Time Evening

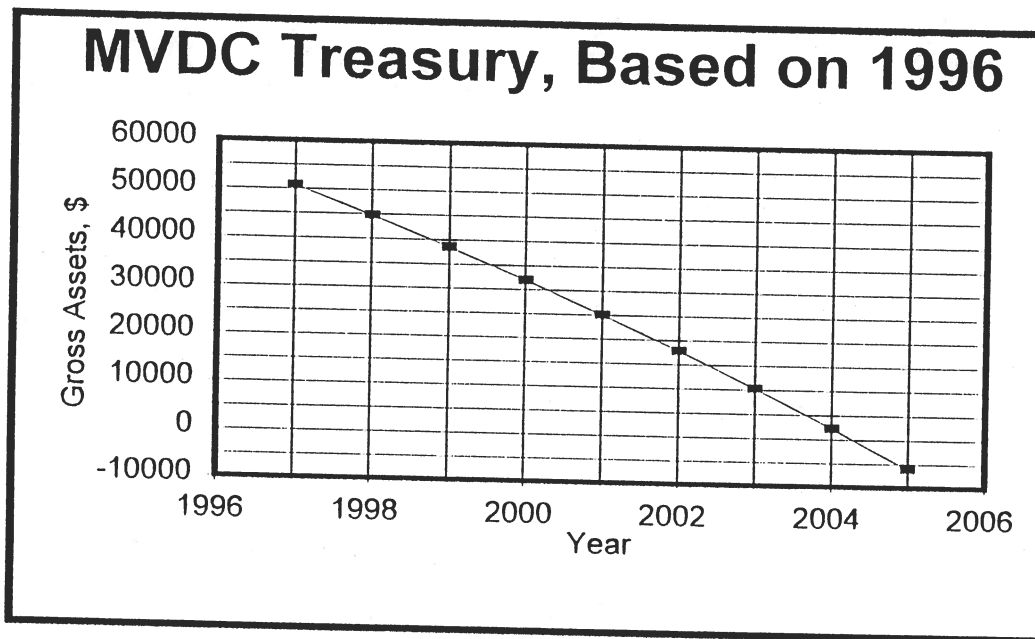
Effective: 1 July 1997

Michael Solomon Support Committee Budgeted Expenses

		Budgeted		Actual
Cleaning of the hall		\$600.00		
Cleaning supplies		\$400.00		
Floor rewaxing		\$300.00	450.00	
Bulbs		\$100.00		
Curtains		\$100.00		
Doors (2 sets)		\$1,895.00		
Paint		\$300.00		
Ceiling Grids		\$20.00		
Chairs		\$100.00		
Table		\$40.00		
<i>Decorations</i>			125.00	
	Total	\$3,855.00		

Miami Valley Dance Council Treasury Projection Based on 1996 Spending

Year	Gross assets	CD's	CD interest	Annual Spending	Other Earnings	Spending less earnings
1997	\$50,738	\$47,064	\$2,353	\$9,300	\$1,000	\$5,947
1998	\$44,791	\$41,117	\$2,056	\$9,300	\$1,000	\$6,244
1999	\$38,547	\$34,873	\$1,744	\$9,300	\$1,000	\$6,556
2000	\$31,991	\$28,317	\$1,416	\$9,300	\$1,000	\$6,884
2001	\$25,107	\$21,433	\$1,072	\$9,300	\$1,000	\$7,228
2002	\$17,878	\$14,204	\$710	\$9,300	\$1,000	\$7,590
2003	\$10,288	\$6,614	\$331	\$9,300	\$1,000	\$7,969
2004	\$2,319	\$0	\$0	\$9,300	\$1,000	\$8,300
2005	(\$5,981)	\$0	\$0	\$9,300	\$1,000	\$8,300



Assumptions:

1. CD interest rate stays at 5%
2. Break even on the 2001 State Convention
3. Expenses remain constant
4. Break even on later State Conventions
5. The council sponsored lesson classes always net \$1000/ year
6. The council continues to receive cd interest on ear-marked convention funds
7. The council continues to pay for all news letters

Planned Budget for 1997 based on 1996 Experience

Expenses			Planned Income		Assets	
Item	1996 actual	1997 proposed	Source	Amount	Name	Amount
Bond	\$570.00	\$570.00	Summer Plus	\$1,000.00	CD-\$30000	\$30,813.23
Postage	\$241.97	\$245.00	Interest on CD's	\$2,475.00	CD-\$10000*	\$10,718.75
Hotline Phone + others	\$474.04	\$475.00			CD-\$5000	\$5,532.85
Badges etc.	\$717.60	\$700.00			Savings	\$3,392.23
Legacy	\$30.00	\$30.00			Checking	\$281.38
Schedules	\$1,310.00	\$1,310.00				
News letters	\$0.00	\$1,800.00				
State Corp.	\$137.38	\$140.00				
MV callers assoc.	\$50.00	\$0.00				
Flowers and cards	\$91.88	\$0.00				
Honor Dinner	\$380.00	\$0.00				
Honor Dinner	\$1,015.00	\$0.00				
Cake	\$76.90	\$0.00				
Officer's dinner	\$167.30	\$0.00				
Dance Hut dinner	\$440.00	\$0.00				
Ribbons	\$217.26	\$0.00				
Dance Flyers	\$29.47	\$0.00				
Fay's printing	\$41.54	\$0.00				
Roasa Special Fund	\$195.13	\$0.00				
Pres.	\$73.36	\$75.00				
VP	\$16.92	\$20.00				
Secretary	\$491.40	\$350.00				
Treasurer	\$24.54	\$25.00				
Yes dancers	\$500.00	\$0.00				
Lesson class loss	\$300.00	\$0.00				
total	\$7,591.69	\$5,740.00	Total	\$3,475.00	Total	\$50,738.44

* Money committed for the 2001 State Convention