

Make It Happen!

A Manual for Creating Leadership Training Events

West Coast Leadership Conference for Callers, Musicians and Organizers September 15-17, 2006 in Portland, Oregon



At this weekend conference sponsored by CDSS, 77 participants from the U.S. and Canada chose from 18 workshops offered by 10 leaders from coast to coast. Attendees enjoyed local contra and English dances in the evenings and provided calling and music for the ending dance at the conference.

For further information, refer to:

- ❖ ***CDSS News* article describing the event**
- ❖ **Flyer**
- ❖ **Registration form**
- ❖ **Schedule**
- ❖ **List of conference topics**
- ❖ **Financial report**
- ❖ **Final report and lessons learned**

West Coast Leadership Conference

by *Jane Srivastava*

The Conference

Two and a half years in the planning, the CDSS West Coast Conference for Callers, Musicians and Organizers was held September 15-17, 2006 in Portland, Oregon. The Portland Country Dance Community did a fabulous job of hosting seventy-four registrants and ten workshop leaders. Those attending had the opportunity to choose among eighteen workshops offered.

In addition to the dance at the end of the conference, called and played by conference participants, many participants and volunteers attended Portland English country and contra dances on Friday and Saturday nights. The participants came from thirteen states and one province: most from Oregon, California and Washington, but also from as far west as Sitka, Alaska and as far north as Fairbanks, as far south as Houston, Texas, and as far east as Malden, Massachusetts. At least seven communities gave financial support to members who wished to attend the conference, and CDSS provided financial support for the conference as a whole from the Leadership Initiative Fund and the May Gadd/Phil Merrill Endowment Fund. If you had asked "Wasn't that a party?" there would have been a resounding "YES!" Here's what else they said:

A Quote

"What's a wonderful pastime? Contra and English country dancing. What's so great about it? The other dancers. What would make it even better? Being with dancers from all over the country. And what could possibly make it even more special? When all these dancers are also callers, musicians and dance organizers. In other words, being with extremely dedicated people, who spend their time and energy for little or no pay in order to help build up local dance communities and spread the dance fun around.

"This is what the CDSS Leadership weekend was like...Participants were there only because of their love and dedication to dancing. The sharing of ideas was wonderful. Did we solve all the problems that can and do occur in dance groups everywhere? No. Did we feel better knowing that we are not alone in our problems? Yes. Did we meet up with old friends, forge new friendships and form contacts for help in the future? Absolutely. For me, it was a happy and productive weekend that benefitted all the dancers who were there and also those who couldn't come, since the energy of sharing will eventually fan out to many other dance communities."

~ *Donna Bayet*
*Santa Barbara, California **

More Quotes

"I came to get a boost in enthusiasm...and to be around amazing people. This was awesome."

~ *Anon.*

"The conference far exceeded my hopes and expectations."

~ *Dave Hamlin*
Tualatin, Oregon

"Ten people from our Southern California dance community attended, and it was a great experience. I expect that this weekend will have a long lasting impact on our community. The workshops were interesting, the networking was fabulous, and the energy and enthusiasm of the Portland dance community was really inspiring."

~ *Annie Laskey*
Los Angeles, California

"I came away energized and excited about all the possibilities for improving our dance community."

~ *Vickie Marron*
Careywood, Idaho

"I was pleased to see that there are folks from younger generations with an interest in keeping our music and dance alive."

~ *Anon.*

"I realized we are our own best resources."

~ *Anon.*

"Visiting Oregon in the Fall was an added attraction."

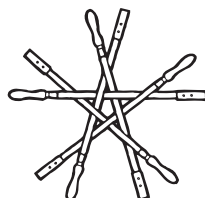
~ *Robert Anholt*
Minneapolis, Minnesota

Many Thanks

The conference could not have happened without its many volunteers, mostly from Oregon. Many, many thanks to Beverly Stafford for compiling a list of hotels and other housing options, Fred Nussbaum for compiling travel information, Margi Redden and Holly Nelson for coordinating local transportation, Gerhardt Quast for arranging housing, Sue Baker for arranging food with assistance from Marfa Levine and Eliza Romick, William Watson for overseeing cleanup, Elinor Preston for managing registration and compiling a list of restaurants, Norman Hale for gathering supplies, Paula Hamlin for taking care of fragrance issues, Erik Weberg and Caroline Klug for making buttons, David Blanchard for organizing the products store, Sue Songer for site liaison et al., and, from St. Louis, Judy Bass for compilation of workshop outlines and notes. Thanks as well to the many Portlanders who housed participants and to the volunteers who brought snacks, transported participants to and from the airport, and were on hand to help with issues that arose.

CDSS is also grateful to Bruce Hamilton, Jane Srivastava, Rosemary Lach, Sue Songer, Patsy Bolt and Fred Perner for their marvelous work in organizing the conference. And thanks to Cathie Whitesides who organized a similar conference in Seattle several years ago and who gave some early help with this conference.

This article appeared in the CDSS News, issue #194, Jan/Feb 2007.



The Country Dance and Song Society presents a

West Coast Conference for Callers, Musicians and Organizers

September 15 - 17, 2006
Portland, Oregon

An opportunity for English and American dance communities to share ideas, concerns and dreams. All are welcome.



Saturday and Sunday Workshops: Starting from Scratch I and II, Effective Committees, How to Say No, Using Your Umbrella Organization (CDSS), Money 101, Caller-Band Relations, Programming the Evening, Band Organization, Sound 101, Dance Snobbery, Organizational Disasters, Musical Disasters, Calling Disasters, Keep 'Em Coming Back

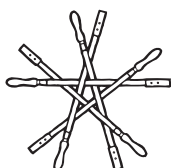
Workshop Leaders: Bob Archer, Warren Argo, Adam Carlson, Mary Devlin, Brad Foster, Bruce Hamilton, Rosemary Lach, Joseph Pimentel, Lydee Scudder, Sue Songer



Dances: Sunday afternoon dance for all registrants, plus the opportunity to attend the regular Portland dances held on Friday (English) and Saturday (Contra) nights. (Cost for these local dances is not included in your conference fee.)

More information: go to www.cdss.org/leadership
or contact Patsy Bolt or Fred Perner (perner@stanfordalumni.org)
Ph: 805-966-1639

Funded in part by the CDSS Leadership Funds



Country Dance and Song Society

Continuing the traditions. Linking those who love them.

West Coast Conference
for Callers, Musicians and Organizers
September 15-17, 2006 in Portland, Oregon

REGISTRATION FORM

Name(s): _____ **Email:** _____
Address: _____ **Phone:** _____

FEE

conference registration (per person)	\$65
conference registration for those 30 or younger	\$30
discount for CDSS members	-\$ 5
donation to our skinny budget	_____

ENCLOSED: _____

**Please make checks payable to Bruce Hamilton. Mail checks and registration form to:
Westcoast Conference c/o Fred Perner, 742 Calle Alella, Santa Barbara, CA , 93109-1208**

HOSPITALITY

A list of local motels/hotels and restaurants will be included in your registration package. If you prefer, we will try to find accommodation for you in the home of a Portland dancer.

Visitors

Portland Community

I need accommodation	Yes	No	I can provide	double bed	single bed
I smoke	Yes	No	I smoke	Yes	No
I have pet allergies	Yes	No	I have pets	Yes	No

Deadline for registration is September 1st 2006. If you need to cancel please notify the Registrars (Fred Perner and Patsy Bolt, see below) as soon as possible. You will receive a refund, less \$10 handling charge, after the conference. After September 1st we will only be able to give you a refund if there is a person on the waiting list to take your place. Your registration fee includes attendance at all workshops, lunch on Saturday, snacks, plus a hefty snack on Sunday, and the Sunday afternoon dance. In August, you will receive a registration package, including addresses and maps to the dances and workshops, and other pertinent information. *Please note: this will be a fragrance free event.*

**More information: go to www.cdss.org/leadership
or contact Patsy Bolt or Fred Perner (perner@stanfordalumni.org)
Ph: 805-966-1639**

Funded in part by the Country Dance and Song Society Leadership Funds



Country Dance and Song Society

2006 Leadership Conference Topics

*September 15-17, 2006
Portland, Oregon*

● **Band Organization**

Bands don't just happen -- what works? What structure / organization? How do you find and attract musicians? How do you organize rehearsal time? What do organizers look for when hiring a band?

● **Caller-band relations**

How can we learn each others' language? How can the band find out what the caller needs? How can a caller help the band sound its best? How can we work together to make the best evening for the dancers?

● **Calling disasters**

Thirty beginners just walked in, you left your cards at home, you have a new band who can't substitute tunes, and the caller's mic isn't working. We share disasters, how we recovered and what we learned from them.

● **Dance Snobbery**

Do you have dancers who always want the best partners, in the best sets, and the hardest dancers, and only attend dances with the hottest bands and best callers? What is your role as organizer or caller to both please those people and advance the goals of your group?

● **Delegating 101**

How to hand it off rather than do it yourself. How to assure it gets done. How to make it rewarding for those who take on the tasks at hand.

● **Effective committees**

How to make a group more effective than the same people working individually. How to make serving on a committee a fun and rewarding experience. How to run a meeting.

● **Getting started as a caller**

What works? What are your resources? How to keep your courage up.

● **Handling difficult people**

A drunk wanders into your dance. One of your dancers is accused of groping women. An enthusiastic and valuable organizer thinks everything should be done her way. What are your options? What responses will be true to your group's vision of themselves? How can you do and still be true to yourself?

● **How to say 'No'**

If you agreed to fewer things you could do the remaining ones better, and more people would have the joy of being involved in the dancing. But all those requests are important -- how can you say No? How can you do it without letting people down?

● **Keep 'em coming back**

You've reached a new person and got them to come to your dance --what will make them come back, bringing their friends? An old dancer knows all the moves, knows all the dances, knows all the people, and dances as well as they want to -- what will bring them back?

● **Money 101**

The taboo topic. How much to ask for? How much should a group offer? Are cheap/free gigs worth taking? How do you ask for travel money or housing? What if a gig is cancelled? What if you get a better offer? And more.

● **Musical disasters**

Is this the first or the second 'B'? Was that once more through the tune, or the dance? The pianist thinks we should go faster, the fiddler wants it slower, and the caller is buried in the mic. How can you spot a disaster developing? How do you decide whether to fix it or stop? How can the caller help?

● **Organizational disasters**

The school decides on Thursday that they need the hall. You sent the band to 30th **street** rather than 30th **avenue**. Someone has a heart attack during the dance. We share disasters, how we recovered and what we learned from them.

● **Programming the evening**

Why do some evenings sing, while others feel like just a bunch of dances? A workshop to help you choose the dances and their order. How can your program complement the organizers' vision? What is the band's role?

● **Sound 101**

How to set it up. How to run a sound check. How to respond to suggestions from the dancers. First Aid for common emergencies, even if you're not the sound person.

● **Starting from Scratch I**

Starting a dance community -- what we did, what worked, what didn't, what we learned.

● **Starting from Scratch II**

Share ideas and problems with others in your situation, in a facilitated discussion.

● **Using your umbrella organization**

When there is an area- or nation-wide organization supporting you, how can you make effective use of it? How can you make it more relevant/responsive to you?

Show me a tentative schedule

Sign me up!!

Name of event: CDSS West Coast Conference for Callers, Musicians and Organizers
Date(s): 9/15-17, 2006
Co-chair: Bruce Hamilton
Co-chair: Jane Srivastava
Location: MAC & Fulton Center, Portland, OR

	2006 Budget	2006 Actual	
Statistics			
Participants	60	74	
Fee per person	\$65	\$65	discounts to members (\$5) & young people (\$35)
Income:			
Registraton fees	\$3,900	\$4,375	42 members, 3 young people
Contributions: cash		\$255	
Contributions: other		\$231	\$126 declined staff travel fee; \$105 declined reimbursements
 Total income	 \$3,900	 \$4,861	
Expenses:			
Rent			
		\$540	\$694
		\$375	\$375
Meals	\$900	\$1,142	\$14 per person
Staff fees	\$700	\$700	
Travel	\$1,894	\$1,763	
Supplies	\$50	\$14	
Phone	\$100	\$2	
Postage	\$100	\$3	
Sound	\$250	\$150	
Printing	\$100	\$87	
Insurance	\$35	\$0	
Advertising/Printing	\$150	\$0	
Security	\$150	\$0	
Miscellaneous	\$100	\$0	
Total expenses	\$5,444	\$4,929	
 Net income	 (\$1,544)	 (\$68)	
From Fri dance	\$0	\$0	
From Sat dance	\$0	\$0	
Overall net	(\$1,544)	(\$68)	

CDSS WEST COAST LEADERSHIP CONFERENCE

September 15 – 17, 2006, Portland, OR

Final Report and Lessons Learned

Background

The idea was to carry forward the good ideas started by the Ann Arbor group at their conference in 1994, interpreted by Bruce as

- Provide an event for the benefit of the providers, as opposed to the customers
- Recharge people's batteries
- Introduce people who might not otherwise meet
- Get them talking to each other, to discover commonalities, to see how their roles interact (e.g. are there things I do that make an organizer's job easier/harder, etc.)

This set of goals seemed to attract attendees and staff, and to satisfy the attendees.

Timetable (rough, some elements overlapping)

Establish Committee, find community (find local volunteers), establish date, research halls and costs, establish workshop topics and leaders, plan dances, establish budget, program, publicity, prepare documents for distribution to registrants, liaise with CDSS as necessary throughout, execute!

The Save-the-Date flyer requires not only the date, but at least a sample program and list of workshop leaders. Hiring the leaders requires an essentially complete program (so you can tell them what they're doing) and a budget (so you can tell them what you'll pay). The budget requires the hall(s) to be chosen and at least a rough schedule (if rooms are rented by the hour). In a workshop of this kind, the attendees typically fill their calendars far in advance, so the Save-the-Date flyer needs to be far in advance. That means those other things need to be done *far* in advance! Similarly for registration confirmation documents. Start as early as possible on everything, and communicate often.

Host Community

Ideally, a community would come to CDSS with a wish to host a conference. If a group outside the community is organizing the conference, the organizers should approach the community before any firm decisions about location and date are made. The organizers should lay out the tasks that will have to be managed by the community and what the benefits to the community could/would be. As an incentive for hosting, the host community could be asked to choose a few topics for the workshops - something of particular concern to that community, or something that the community is proud of, and does well (almost any issue chosen will likely resonate with many communities and therefore be a valuable workshop topic).

Host Community Involvement

It should be spelled out in the beginning that the conference depends a lot on the volunteerism of both the community and the participants and that almost everyone will pay to attend. Ask for volunteers for even the smaller jobs as early as possible. An early commitment to tasks should have the result of increasing an overall interest and investment in the conference.

Volunteers From Outside the Community

The CDSS West Coast Leadership Conference 06 (CDSS WLC 06) Committee consisted of 6 persons, only one of whom resides in the host city, Portland: Bruce Hamilton (San Francisco, CA), Jane Srivastava (Vancouver, BC), Rosemary Lach (Victoria, BC), Sue Songer (Portland, OR), and Patsy Bolt and Fred Perner (Santa Barbara, CA). In addition, the food organizer, Sue Baker, lives in Hood, OR. Thanks to e-mail, it was easy for the organizers to keep in touch with each other. This noted, it was invaluable to have one central committee member in the host community who knew the community resources and how best to tap into them.

Date

It is very hard to find a date that does not conflict with some other event in the region, and an event of this kind is particularly sensitive to conflicts, since callers, musicians and organizers often *have* to be at their local events. A Blue Moon month (which has an extra weekend) worked in this case. Late spring or early fall work well because inclement weather and hazardous travel can be avoided.

Registration

Consider having a postmark date that is final, or plan a maximum number to accept (depends on physical space and/or ideal workshop size.) Also determine acceptance order and how to manage a wait list, if necessary. The CDSS WLC 06 set a Registration Deadline of September 1 but neglected to make it a postmark date deadline. In addition, at a late date the local community offered a subsidy to its members who wished to attend the conference. Since these late registrations would not impact housing or transportation needs, and the conference was delighted to welcome more members from the host community, the Registration deadline was stretched. This caused some problems for the Food Coordinator, as the number to be fed became a moving target. (See above for encouraging early volunteer commitment to the conference.) However, stretching our registration deadline to accommodate the late Portland registrations, and accepting 74 registrations rather than the target 60, was largely responsible for minimizing our financial loss.

Communication with participants

Determine whether to use snail mail or e-mail. E-mail is more cost effective but not necessarily more efficient. We used mainly e-mail but experienced some problems with e-mail addresses and attachments. Establish time-line for producing documents to be delivered with registration confirmation. Registrar and Housing Coordinator need to work closely to keep participants informed about status of housing requests. Things we wish we had had on our registration form: preference for e-mail or snail mail, information about the site location, detailed registration deadline/wait list policy, a note about our ability to meet dietary restrictions (see Food section below).

Budget

CDSS WLC 06 aimed to make the conference affordable by keeping the registration fee at \$65 for the weekend. CDSS members got a \$5 discount, and attendees 30 years of age or under paid \$30. We neglected to include an estimate of these discounts in the budget. However, we did ask for donations on the registration form, and donations covered the costs of the discounts. Several people asked for scholarships. We had not included scholarships in the budget. It is an open question whether a future conference should consider asking a higher registration fee in order to offer scholarships. We asked for and received a May Gadd/Phil Merrill Endowment Fund financial backing grant to use in case of financial loss. (We did not need to use it.) Funds from the CDSS Leadership Initiative Fund were also made available... we only needed \$68 from the fund. For the most part, committee members did not submit invoices for out-of-pocket costs for photocopying, phone calls, etc. so the conference expenses are slightly understated.

Accounting

Rather than run from CDSS' books (which would have been complex) or open a special checking account, we used an existing account that Bruce keeps for his dance business. For internal control of cash, the Registrars deposited the funds received into Bruce's account and Bruce wrote the checks. The Treasurer kept the books and prepared the Financial Report.

Site Considerations

CDSS WLC 06 was held at two different sites as no site was found which met our needs on both days. In addition, the workshop rooms on Saturday were at opposite ends of a fairly large building (in part to meet fragrance free and space requirements). Neither of these situations was ideal, and both were unavoidable. Ideally the conference would be held in one central building for the

whole weekend, and the rooms used would be fairly contiguous. In addition, a central lobby where there can be a bulletin board and/or a table for posting notes and making flyers available would be helpful. It was invaluable to have Sue's portable photocopier on site.

Insurance

As both hall rentals included insurance, we did not have to purchase insurance from CDSS.

Schedule

More time between workshops would have encouraged more informal discussions among participants. Perhaps there could be a slot or two for unfacilitated workshops in the afternoon. This might be facilitated by placing possible topic suggestions on the wall around the designated room, with the idea that those interested in the topic might gather in that area. Some topic suggestion papers could be left blank, for participants to fill in. At CDSS WLC 06 some participants wanted to discuss issues of concern to isolated communities, and a lunch table was designated for the discussion. A general session for all participants was held at the end of the conference, intended as a wrap up. At least it was planned as a wrap up, but most of the time was spent on thank yous and logistics. We did not plan a longer session as we thought the participants would be tired, and we wanted an early end to the conference for those who had to travel far. In retrospect, people were motivated to share their experiences, and a longer session would have been more satisfying. A general session at the beginning of the conference could also be considered. However, it should be noted that there is amazingly little time to fit everything in!

Workshops

Ann Arbor's biggest single innovation was to choose topics that interest all roles — organizers, musicians, callers — rather than each one. We wanted to keep their topics as much as we could, and to extend that theme if possible. The sessions on money, sound, disasters, committees, caller-musician dialog, starting from scratch and band organization came from the Ann Arbor Conference. Difficult people, Delegating, Saying No and Using your umbrella organization were Bruce's idea, as was doing "starting from scratch" as a pair of sessions with three leaders. In the initial publicity for CDSS WLC 06 communities were asked to suggest workshop topics. It might be helpful, after publishing the schedule but before the conference, to ask participants if they have specific questions they would like addressed. For instance, in the workshop on Band Organization, there was a lot of interest in establishing open bands and figuring out how develop and recruit musicians. The leader, coming from a community rich in musicians, had not anticipated this as an area of concern; but in fact an entire session could be devoted to just this subtopic. Also, we did not ask people to pre-register for workshops, thus the spaces were not always adequate for the number of people attending some workshops, and the number attending different workshops was not consistent. We asked participants to volunteer to take notes at each workshop — this worked well. And one participant offered to collate workshop outlines and notes, for distribution to all participants and others who may be interested.

Staff

The staff were mostly people who the programmer knew were articulate and cared about the topics — not necessarily "headliners." Many were drawn from West Coast communities, our target audience, to underline the fact that we have many valuable resources resident on the west coast. At one point we thought that increased attendance at the Friday and Saturday dances might help fund the workshop, and if we had "headliners" we could lend that would help. The fact that some of the staff were "headliners" may have helped boost attendance. We also thought it important to include the Executive and Artistic Director of CDSS as a workshop leader, both for the contributions he could make, and for CDSS visibility. Most workshop leaders taught 2-3 workshop sessions.

Dances

CDSS WLC 06 co-hosted a Friday night English Country Dance with the English Country Dance Community in Portland, in the hall, which we used on Sunday. The Saturday night Contra dance

was the dance usually held on that weekend, in the usual hall. Workshop leaders were callers at both dances. In addition a dance was held on Sunday afternoon as part of the conference; conference attendees volunteered to call contra and English dances, and were coordinated by Bruce. There was an open band coordinated by Sue, and one of the workshop leaders, Warren Argo, supplied the sound equipment for all three dances and served as sound person for the Friday night and Sunday afternoon dances. The Friday and Saturday night dances were open to all; the Sunday afternoon dance was limited to conference attendees and volunteers (including those who helped with food and supplied housing and/or transportation.) All of this took an immense amount of time to negotiate and coordinate: personnel, halls, who did what, who paid what to whom. Particularly difficult was trying to establish a way of cooperating with the Friday and Saturday dances (basically independent events) that was fair to all financially and operationally. Communication with each individual involved in each level of operation of each dance is essential.

Hosting and Transportation

Expectations should be clearly stated in the registration process. Hosts should know that they would not necessarily need to transport participants, the transportation coordinator can arrange for rides. Transportation and Housing Coordinators need to work closely together, and should be present at the first and last events of the week end (if not at all the events) so they can work out last-minute problems. They should also forward final housing and transportation arrangements to the conference organizers for use in case of emergency or last minute troubleshooting. If participants find their own housing, they should be asked to provide their own transportation. This will eliminate the situation of someone staying with a friend or relative who lives a long way from the conference expecting transport from conference attendees. (Yes, it happened!)

Emergencies/Troubleshooting

See above for housing and transport printouts to conference organizers. Also, an emergency contact number should be included in registration information. One central committee member should be designated as troubleshooter at all times (can rotate this job around workshop presentations). It would be good to have a couple of local troubleshooters or consultants as well.

Set Up and Clean Up

Two people could be assigned to oversee these jobs and should work under the direction of the person responsible for liaison with the facility. Conference attendees usually willingly volunteer on an ad hoc basis as they are asked for help during the conference. Time for set up and clean up must be factored in to the overall schedule.

Buttons

Names should be readable (seems obvious, but doesn't always happen). Nice to have hometown on button as well, since people are coming from a variety of communities. Organize alphabetically by first name since first name will likely be prominent.

Food

There should be a separate, central space for food, even if that means renting extra space. It would be ideal if this space were large enough to also house the store (if there is one) and include an area where participants could "hang out" for informal discussions. The person(s) in charge of food should not pay for the conference nor expect to attend very many workshops. There should be advance communication with the food organizer about when the hall will be open, where the food space will be, when it will be available, what kind of facilities it affords. It would be good to have extra help on hand just for set up and clean up of the food space — this is a big job. Concerning dietary restrictions, perhaps there should be a disclaimer in the registration form along the lines of "We will provide vegetarian options but are not able to meet all dietary restrictions (lactose or glucose intolerance, etc). Participants with dietary restrictions should be prepared to provide some or all of their own food."

Store

The store should also be in a central space (could be in the same room as the food). The CDSS WLC 06 store sold most of what had been ordered from CDSS the first day (the order was kept small, as the host community did not want to have overlarge shipping expenses). Hours of operation should be clearly communicated. A sign should be posted clarifying the policy that the CDSS discount is not in effect (too hard to process) but noting that this is counterbalanced by the fact that there are no mailing costs. It was beneficial to have CDSS materials available at the conference.

Photography

A member of the local community offered to take pictures of the CDSS WLC 06. We thought it best to set some conditions:

- CDSS and PCDC may use the pictures as they see fit. They will give credit to you for any they use.
- The workshop exists to create a flow of information and generation of ideas. You must not disturb that fragile process. You must be quiet during the sessions, never place yourself between the leader and participants, and not try to change the layout of the room or the position of the participants.
- You may use a flash, but not so frequently that it disturbs the session.
- We do not anticipate needing video footage. If you use a video camera, you may not use a light with it.

Evaluations

We used an open-ended evaluation form (attached) and added a verbal question: what was the primary motivation for you to come to the conference? Networking was the most popular answer, followed by getting new ideas.

Anticipate/Delegate

Despite trying to anticipate and delegate as much as possible there were several situations during the weekend when the central committee found itself overloaded, particularly Bruce who led workshops, kept an eye on the general flow of the conference, and on Sunday afternoon was busy writing/distributing checks while overseeing the dance callers. (This in spite of getting up early on Sunday morning to review expenses and write checks.) Solution? Hard to say. All should try to anticipate what they would need to do when, and, if they find themselves double or triple booked ask for help/support from others.

CDSS support

We received a great deal of support from the CDSS office staff in planning and executing the conference, including reminders and ads for the conference in the CDSS news, initial contacts to affiliated groups west of the Rockies, formatting the registration form/flyer and the newsletter ad, and giving us a presence on the CDSS website and keeping it up to date. And advice. We attempted to keep CDSS staff member Linda Henry in the loop, especially in our early planning stages, as she is involved in similar activities. We also asked for and received advice from many CDSS members across the country – from planning such an event to programming to the CDSS store order. Financial support from CDSS in the form of the May Gadd/Phil Merrill Endowment Fund promise of financial support in case of loss and from the Leadership Initiative Fund was invaluable, especially as we trimmed our budget to keep registration costs low.

Attendance

74 participants attended the conference, plus 10 workshop leaders. The participants came from 13 states and 1 province: most from Oregon (26), California (17) and Washington (15) but also from as far west as Sitka, AL, as far north as Fairbanks, AL, as far south as Houston, TX and as far east as Malden, MA. At least seven communities gave financial support to members who wished to attend the conference.

APPENDIX

Committee

Bruce Hamilton, Co-chair (initial idea; programmer; general oversight)
Jane Srivastava, Co-chair (publicity; early liaison with attendees, general oversight)
Rosemary Lach (Gadd-Merrill grant application, registration form, compiled evaluation forms, general oversight)
Sue Songer, Portland Liaison and Logistics (site finder and manager, local volunteer coordinator, general oversight)
Patsy Bolt, Fred Perner (jointly Registrar and Treasurer)

Advice and Financial Support

Country Dance and Song Society
Brad Foster, Executive and Artistic Director

Volunteer Jobs and Coordinators

Site Liaison – Sue Songer
Housing Coordinator – Gerhardt Quast
Transportation Coordinators – Margi Redden, Holly Nelson
On-site Registrar – Elinor Preston (also compiled list of local restaurants)
Mapmaker – Sue Songer and friends (invaluable to those coming from out of town)
Hotel Information – Beverly Stafford
Travel Information – Fred Nussbaum
Food Coordinator – Sue Baker
Clean up, Lunch set-up – William Watson
CDSS store – David Blanchard
Fragrance Free Coordinator - Paula Hamlin
Compilation of workshop outlines, notes – Judy Bass
Buttons – Caroline Klug and Erik Weberg
Supplies – Norman Hale, Sue Songer

ATTACHMENTS (to be submitted to CDSS when complete; not attached to this report)

Initial contact e-mail (sent to all CDSS affiliate groups west of the Rockies)
Save the Date Flyer
CDSS newsletter ad
Program
Workshop Descriptions
Registration Form
Registration List
Worksheet
Evaluation Form
Evaluation Summary
Financial Report
Compilation of Workshop Outlines and Notes
Photos
CDSS Newsletter article