

OREGON FEDERATION OF SQUARE AND ROUND DANCE CLUBS  
MINUTES OF STATE MEETING HELD SEPT. 11, 1977  
Recreation Hall, Merrill, Oregon

The meeting was called to order at 10:30 by President, CHUCK McDONALD. The invocation was given by HAROLD POUND and the pledge of allegiance to the flag of the United States was led by CADDIE BOYER, Membership Chairman. President, CHUCK McDONALD, (Helen), introduced DENTON GRANGE, Interstate Highlanders Area President and area delegate, DON CRAWFORD (Rosemary). He then thanked the area for a terrific dance at Tule Lake, California, and for hosting the meeting. He gave a special thanks to DENTON GRANGE and DON CRAWFORD for the excellent job they did in preparing for the State meeting.

ROLL CALL found all officers and delegates to be present with the exception of treasurer, GLEN PFEFFERKORN; Past President, GRAHAM WOOD, delegates from the Teen Area and Three Valley Area; and the Good will Ambassadors, the PUCKETT'S.

Motion to  
approve  
minutes

AL WESTPHAL, First Vice President (FRAN) moved that the reading of the minutes of the last meeting be dispensed. Motion seconded. The minutes were accepted as mailed.

TREASURER'S REPORT was read by Parliamentarian, BUDDY RANDALL in the absence of GLEN PFEFFERKORN. The report was accepted for audit and a copy is attached hereto and by reference made a part hereof.

OFFICER REPORTS:

FIRST VICE PRESIDENT - AL WESTPHAL (FRAN) - LINCOLN-TILLAMOOK AREA. Al introduced his mother and father-in-law, EMMA and RUSSELL HUFFMAN. Also introduced Toledo 49ers Club President and wife, JOE and HELEN BERNARD. Al made a report on the Summer Festival Advisory Committee Report. A portfolio that had been compiled was turned over to the new First Vice President. He stated it is a complete report meeting with most of the requirements of the summer fesitval, has alot of good ideas and hints, practices and procedures. Copies of the report will be made and provided to each area. Al made a motion this report be accepted. President, CHUCK McDONALD, added that this report is a guideline for holding a summer festival, that the State is not telling the areas how to hold a summer festival, but to help you hold a summer festival. Motion seconded and passed. Al re-emphasized that this report does not mean the areas have to follow the outline; only that the committee decided it was an asset and would probably be of use to areas involved; just a rule of thumb that would give some ideas of what to do.

Motion to  
accept  
Adv. report

RUTH McKNIGHT questioned if this had been explained sufficiently to the delegates. She noted from the facial expressions of some of the delegates that they did not know what they were voting for. She expressed her support of the plan. Delegate, Jerry Fogelson, stated that he abstained because he didn't really understand what they were voting for; since it is only a guideline being made available, he didn't understand the necessity of a vote. If it is to be made an official document he didn't think the vote was proper until all the area delegates had a chance to look at it. Al re-explained that it is only a report and that all the State is doing is accepting the report presented by

the Summer Festival Advisory Committee. It does not mean anything other than the fact the delegates are accepting the report made by that Committee.

SECOND VICE-PRESIDENT, RAY MURRAY (DOROTHY) - CENTRAL OREGON AREA, Sagehoppers. So that we might have something on record, Dorothy wrote to Norma Paulous for a copy of the bill passed making square dancing the official state dance. A copy of the bill signed by Governor Straub with the Seal of the State was presented to Historian, GEORGE GRIFFITH, who proudly accepted the document for the history books. Ray stated the directories are ready and will be passed out to the delegates. They found they could have 2,500 printed for the price of 2,000. They were purchased at the same rate as last year, the state will sell them for 45¢, areas may charge what they wish. Ray felt satisfied they accomplished a good directory, acknowledging they made some mistakes as they are only human.

PRESIDENT CHUCK McDONALD noted he had received many petitions signed by the dancers at Tule Lake, Burney Falls and other Northern California points; he sent them on to the senators in Salem. He acknowledged that we do need their help and do get their help, thanking them, because they are a part of the Federation.

RECORDING SECRETARY - MARGE POUND (HAROLD) - EMERALD EMPIRE AREA. River Road Mixers. No report.

CORRESPONDING SECRETARY - MARY PUTER (COY) - INTERSTATE HIGHLANDERS. Klamath County Squares. Mary announced she had all the officer and delegate pins, but had gotten them only the night before so didn't have a chance to put them together - so the plyers were available for do-it-yourself. She didn't get the POOF bars, but will send them to the officers later.

MEMBERSHIP CHAIRMAN - CADDIE BOYER (AL) - SOUTH COAST AREA. Sets-In-Order. Caddie reported we now have 151 clubs in the Federation; what happened to the 156? It seems last year there were dual membership listings for some teen clubs and when they were added up they were added twice; this year they were listed only once. We do have several new clubs this year, but some old ones have disbanded. Caddie thanked the Federation for her partial year.

PRESIDENT CHUCK McDONALD stated that it is not easy to step into a job in mid-year and do a good job, but CADDIE and AL did. RAY MURRAY added that if it hadn't been for CADDIE the directories would nothave been out on time.

PAST PRESIDENT - GRAHAM WOOD (NEDRA) absent because of a wedding. He asked Chuck to announce the Fairview Dance will be April 2, 1978. Callers: DAN McCORNACK, HARVEY HUNSUCKER, DOTTIE SWENSON, GORDON McNEW. A bank account is open and the Windy Whirlers of Portland are the first to present a check for \$21.52. They would like to see alot of checks follow.

STATE REPORTER - JACK BRINSON (ILENE) - CENTRAL OREGON AREA. No report.

HISTORIAN - GEORGE GRIFFITH (LORENE) - EASTERN OREGON AREA. Grand Squares. George thanked the many people who contributed to the history books. He hopes that alot of material will be sent to the next historian.

PUBLICITY CHAIRMAN - ED WARMOTH - (MARY) - PORTLAND AREA. Rose City Squares. Ed had new Learn to Square Dance posters which were distributed to the delegates. The posters cost \$12.00 for 500, cost of which absorbed by the Federation. A list of all the clubs in the State of Oregon was mailed to every newspaper, radio station, TV station for square dance week. Ed had put out a story on square dance week, arranged for the Governor to make a statement declaring the coming week Square Dance Week; he copied that and sent it to everyone. They made a flyer for the MDA dance on change of hall, sending it to all local clubs. He stated good things are starting to come back in: Seaside paper has a story with a picture taken at the fair. Local publicity people have gotten coverage, such as the upcoming pictures and story in the Journal, a full page story and pictures in Sept. 10, 1977, Oregonian, accomplished by PAC Publicity Chairman, Sparkle Allen.

PRESIDENT CHUCK McDONALD thanked ED and MARY WARMOTH for their excellent job as Publicity Chairman over the past year and for all they have done for the State of Oregon and for square dancing.

OFN REPORT - RAY SCOFIELD (RAE) - PORTLAND AREA COUNCIL. Ray stated he didn't have much to report; but has received some good suggestions and other suggestions.

1977 SUMMER FESTIVAL CHAIRMAN - ELSIE DOWNS- UMPQUA AREA. Boots and Calico's. Elsie stated they have received many letters and cards telling the Summer Festival Committee what a terrific time they had, complimenting them on how well organized it was. Introduced was WARREN ENGDAHL (FLORENCE) who worked on the attendance. Warren has instituted a new filing system to help with compiling the attendance record. Warren reported that as a dancer came to the festival he was requested to complete a form, with this form they were able to compile a listing of all the dancers who attended the festival. The number of dancers attending including 132 teens, 1,777. Dancer days: 4,581. Thurs: 665, Fri.: 1,362. Sat.: 1,669. Sun: 887. There were 120 Oregon Clubs represented and a large number of people not affiliated with a club. There were dancers from 10 states and Canada. The largest attendance from other states: California 82, Arizona 34, Washington 22. Warren presented his file box to Erv Black. FORREST KENNEDY (DUDE)- Floor Chairman reported the floor contained 27,360 square feet, was 72'x380' using 860 3/4" 4 x 8' chipboard sheets. The sheets were screwed down to 1 x 6" with 9,000 1-3/4" sheet metal screws. The submitted budget for the floor was \$5,000. He hoped he would recover \$3,000. The floor was sold as-is on the ground and final loss was \$950. A 80 x 80' floor was put down in one of the buildings for the round dancing, laid on cement, not secured and it worked well. ELSIE stated they had a sign-up sheet for people who attended all 20 festivals; those signing were BUDDY and NANCY RANDALL, IVAN MIDLAM, MICK and RUTH NOGLE. A scroll with those names was presented to the historian. Badges designed by WARREN ENGDAHL - "Been There 20 Times - Oregon Summer Festival 1957 - 1977" were presented to the RANDALL's, who were the only ones present at State meeting. The badges were donated to the State by Aldios. Solo and chaperone ribbons left over are being passed on to future festivals. Leftover cups are available for purchase at the meeting. A badge used on the back of the Summer Festival outfits was presented to the historian along with a list of people who attended the '57, '67 and '77 festivals in Roseburg. Elsie made the recommendation that the traveling plaque be separated from the festival; that those clubs wanting to participate in it take care of the details of it. She also suggested the babysitting service be

continued for future festivals, they had many good comments on this service. Summer Festival Treasurer's report by WILMA ROBERTSON:

Total receipts	\$16,723.25
Expenses	<u>13,897.17</u>
Net Profit	\$ 2,826.08

A check in the amount of \$1,413.04 was presented to PRESIDENT CHUCK McDONALD.

PRESIDENT CHUCK McDONALD said that we deeply appreciate all that the Umpqua Area, with only two clubs, did to put on this festival for the square dancers. It proves again "that you don't have to be big to be great".

ELSIE DOWNS stated a third club was recently added to the Umpqua Area, but too late to help much with the planning of the festival. Elsie stated everyone did a fantastic job, everyone DID their job and she didn't have to check to see if each person was doing their job.

WINTER FESTIVAL CHAIRMAN - JERRY FOGELSON (SANDY) - EMERALD EMPIRE AREA - passed out flyers for the festival. He introduced the Co-chairman, JIM and DORENE MILLARD, who will be '79 Winter Festival Chairman. This year's festival will be 4th weekend in January. Callers: Beryl Main, Aurora, Colorado and Dick Houlton, Stockton, California. Round Dance Instructors: Cliff and Ruth Harry of Las Vegas, Nevada. Jerry said he wants to make it clear that the festival serves a number of purposes, they want to have a good workshop program, but have good, fun-level dancing at night. He said he has heard people have stayed away from the festival in the past because of workshops spilling over into Saturday night and since they weren't workshop dancers, they wouldn't go. They have planned this festival for everyone to come and have a good time.

SUMMER FESTIVAL 1978 CHAIRMAN - ERV BLACK. Erv introduced the Co-chairman: DON and ROSEMARY CRAWFORD; Secretary: MARY PUTER; Treasurer: DONNA SCOTT. The theme is Scottish. A couple of changes have come up - Saturday night caller will be Elmer Sheffield, Jr. Other change is probable change in location. They ran into problems with the Air Force in use of the base, so are negotiating with OIT. Hope to have changed flyers ready for Winter Festival.

#### DELEGATE REPORTS

PRESIDENT CHUCK McDONALD asked that as the delegates give the report for each area, the new delegate should come up and be seated by the out-going delegate.

CENTRAL OREGON - ED GRAVES (NELLIE) - No report. Introduced JACK WILLIAMS (ROSEMARY), Central Oregon Area Council treasurer. Noted that the local paper is going to put out all their square dance news.

EASTERN OREGON - GEORGE GRIFFITH (LORENE) acting as alternate. George suggested that round dancing at summer festival have more selection of round dances with more waltzes. Introduced RALPH WALLACE, new delegate. Ralph reported their area had a benefit dance for MDA and contributed \$129.75.

EMERALD EMPIRE - JERRY FOGELSON (SANDI) Jerry introduced his daughter, Anna, who has been a big help to him during the past year with correspondence from his area and the Winter Festival. Also introduced JIM MILLARD (DORENE) - new delegate.



INTERSTATE HIGHLANDERS - DON CRAWFORD (ROSEMARY). Replacing himself as delegate.

LINCOLN-TILLAMOOK AREA - EARL AYERS (CHARLOTTE). Replacing himself as delegate. The Lincoln-Tillamook Area will be hosting the State Meeting on Nov. 6, at Toledo High School. Information about the area and meeting was passed out to all delegates and officers.

MID-WILLAMETTE AREA - HAROLD BRESSLER (FAYE). Introduced BOB SAMS (MATTIE), new delegate.

PRESIDENT CHUCK McDONALD noted that Bob and Mattie Sams arranged the first square dance held at the State Capitol in Salem and thanked them.

PORTLAND AREA - VERN MEYER (MAE). Vern told of PAC's plans for Square Dance Week with dances scheduled throughout the area in shopping malls, hoping to accomplish alot of advertising and new members for classes. The Teen Area sponsored MDA dance turned over approximately \$814.00. Vern introduced the new delegate, TOMMY ALLEN (SPARKLE). Sparkle Allen is publicity chairman for PAC and is responsible for articles appearing in September 10th Oregonian and up-coming article in Oregon Journal.

ROGUE SIS-Q AREA - PHIL RENNICK (JO). Phil said classes have all started in the area. He stated Channel 10 TV station gave a half-hour time slot prior to the lessons demonstrating square dancing. He thanked everyone who helped make Diamond Lake Festival a success, noting there were 85 square this year. He introduced the new delegate - GEORGE KOSTICK (MARY ANN). PRESIDENT CHUCK noted Rogue Sis-Q Area is one of our really go-getting areas for getting new square dancers, doing a tremendous job last year.

SOUTH COAST - AL BOYER (CADDIE). Al reported some clubs sent money to MDA. The clubs in the area will be starting lessons soon. He introduced the new delegate - VERN LINGARD (EVELYN). Vern said they dance with Chetco Swingercoos of Brookings - the "Banana belt of Oregon". He said they had a good summer this year with fishermen coming up. Their club is almost a California club and have good relations with all California clubs. Have alot of Southern California visitors too.

SUNSET AREA - ART FAUST (RUBY). Replacing himself. No report.

TEEN AREA - Absent.

THREE VALLEY AREA - Absent.

UMPQUA AREA - ROBBIE ROBERTSON (WILMA) - new delegate. Stated all clubs are starting classes. Have good coverage in local newspaper and on TV. They are anticipating good beginner classes this fall.

PRESIDENT CHUCK McDONALD noted overhearing Umpqua Area festival workers, during the festival, saying they were sorry the festival was over because they really enjoyed it, had a good time, which was evident to those coming to the festival.

## NEW BUSINESS

Installation of new officers. Each out-going officer initiating the new officer in his or her own unique way and appropriate to his office. Many surprises!

PRESIDENT AL WESTPHAL stated he felt this an honor and pleasure to stand up in front of so many people who have donated so much of their time to make square dancing what it is and it makes him feel very humble to think he is standing in the position where he can help in whatever manner he can to progress in square dancing and have square dancing progress in the way it has been under the direction of the past officers. He hoped the new officers will be able to do as much as the past officers and look for help and support from the past officers because they are a fountain of wisdom. He said it is really amazing to see so many people turn out at a state meeting so far away from their natural homes and said how much he appreciated it.

Presentation by RAY SCOFIELD. Reinstilling an old tradition of installing past officers into the POOF's. CHUCK and HELEN McDONALD, MARGE and HAROLD POUND, MARY and COY PUTER, ED and MARY WARMOTH, JACK and ILENE BRINSON, GEORGE and LORENE GRIFFITH and CADDIE and AL BOYER were all called to the front. Using his official status as 'Papa of the POOF's', Ray Scofield read the scroll, "Greetings to all ye present here, due to the unexcelled diligence and unexpired energy, the understamped are hereby inducted into the mystic order of the POOF's by Order of Papa of the POOF's, or PaPOOF's". Each person came forward and presented their thumb or finger to be stamped and print then placed on the scroll. Ray then presented the bill for the scroll: Scroll and paper = 10¢, design and layout = \$1.00, calligraphy = \$2.00, dowel 40¢, 30 beer can pull tabs @30¢ a can = \$9.00.

PRESIDENT AL WESTPHAL named the nominating committee for next year: Chairman - CHUCK McDONALD, VERN MCKNIGHT, GRAHAM WOOD, BUD PARROTT, JAY CLARK, Al also appointed four couples of Goodwill Ambassadors for the coming year: VERN and RUTH MCKNIGHT, GEORGE and BERNIECE GRUCHALLA, RUSSELL and EMMA HUFFMAN and ED and MARY WARMOTH. They came up front and were presented with a specially designed badge. He noted these people have been outgoing in representing square dancing and have been very instrumental in promoting square dancing. Al stated the Huffman's were instrumental in his being here today, but FRAN reminded Al they were her mom and dad. Needless to say, this left Al speechless.

PRESIDENT AL WESTPHAL made another presentation - presenting a pin "PREZIDENSHUL ADVISER" to the one and only - FRAN WESTPHAL. Al recognized VERN and RUTH MCKNIGHT and RAY and RAE SCOFIELD for their various ways of encouraging him throughout the years.

Al commented that one of the primary objects of these meetings is the communication between the state level and the dancer or club level. The only way we have of getting this is through the very important people who are the area delegates, who are probably the most important people at the state meetings. He noted their job is probably a bigger and more important one than any single job we have at the state and that is the communication between the clubs, the dancers and the area and state. He reminded the delegates how important their job is and that they should take back every bit of information that takes place

and return to the state that which the clubs wished brought back for our attention. He said that we know they do a good job, but just wanted to remind them that these things that take place here should go back to the areas. Al also stated that the elected officers and the ones who have been appointed sometimes spend lots of effort, time and money in making special dances and other functions sponsored by the Oregon Federation. He said it would only be a common courtesy that at any time one of these people attend your local club or area dance, please give them a moment of recognition by announcing they are there. There are a lot of people who don't even realize we have state officers, don't realize there is a connecting link. By introducing the officers it would give them an opportunity to answer questions dancers might have about the Federation. So please give a moment of recognition to these officers.

Al asked that the areas continue sending the area council meeting minutes to the First Vice President, President and Publicity Chairman. This gives them an idea of what is going on between state meetings in the different areas. We also want to know if we can be of help or if we can make an appearance, if there is anything we can do to help square dancing in your area.

Al stated the Summer Festival Advisory Committee will consist of First Vice President, acting as Chairman = this year will be RAY & DOROTHY MURRAY, ED & MARY WARMOTH, CLINT & LUCILLE BARNES, JACK & ILENE BRINSON and the Past President usually sits in because of his experience, the Parliamentarian could sit in and we would like him to be invited. If the chairman of the committee finds some of the people cannot be there, substitution can be made by any past summer or winter festival chairmen or co-chairmen. As this year's chairman, ELSIE DOWNS is a member of the committee, but since Elsie is a caller having classes on Sunday and the distances involved in traveling may be a hardship, we have asked Elsie to work as an alternate this year.

BUDDY RANDALL presented an insurance proposal called Square Dancers Insurance Program administered by R. F. Lyons Company in Santa Ana, California. An information sheet was provided all delegates and officers. The delegates were asked to study the information along with their areas and bring back questions to the November meeting. At the present time the insurance for the past year for individual insurance, state liability, area liability and club liability and caller liability came to \$6,398, the state's share being \$1,198. The new insurance would be sold to each individual at \$1.50 a person. In order to participate in this program each and every member of all clubs belonging to the federation must be covered. Buddy invited letters from anyone having questions and he would try to have the answers by the next meeting. The insurance company will refund 10¢ per member to the State Federation for handling the insurance program which would mean about \$900.00. If this insurance would be accepted the state would no longer have to charge 50¢ a person for insurance at the summer and winter festivals which is used to raise the funds to pay the premium on the State's master policy.


STATE REPORTER, JACK BRINSON presented each delegate with a packet containing the minutes of Bob Van Antwerp's Club Management suggestions. Please see that each club in the area gets a copy.

PRESIDENT AL WESTPHAL thanked the INTERSTATE HIGHLANDERS AREA for the fine gifts of horseradish and announced the Toledo 49ERS hosting the next meeting.

RAY MURRAY distributed the directories reminding the delegates that the clubs are to pay the area delegate for the directories and the delegate will bring the money back to the state. The directories are not on consignment and area should pay the total bill and collect from the clubs.

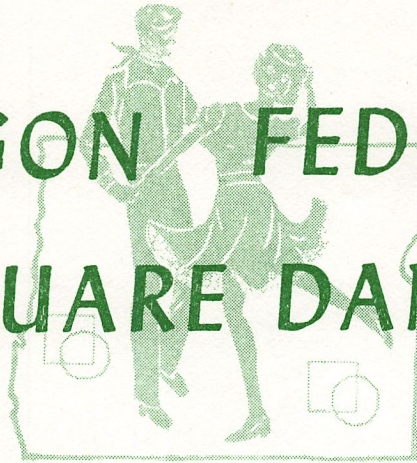
A Motion was made and seconded and the meeting adjourned.

Respectfully submitted,

  
Barbara Winterfeld  
Recording Secretary



# OREGON FEDERATION OF SQUARE DANCE CLUBS



## OREGON SQUARE AND ROUND DANCE FESTIVALS

The Oregon Summer Festival is an event held annually which is sponsored by The Oregon Federation of Square and Round Dance Clubs, in partnership with one (or possibly more than one) of the state's area councils.

Each festival so far has been held in the geographic area of the host council; however, it would be possible for an area or areas to host a festival in another region. If your area lacks adequate facilities, it would make sense to consider using the state fairgrounds or some other suitable facility outside your own locale.

Any PROFIT or LOSS resulting from a festival is shared equally by the host area and the state federation. First, though, the host area is obligated to repay any loans that it may have accepted, and it must pay 50¢ per person attending the festival into the Federation's insurance fund.

## Festival Advisory Committee -

An advisory committee whose chairman is the current First Vice President of the Federation, has been established to provide guidance and impetus primarily for the annual summer festival. The committee will also be working with the Mid-Winter festivals co-sponsored by the Emerald Empire area council and the Federation, if invited to do so.

Members of the festival advisory committee will travel to your area to help with planning, visit facilities, etc. at your request and invitation.

The primary purpose of the advisory committee is to try to ensure financially successful festivals. The two annual Oregon festivals are the primary way of raising money to operate the Federation.



FESTIVAL GUIDELINES - A combination of traditions and recommendations offered by the Federation's first Festival Advisory Committee, "with a little help from our friends".

This is a suggested plan of action for an area considering hosting a summer festival:

1. Support of your area! Are the area council officers, club callers and club dancers willing to take on this very big job?

Also, are the local chambers of commerce, tourist committees or whatever, willing to support the festival? (You can count on support from Federation officers and past officers - POOFS - and from dancers throughout the state, but the local area must supply lots of enthusiasm and manpower for 1001 details.)

2. Facilities. Check attendance figures for the past few summer festivals to give you an idea of the number of persons you might expect to attend.

Needed will be dancing areas for square and round dancing, of course, but also you'll need places for teen dancing, booths, spectators, and probably other activities as well. Sewing clinics or demonstrations, talent or style shows, callers clinics or seminars, club leadership discussion groups, dance styling, workshops, other teen and/or single activities are all possibilities. The "something for everyone" philosophy will help to make a festival successful.

square footages, types of floors, etc. is included elsewhere

3. Invite the Federation's Festival Advisory Committee to visit your area to meet with your council and key persons to talk things over and to visit facilities. This may be done three or four years before you anticipate hosting a festival. There is no charge for the committee's "advise" and no obligation to host a festival just because you invited them to come to your area.

If you do decide to host a festival, each festival committee member would like to receive notification of and invitation to your meetings and copies of all information, minutes of meetings, anything relating to the festival.

4. Write a letter to the Federation indicating that your area is willing to host a summer festival. Include the year (or years) that you are willing to host, the facilities that you plan to use, a preliminary estimate of housing that will be available, including RV spaces, and any other information that you think might be helpful to the Federation in making the decision to award a festival bid to your area.

Include attractions that are unique to your area that will give square dancers and their families reasons to come there in addition to the festival itself. Things to do and see, such as the Wildlife Safari near Roseburg, can be pointed out.

5. Contact caller and round dance instructors to find out who is available and to get an idea of costs, BUT IT ISN'T TIME TO SIGN CONTRACTS YET. Travel expenses have become a major part of the expenses of a festival. For this reason, and others discussed below,

IT IS THE UNANIMOUS RECOMMENDATION OF OREGON'S FIRST FESTIVAL ADVISORY COMMITTEE THAT ONLY ONE NATIONAL CALLER BE USED AT A GIVEN SUMMER FESTIVAL.

The committee would like to see the one national caller and one round dance instructor couple participate in many activities during the course of the festival. Their taking part in discussion groups, clinics, demonstrations and workshops as well as teaching and calling will result in our really getting our money's worth. Besides, our Oregon dancers will become acquainted with them and they with us. If a caller arrives, calls one dance, and then leaves, this isn't accomplished.

Please SIGN NO CONTRACTS with callers or round dance instructors until you have met and discussed the contracts with the Festival Advisory Committee. The Federation is obligated along with your own area by any contracts that you sign.

The other major advantage of having one national caller is, we feel, that more Oregon callers can be included, as callers, on the festival's programs.

Because Oregon is geographically quite large, festivals are one of few opportunities that we all have to hear callers from throughout the state.

We believe that nearly all callers like to call; if they are given calling time on the program, they will make it a point to attend the festival. If not, there is a good chance that many of them will stay at home and call a dance. That can result in not just the loss of that caller from the festival, but also can mean that many of the dancers in that club will stay at home as well.

6. Decide on the number of days and which days of the week you plan to hold the festival. Set the dates. But watch out for obvious conflicts as best you can. Neighboring areas and states have special dances and festivals that can draw dancers and callers away from the summer festival. (Check too for other large groups that may be planning conventions in your locale.)
7. Prepare a preliminary budget using the budget format attached. Previous budgets and the advisory committee will help.

Keep your budget just as "bare bones" as you possibly can. Sometimes the difference between profit and loss is a very small one. By using the resources of Oregon's square dancers, their ingenuity and dedication, we can cut costs and at the same time get more people actively involved in festivals.

Remember that an insurance premium of 50¢ per person is paid to the Federation's insurance fund for every dancer who attends the festival.

8. Present your proposed budget at a State Meeting and make formal request for a \$1,000 loan from the Federation. The loan is made to help finance early expenses. The money is held by the state in an interest bearing account and should be similarly invested at the local level pending actual payments.

9. Get SIGNED CONTRACTS for facilities and caller and round dance instructor.
10. Please prepare an updated budget at each state meeting. Beside each budget item list the amount spent or amount received to date.

In this way, we can all be aware as we go along just how things are going.  
If adjustments are needed, perhaps they can be made before it's too late.  
If everything is going well, we can all REJOICE!

#### A word about promotion of festivals:

In the best interests of each state festival, it is traditional that the most immediate upcoming festival have the "spotlight". The '80 festival "kicks off" at the '79 summer festival but not before. Earlier promotion might detract from the current festival.

Ad advertisement in the state festival programs that precede your festival - both in the summer festival program & in the winter program - is usually purchased.

In addition, the upcoming festival committee may want to sponsor an after party, parade, special entertainment, etc. during the preceding festival.

Pre-registration should be well received at this time because those attending a summer festival can be expected to attend next year's as well. Information about the festival, things to do and see in the area, motels, R.V. facilities, etc. should all be available.

You will want to get as much "news" coverage as you can at no cost, but in some magazines you will also need to purchase advertising space. National square dancing magazines, adjacent state's square dance news letters and magazines and the Oregon Federation News should all be included in your coverage.

Check deadlines early because some of the national magazines require information far in advance.

We all are on the same side. We work for FUN festivals for the dancers and the callers. We work especially hard for involvement of as many Oregon dancers and callers as we can possibly get.

It's very hard work to put on a festival, but it is fun too.  
Your efforts are much appreciated.

The committee members of Oregon Federation's first Festival Advisory Committee:

Chuck & Helen McDonald, Graham & Nedra Wood, Ed & Mary Warmoth, Jack & Ilene Brinson, Al & Fran Westphal, and sometimes Ray & Dorothy Murray and Buddy & Nancy Randall.



## Suggested Budget Format

### 100 RECEIPTS

- 101 advance registration
- 102 registrations at dance
- 103 spectators
- 104 advertising in program book or other printed matter
- 105 display booth rental
- 106 special fund raising
- 107 loans from state federation
- 108 loans from area or local clubs
- 109 interest earned
- 110 camping space rentals
- 111 dormitory space rentals
- 112 other

### 200 EXPENSES

- 201 primary space & facility rental or purchase
- 202 additional space rental
- 203 personnel charges from facility
- 204 cleanup
- 205 parking
- 206 sound system
- 211 caller fee and transportation
- 212 caller meals, motel, etc. if necessary
- 213 round dance instructor fee and transportation
- 214 round dance meals, motel etc. if necessary
- 215 other caller fees for additional callers
- 216 callers hospitality room
- 221 printing of program
- 222 display booth expense
- 223 decorations for halls
- 224 promotional flyers
- 232 ads in square dance magazines
- 233 registration badges and ribbons
- 234 phone calls
- 235 postage and post office rent
- 236 envelopes and supplies
- 241 style show
- 242 sewing clinic
- 243 teen activities
- 244 single activities
- 245 entertainment
- 251 registration refunds
- 252 loan repayment
- 253 state insurance payment of 50¢ per person
- 254 bonding and/or local insurance or security
- 255 first aid

### 300 PROFIT OR LOSS

- 301 credit or debit to State Federation
- 302 credit or debit to local Area Council

A summary of some of the major expenses of '74, '75 & '76 festivals:

	'74	'75	'76
attendance	2670	3460	3465
place	state fairgrounds in Salem hosted by Mid-Willamette	outside Wood floor on football field in Bend hosted by Central	Memorial Coliseum in Portland hosted by Portland
number of dance areas, types of floors and square footage figures info. still needed			
rent or purchase	\$1,850	floor purchased for \$4,133 & sold for \$1,400. inside round dance wood floor for \$648  1200 sheets chipboard (3/4") on 1 x 6 fir, used drywall nails which can be inserted & removed with screwdrivers	3 floors rented for \$5,150 plus personnel required by coliseum at an additional \$1,465
schedule	all day Thurs., Fri., & Sat. Only a callers clinic held on Sunday	Thurs. night, Friday & Saturday	Thursday night, Friday & Sat.
callers	Thurs., Thurs. night & daytime Friday local & other Oregon callers Friday night 4 programmed Oregon callers Sat. workshop & eve. dance national caller	Thurs. night area callers Friday eve. Oregon callers Sat. eve. nat. caller at \$1,239 (includes round dance instruct. & other callers?)	Thurs. eve. jamboree Friday eve. 4 Oregon callers at \$25 each Sat. workshop & eve. dance 2 featured nat. callers
round dance	\$875		\$850
sound	\$240 for testing of new sound equipment, festival committee had to pay only motels & meals of representatives from the sound company	\$415 Les Roberts from Portland advised & coordinated, used local callers' equip.	\$1,405 local callers' Hilton equip.

(see attached budgets from each of these festivals for more details)



"FUN GALORE IN '74"  
**OREGON STATE SUMMER FESTIVAL**  
SQUARE AND ROUND DANCE

Oregon State Fairgrounds

Salem, Oregon

**JULY 18, 19, 20, 1974**

Chairman  
Clinton and Lucille Barne  
2220 N.W. Hayes Avenue  
Corvallis, Oregon 97330  
Telephone 753 8840

Submitted by festival treasurer

*Glen Pfefferkorn*  
Glen Pfefferkorn

Co Chairman  
George and Bernice Gruchalla  
2240 Laurel Ave. N.E.  
Salem, Oregon 97303  
Telephone 363-3518

FINANCIAL SUMMARY  
September 21, 1974

**RECEIPTS:**

Registration	\$11,965.20
Trailer/camper spaces	949.00
Festival Button Sales	245.00
Raffle ticket donations	350.00
Spectator charges	326.85
Commercial booth sales	298.50
Advertisement sales	95.00
Opening deposit	20.00
State Federation loan	500.00
Total Receipts	<u>500.00</u>

\$14,749.55

**EXPENSES & PROFIT DISTRIBUTION:**

Advertising	\$258.89
Telephone	283.13
Supplies/postage	211.62
Registration materials	266.81
Caller fee, meals, motel	513.35
R/D instructors fee, meals, motel	874.54
Fairgrounds rental fees:	
Buildings	\$1850.00
Trailer spaces	360.00
Booth spaces	120.00
Tables	<u>60.00</u>
	2390.00
Sound equipment, meals, motel	239.00
Teen Activities	100.00
Opening deposit repayment	20.00
Style show	5.00
Decorations	35.20
Refunds; registration, trailers	139.50
Festival buttons	84.20
Raffle prizes	149.95
Program printing	129.90
Portable toilets & pumping	140.00
Red Cross Donation	100.00
Miscellaneous	177.79
State Loan payment	500.00
State insurance payment	1335.00
Oregon Federation profit	3397.84
Mid-Willamette Area profit	<u>3397.82</u>
Total expenses and profit distribution	

\$14,749.55

1976 Summer Festival  
Treasurer Report  
August 18, 1976

RECEIPTS:

Advance from the state  
 Registrations  
 Booth sales  
 Advertising in program book  
 Spectators  
 Sale of flags  
 Fund raising activities  
 Total receipts

3465 DANCERS  
12-15 / 14-17

<u>ACTUAL</u>	<u>BUDGET</u>
\$ 1,000.00	— 1,000
14,127.43	— 17,475
985.00	— 1,000
250.00	— 0
210.00	— 600
694.00	— 0
215.25	— 0
	\$17,481.68

EXPENDITURES:

Coliseum - rent  
                  - personnel  
                  - spot light & stage hands  
                  - attraction board

Badges

Flyers  
 Printing - other  
 Sound  
 Featured callers (2)  
 Teens - caller  
 Round dance instructors  
 Friday night local callers (4)  
 Callers - motel and meals  
 Booths and chairs  
 Program book  
 P.O. Box rental  
 Telephone  
 Flags (for resale)  
 Color guard for grand march  
 Committee expense--

Publicity  
 Programming  
 Style show  
 Teens  
 Round dance  
 Decorations  
 Callers  
 Booths  
 Secretary  
 Demonstration groups  
 Registration  
 Total expenditures

5,150.00	— 16,491.68
1,096.37	— 4,300
368.58	— 1,243
36.00	
1,442.48	— 1500
739.60	
127.67	
1,404.50	— 1000
670.00	
75.00	
850.00	— 900
100.00	
187.95	
619.00	
440.00	— 800
117.00	
17.86	
470.94	
40.00	
262.34	
41.40	
294.96	
50.00	
120.12	
125.00	
94.80	
18.92	
14.30	
4.11	
306.13	
	15,285.03

EXCESS OF RECEIPTS OVER EXPENDITURES

Bills due - reimburse state for advance  
                  - state of insurance

Receipts due - advertising in program

\$ 2,196.65
\$ 1,000.00
1,732.50
\$ 2,732.50
\$ 150.00



# OREGON FEDERATION OF SQUARE DANCE CLUBS

SEPTEMBER FINANCIAL STATEMENT  
July 10, 1977 to September 10, 1977

## GENERAL FUND

Balance July 10, 1977

534.08

## RECEIPTS

Dues	128.00	
Directories	413.50	
Bumper Stickers	230.50	
Portland- 76 Festival	138.50	
Umpqua- 77 Loan Payment	1,000.00	
Meeting Fines	<u>.75</u>	1911.25

## EXPENDITURES

Postage/supplies	98.42	
Printing/cipying	76.19	
Phone	37.71	
Meals/motel-Sen. Whipple	<u>42.00</u>	<u>254.32</u>

Balance September 10, 1977

2191.01

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## OREGON FEDERATION NEWS FUND

Balance July 10, 1977

2639.96

## RECEIPTS

When/where	455.00	
Advertising	1058.50	
Subscriptions	<u>839.00</u>	2352.50

## EXPENDITURES

Postage/supplies	95.20	
Printing	2431.75	
Mailing	177.57	
Phone	16.84	
When/where refund	<u>5.00</u>	<u>2726.36</u>

Balance September 10, 1977

2266.10

x x x x x x x x x x x x

## INSURANCE FUND

Balance July 10, 1977

3508.66

## RECEIPTS

Umpqua- 77 Festival	890.00	
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## EXPENDITURES

Annual Premium	<u>1198.00</u>	
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Balance September 10, 1977

3200.66

x x x x x x x x x x x x

TOTAL WORKING CAPITAL SEPTEMBER 10, 1977

7657.77





# OREGON FEDERATION OF SQUARE DANCE CLUBS

September Financial Statement

page 2

## SAVINGS ACCOUNT

	<del>5617.58</del>
Balance July 10, 1977	5617.58
Interest August 31, 1977(est)	<u>43.13</u>
Balance September 10, 1977	5660.71

x x x x x x x x x x x x x x

## LOAN ACCOUNT

Interstate Highlanders	1000.00
------------------------	---------

x x x x x x x x x x x x x x

## DIRECTORY ACCOUNT-- 1976

unpaid areas	books rec'd	# paid	balance due
Emerald	199	187	5.40 120 @ .45
Teen	20	-	9.00 20 @ .45
Three Valley	40	-	18.00 40 @ .45
Umpqua	60	-	27.00 60 @ .45

x x x x x x x x x x x x x x

## BUMPER STICKER ACCOUNT

Balance July 10, 1977	(322.50)
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## RECEIPTS

Portland Area	<u>230.50</u>
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Balance September 10, 1977	(92.00)
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x x x x x x x x x x x x x x

Respectfully submitted,

*Glen Pfefferkorn*

Glen Pfefferkorn, Treasurer



# OREGON FEDERATION OF SQUARE DANCE CLUBS



7-77

## HELPFUL SUGGESTIONS FOR AREAS HOSTING STATE MEETINGS (3) (Your turn comes in alphabetical order)

1. Announce date and place at prior State meeting. Avoid fifth Sat. nites. Any other Sat. nite of the month is alright.
2. The usual schedule:
  - a. Dance Sat. night. Introduce all State officers, delegates & spouses. Also, all Area officers and spouses.
  - b. Breakfast Sun. Morn. at 8 o'clock (State pays \$2.50 for each officer, delegate & spouses ) Other guests are welcome but pay their own. Expect 75 to 100.
  - c. Breakfast is followed by separate meetings of the officers and delegates to allow time to talk over anything that is to be brought up at the general meeting. The host must provide rooms for these.
  - d. The General meeting is at 10 o'clock Sun. morn. The host should arrange for tables to seat 22. (Nine elected officers and thirteen area delegates.) These tables should be in a "U" shape, facing a seating area for at least 75 as this is an open meeting and Area should urge their members to attend.
  - e. Coffee break at 11:30. Snack supplied by host.
  - f. Dinner following the General meeting between 1 and 2 o'clock. Host area supplies this. Expect at least 100. (An inexpensive way is to have the Area supply the meat and the area members bring salads and desserts.)
3. Host area should arrange for a sound system f or use at the General meeting.
4. It is customary for the host to place a small gift on the tables at the meeting for each officer and delegate. (22). This may represent some aspect of that area.
5. Place an ad in the OFN by the 15 of the month prior to the meeting.
6. Mail notice of the meeting and a map (if necessary) to all officers and delegates at least 6 weeks in advance.
7. Recommend 1 or 2 motels convenient to the meeting site.

This is a suggested form to send to each Area delegate and President.



1977 OREGON SUMMER FESTIVAL  
Umpqua Area--Roseburg, Oregon  
September 10, 1977

RECEIPTS:

Loans--State Federation	\$ 1,000.00	
Umpqua Area Council	150.00	
Boots and Calicos	150.00	
Registration	10,179.00	
Festival cups	742.50	
Miscellaneous	72.75	
Advertising	175.00	
Spectators	269.00	
Commercial spaces	429.05	
Sale of Floor	2,950.00	
Food Booths	605.95	
Total receipts		<u>\$16,723.25</u>

EXPENDITURES:

Loans	\$ 1,300.00	
Advertising	214.00	
Box rent, postage	237.74	
Printing	455.05	
Supplies	129.89	
Ribbons	192.00	
Miscellaneous	244.05	
Festival cups	1,140.00	
Refunds	332.50	
Telephone	107.93	
Instructors, callers	1,689.50	
Treasurer's bond	38.00	
Teen program	322.21	
Floor	3,957.24	
Cleaning	137.49	
Programs	315.65	
Rent	1,457.00	
Contributions*	90.00	
Decorations	100.83	
Insurance	890.00	
Security	33.20	
Sound	512.99	
Total expenditures		<u>\$13,897.17</u>

NET PROFIT:

One-half to Oregon Federation	1,413.04	
One-half to Umpqua Area Council	<u>1,413.04</u>	
Total expenditures and net profit		<u>\$16,723.25</u>

*Job's Daughters	\$25.00
Demolay	25.00
Barbershop quarter	10.00
Rev. Susan Noble	10.00
R. O. T. C.	10.00
Opal Morris	10.00

Respectfully submitted,

*Wilma O. Robertson*

Wilma O. Robertson  
Festival treasurer