

**HEART OF AMERICA FEDERATION
of
Square Dance Clubs**

**MINUTES
BOARD OF DIRECTORS/DELEGATE MEETING**

Saturday, September 13, 2025
Approved, November 22, 2025

The meeting was held at Shoal Creek Patrol Division, 6801 NE Pleasant Valley Rd, KCMO. Roberta Beier, President, called the meeting to order at 1:00 p.m.

Attending the meeting:

Federation Officers and Staff:

President: Roberta Beier & Jackie McKown
Vice President: Juline Norman
Recording Secretary: Laurie & Paul Russ
Corresponding Secretary/Insurance Coordinator: Brenda Colvin
Treasurer: Ginny Battiest
Fed Facts Editor: Karla Jones
Historian: Gay Clemenson (via Zoom)

Club Delegates:

BNR Squares: Claude Burch
Cross Trailers: Sue Bates (via Zoom)
Docey Dandies: Jane Knoche (via Zoom)
Harmony Dancers: Teddy Ballard
Heartland Squares: Michelle Wilson
KC Plus – Mike Shedor
Live Wires: Rick Long
Pistols 'n' Petticoats Delegate: Joyce Schemmer
Savannah Sashayers: Jerry Belgum

Guests: Mike Salerno, Caller (via Zoom)

Absent:

Fed Facts Circulation Manager: Susan & Tom Bender
Peppy Promenaders Delegate: Iz & Karen Israel or Penny Byers
Shooting Stars Delegate: Fred & Desiree Stone or Betty & Jerry Hecker
Stewartsville Cut-ups Delegate: Larry Liebig
Past President Dick & Libby Gilbert
Past President Doug & Sandy Finnicum
Past President Lois Zeller
Past President Annette Davis
Past President Don Strange
Past President Fred & Carolyn Goucher
Past President Edythe Weber

Minutes from the previous meeting held on July 12th were corrected and posted on the website and one was mailed as requested. Mike Shedor made a motion to approve the minutes from that meeting as corrected. The motion was seconded and there was a unanimous vote for approval.

Officer and Staff Reports:

1. President

- Roberta reported that the Audit Committee had completed their review of the financial reports for the year ending 9/30/2024 with no discrepancies found.

2. Vice President

- Juline has been handling the Vigorous Visitors Awards program ("VV"). There has been reduced participation in the VV program and delegates were asked to have a discussion with their clubs about continuing it.

Roberta made a motion that we continue the VV program with changes to the eligibility numbers. After discussion, she changed the motion to be that the HOAF should continue the VV program. The motion was seconded. Rick Long stated that the Live Wires felt the program should be discontinued; Lynn Nelson felt that it should continue since it encourages visitors; Sue Bates stated that their club uses it. The vote was 6 Yes and 5 No. The motion passed and the Vigorous Visitors program will be continued.

With the vote for the VV program to be continued, there was discussion regarding the qualifications.

Michelle Wilson made a motion that the number attending from a club to count for a visit be changed to 4 people. Motion was seconded and was passed unanimously.

Other discussion regarding the program included the number of HOAF club dances that were required and the Open Door dances that would qualify. Jane Knoche moved that 6 HOAF dances made any time during the year would be required and all Open Door visits would qualify. Motion seconded and passed unanimously.

Mike Shedor made a motion to eliminate the rule regarding district dances, festivals, special dances, conventions, etc. Motion was seconded and there was discussion about the impact of this change. Mike stated that all other dances would fall under the definition of an Open Door dance, making this rule unnecessary. After a vote of 1 No and 9 Yes, the motion passed and this rule will be eliminated.

The awards of Bronze, Silver and Gold will remain the same as follows:

Bronze 6 – 13 visits

Silver: 14 – 20 visits

Gold: 21 or more visits

Juline will revise the program rules and the cards which will be distributed to the clubs by Brenda.

3. Treasurer
 - Ginny stated that the Certificate of Deposit earned \$717 this calendar year.
4. Recording Secretary
 - Laurie had nothing new to report.
5. Corresponding Secretary
 - Brenda reviewed the instruction for the Annual HOAF Registration needed from each club. The packet was distributed at the meeting. Forms are available on the website and may be obtained from her upon request. The forms and dues must be submitted to her no later than October 15th
6. By Laws Committee
 - Mike Shedor is the chair of this committee. They have met several times and the focus is currently two (2) sections. He reviewed some of the ideas that are currently drafted for proposal so that they may be considered as we move forward. Any official proposal will be submitted to the Executive Board and any voting will be done at a Special Meeting called for that purpose.
 - 1) Meetings: Requirements currently in the bylaws are month specific and flexibility should be built in (i.e., the annual meeting may be held in April or May). The committee will also be proposing rules that an Agenda will be distributed in advance of each meeting, that minutes will be distributed within 30 days of the meeting and will be published electronically, and that Special Meetings will require a 3-day notice with assurance that all members are notified.
 - 2) Funds & Approval Limits: There are currently no limits built into the bylaws. Ginny stated that there is a manual for the Treasurer' job description with procedures. The committee will be proposing dollar limits for expenses such as \$50 for supplies reimbursed to Executive Committee and \$250 for the President without prior Board approval. Also, investment decisions should have approval from the Board. There was discussion regarding signatures on checks (2 are required by the bank and this cannot be modified at this time) and paying items that are recurring such as Fed Facts printing.
7. Fed Facts Editor
 - Karla Jones stated that Advertising Contracts with payments need to be sent to Karla by October 15th.
 - Karla asked that the clubs recommend that all members subscribe to Fed Facts. There is a lot of great information in each issue and it helps support the HOAF. Karla created display boards that can be put out at club dances to promote Fed Facts. These are available to take from the meeting.
 - Clubs who are doing lessons need to coordinate with Karla so that each student can get a complimentary issue of Fed Facts.
 - Karla reminded everyone that she includes obituaries in Fed Facts and these need to come to her in a timely manner. They also need to go to the Historian.
 - Karla thanked both Teddy and Joyce for their work on proof reading.

8. Historian

- Gay Clemenson had nothing to report.

Roberta continued the meeting with an update on the HOAF Festival:

- Flyers have been updated to include donations for admission and information on the sessions. She had 100 printed and asked that everyone pick up some so they can be distributed. If there is anything that needs to be changed or added, this can be done when we need more flyers. This may include the decision that youth will be free.
- Roberta has confirmed a few details with the callers, Tim and Ken, including:
 - They will conduct a Caller Forum on Friday afternoon from 2 to 5 pm.
 - Friday's session will feature local callers. Tim and Ken will close the evening by calling from approximately 9:30 to 10:00 pm.
 - There will be an Advanced session on Saturday from Noon to 1:00 pm.
 - There will be 1 Plus tip for every 3 Mainstream tips.
- Ribbons have been ordered and received at a cost of \$92 for 250. Roberta passed around a ribbon for everyone to see. Roberta and Jackie purchased two ribbons for \$60 prior to the meeting and Roberta gave 248 ribbons and \$60 to Ginny. Ginny will handle the advanced sale of ribbons.
- Roberta prepared a financial report showing actual income and expenses for the Festivals from 2022, 2023, 2024 and 2025. She also drafted a budget for the 2026 Festival and these reports were reviewed and discussed (see attachments). There are several expenses for 2026 that are firm such as the caller fees and lodging, and the rents for the venue and stage. She stated that the biggest risk is the income based on the established pricing and the actual attendance. The final budget for the 2026 Festival will be presented for approval at the November 22, 2025 Board Meeting.
- Mike Shedor, Festival Committee chairperson, requested volunteers to help and asked for representatives from all of the HOAF clubs.

Roberta shared her draft of the 2026 fiscal year budget (10/01/25 – 9/30/26) along with actual balance sheets and income statements from 2022, 2023 and 2024, and the projected reports for 2025. She organized the reports to show Operating income and expenses separately from Dances (e.g., Newbie dance, Festival dance, etc.), Lessons support, and Fed Facts. She noted that the payout to clubs for lessons support was a policy that needs to be approved annually for each calendar year.

There are two (2) new policies that Roberta has developed for the HOAF. These policies are preliminary and they will be on the agenda for a vote to adopt them at the November 22, 2025, Board meeting. She shared the drafts and explained them:

1) Reserve Policy

This policy outlines requirements for funds to be held in reserve for operating expenses during the upcoming fiscal year. The policy stipulates uses of the funds, replenishment of the reserves and the management of the funds as well as review and oversight (see attached).

2) Project Planning Policy

This policy is designed to provide direction for spending fund in excess of the reserve funds as stipulated in the Reserve Policy (see attached). She described how the amount would be determined for projects and how this would work for projects that could take multiple years to implement.

Roberta asked that everyone complete the survey that was distributed in regard to lessons sponsored by the HOAF. She needs feedback to help determine logistics, how often we might hold classes, and how to cover any deficit as well as ideas for advertising campaigns.

There being no further business, Juline moved that the meeting be adjourned. The motion was seconded, voted, and passed and the meeting was adjourned at 3:07pm.

Laurie Russ, Recording Secretary

HOAF Federation Dance 2022 - 2025 Actual and 2026 Proposed Budget							HOAF Federation Dance 2026 Budgeted Admission Revenue						
Location	Actual Fort Osage		Actual The Point		Actual Fort Osage		Actual Fort Osage		Budget Holmeswood		Session	Fee	# of Admissions
	2022	2023	2024	2025	2026	2022	2023	2024	2025	2026			
HOA Pot of Gold	\$ 69	\$ 118	\$ 69	\$ 124	\$ 125	Friday evening	\$ 10	15	\$ 150				
Registration	1,362	2,857	1,977	1,710	3,825	Saturday afternoon	\$ 10	15	\$ 150				
Meal Tickets	-			540	0	Saturday evening	\$ 20	10	\$ 200				
Total Festival Income	\$ 1,431	\$ 2,975	\$ 2,046	\$ 2,374	\$ 3,950	All day Saturday	\$ 25	15	\$ 375				
Advertising expenses	-	80	-	45	100	All sessions	\$ 35	20	\$ 700				
Appreciation gifts	-	-	100	100	-	Pre-purchase	\$ 30	75	\$ 2,250				
Badges, banners & ribbons	-	35	-	-	92	Youth	\$ -	10	\$ -				
Decorations	-	195	-	-	300								
Caller/Cuer Fees	2,680	800	1,129	1,825	1,801								
Lodging					350								
Meal expense	-	-	-	912	-								
Printing & reproduction	165	303	174	281	150 (\$30 per 100 flyers)								
Refund	30	-	-	-	-								
Refreshments	-	-	-	-	150								
Rent	1,305	700	900	900	750								
Security - parking lot	-	300	-	-	-								
Stage rental					100								
Supplies	386	262	105	105	150								
Total Festival Expenses	4,566	2,625	2,408	4,168	3,943								
Net Income/(Deficit)	\$ (3,135)	\$ 350	\$ (362)	\$ (1,794)	\$ 7								

HOAF Federation Dance 2026 Preliminary Budget				HOAF Federation Dance 2026 Preliminary Budgeted Admission Revenue				
				Admission				
				2026	Session	Fee	# of Admissions	
HOA Pot of Gold/Raffles	\$ 125	Friday evening	\$ 10	15	\$ 150			
Registration fees	3,825	Saturday afternoon	\$ 10	15	\$ 150			
Total Festival Income	\$ 3,950	Saturday evening	\$ 20	10	\$ 200			
Advertising expenses (Doins & Travel On)	100	All day Saturday	\$ 25	15	\$ 375			
Decorations	300	All sessions	\$ 35	20	\$ 700			
Caller/Cuer Fees	1,801	Pre-purchase	\$ 30	75	\$ 2,250			
Lodging (1 room, 2 nights)	350	Youth	\$ -	10	\$ -			
Other supplies - (paper products, misc.)	150							
Printing & reproduction (500 flyers)	150							
Refreshments (coffee, snacks)	150							
Rent	750							
Ribbons (250 registration ribbons)	92							
Stage rental	100							
Total Festival Expenses	3,943							
Net Income/(Deficit)	\$ 7							

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Heart of America Federation of Square Dance Clubs (HOAF)

Reserve Policy

Purpose

The purpose of this Reserve Policy is to ensure the financial stability of the Heart of America Federation of Square Dance Clubs (HOAF) by maintaining an adequate level of reserves. These reserves will protect the organization against unexpected financial shortfalls, support continuity of programs, and provide flexibility to respond to unforeseen opportunities or challenges.

Policy

1. Reserve Requirement

- HOAF will maintain unrestricted reserves in an amount equal to **one year of budgeted operating expenses**.
- The amount will be calculated annually based on the approved budget for the upcoming fiscal year.

2. Use of Reserves

- Reserves may only be used in circumstances such as:
 - A significant, unexpected decline in revenues.
 - Unanticipated expenses critical to the mission of HOAF.
 - Emergencies or events that threaten the continuity of operations.
- Use of reserves must be approved by a majority vote of the Board of Directors.

3. Replenishment of Reserves

- If reserves fall below the required level, the Board will develop a plan to restore them to compliance within a reasonable period, not to exceed three years.

4. Management of Reserves

- Funds should be held in accounts that balance liquidity and safety, such as savings, money market accounts, or other low-risk investments.

5. Review and Oversight

- The Treasurer will report the status of reserves at least annually to the Board of Directors.
- This policy will be reviewed every three years, or more often if circumstances require, to ensure it remains appropriate for the organization's financial health.

Adoption

This Reserve Policy was adopted by the Board of Directors of the Heart of America Federation of Square Dance Clubs on [Insert Date].

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Heart of America Federation of Square Dance Clubs (HOAF)

Project Planning Policy

Purpose

The purpose of this Project Planning Policy is to provide direction for spending funds that the HOAF has in excess of its Reserve Policy.

Proposal

- 1) Funds in excess of the Reserve Policy will be used for special projects to accomplish specific goals that have been approved by the Board of Directors.
- 2) Per the Reserve Policy, reserves are equal to one-years' worth of budgeted expenses. If next year's budget includes a deficit, that deficit will be added to the reserves to determine the funds that are available to spend on special projects.

Determining Special Projects and Establishing Goals

- 1) Goals will be introduced, discussed, and prioritized through discussion at Board of Directors meetings.
- 2) Special projects must be approved by a majority vote of the Board of Directors.

Multi-year Budgeting

This policy allows for projects that may take more than one year to accomplish. Therefore, if a special project is established that has a goal date three years in the future, a budget will be determined for the entire project and those funds will be allocated to and reserved for future spending on that project.

Review and Oversight

- 1) The President will report the status of special projects at least annually to the Board of Directors.
- 2) This policy will be reviewed every three years, or more often if circumstances require, to ensure it remains appropriate for the organization's priorities.

Adoption

This Project Planning Policy was adopted by the Board of Directors of the Heart of America Federation of Square Dance Clubs on [Insert Date].