

BranchGoalsMethodsIdeas-Tom

SCD Branch Goals and Methods  
Ideas Tom has explored 2012-2014  
February 19, 2014

- + Publish Branch member documents on website
  - + Articles and Bylaws, branch processes, standing rules
  - + Dance event checklists and calendar
  - + Democratic rules of order
  - + ScdBodBusinessIssues spreadsheet
  - + Register online and pay electronically with PayPal
  - Online fillable and saveable pdf form
  - + Branch membership webpage ; online membership form ; online roster.
- + Develop Goals and Methods committee process BranchGoalsMethodsProcess.doc
- + Document Branch Standing Rules BranchStandingRules-99.doc
  - + Standing rules are the Branch's important policies and practices
  - + Branch process documents
  - + Washington nonprofit corporation important documents and guidelines
  - + Management Board Business by Email
  - + Branch and Board meeting process
  - + Track Branch Business Issues ScdBodBusinessIssues.xls
  - + Treasurer collection and expenditure of funds
- + Document Management Board office and committee methods BranchMethods.doc
  - + Facilitate training new person and discuss opportunities for process agreement and improvement
  - + Identify interface methods that are visible to the Branch
  - + Additional detailed documents describe how to perform the interface methods
- + Develop and document Treasurer methods BranchMethodsTreasurer.doc
  - + Publish treasurer transactions on website; continuous audit
  - + Track transactions for Columbia Dance Center room rent & Unique Dances teacher
  - + Track transactions for Dinner Dance
  - + Record private donations in a separate worksheet to maintain anonymous donors
  - + Calculate Branch Equity
  - + Chart of daily Balance and Equity during the membership year
  - + Develop electronic checkbook register
  - + CCU electronic bill pay
  - + Establish PayPal bank account
- + Develop and document Secretary methods BranchMethodsSecretary.doc
  - + Maintain Secretary meetings and correspondence notebook of Branch affairs on the website
  - + Improve Branch communication with RSCDS HQ
- + Support additional detailed methods documents
  - + BranchMethodsTeacher.doc
  - + BranchMethodsPerformance.doc
  - + BranchMethodsNewsletters.doc
  - + BranchMethodsDinnerDance.doc
  - + BranchMethodsWebsiteDocuments.doc
- + Publish newsletters on website; latest editions accessed with password
  - + Newsletter viewed by a wider audience; attracts & influences non-members
  - + Archive branch history
  - + Develop newsletter goals and policy
- + Learn WA non-profit & 501(c)(3)
  - + File annual report, IRS form 990-N e-postcard
  - + File amended Branch Articles with WA Secretary of State
- + Learn about Branch liability shields; compare PDX & Seattle & SF
  - + National Folk Organization Insurance
  - + Washington nonprofit corporation
  - + Branch dance class; identify Branch classes, teachers, and financial report
- + Collaborate to host Youth Weekend West with Dinner Dance
  - + Separate treasurer account
  - + Paypal account
  - + Nametags
- + Name badges; SCD Branch nametag to Dinner Dance participants

BranchGoalsMethodsIdeas-Tom

- + Improve ElderAudience listing; select video
- + Performance team; utilize PT goals & methods document
  - + Those Russians ; TAC summer school
  - + Spark Dance ceilidh act
  - + Demo at Happy Hoppers square dance
- + Upload YouTube videos of Scottish Dance activities
- + Operate Facebook page; upload photos and invite dancers to events
- + Enhance social friendships; equal priority with learning dance skills
  - + Social time after dance class.
  - + Clark County Fair performance, sandwich & sundae social
  - + Attend other folk dance groups' events with similar dance interests
    - Square Dance, Irish Ceili dance, Contra, English, Youth Folk dance
    - International Folk dance
- + Promote health benefits of dancing; pedometer; Move to the Beat of the Music
- + Devise a dance, explore hexagon set