

San Francisco Bay Area Nia Association

Last Updated: December 31,2008

I. Purpose

The SF Bay Area Nia Association is a volunteer based association of Nia teachers and belt graduates to:

- ◆ Promote business and marketing for Nia Teachers in the Bay Area
- ◆ Facilitate networking among teachers
- ◆ Foster communication among teachers and students
- ◆ Conduct Collective Events (e.g. Nia Jams)
- ◆ Support Continuing Education

The Association is not a legal organization.

II. Geographic Areas

The SF Bay Area Nia Association includes teachers that reside nine counties; *Alameda, San Francisco, San Mateo, Marin, Sonoma, Napa, Contra Costa, Solano and Santa Clara.*

III. Organizational Structure

The SF Bay Area Nia Association is a volunteer group of teachers/belt graduates residing in the SF Bay Area, started in 2005 for the purposes described above. There is a treasurer that is a voluntary position; otherwise there is no formal association structure. Thus, this association is not a legal entity. Nancy Hoebelheinrich, is the current treasurer and she can be reached @ nhoebel@stanford.edu. Checks should be made out to **Nancy Hoebelheinrich** and mailed to **448 East Ellsworth Court San Mateo, Ca 94401**. There are two signatories on the account, Nancy Hoebelheinrich and Danielle Woermann.

The Association's activities and marketing products are funded primarily by the proceeds from quarterly jams and other Association sponsored events..

A. Decision-Making Process

While the Association solicits feedback from the group as much as possible, decisions are made at the business meeting, based on agreed principles outlined in this document.

B. Jams

The Association hosts four jams a year that rotate location around the Bay area. This is a key fund raising effort for the Association. The goals of the jams are to: 1) support greater teacher collaboration,2) expand networking and marketing for Nia as a whole, and 3) raise funds to support other Association activities such as renting the space for jams, supporting educational retreats, creating and distributing marketing materials.

Note: Teachers may conduct additional jams to support special causes.

The proceeds from the Jam are split between the Association (**90%** of the total, after expenses), and the organizer (**10%** of the proceeds after expense). It is important to track both expenses and the income from the jams and report them to the Association Treasurer. A suggested Jam Balance Sheet is attached to help the organizer and treasurer account for each jam. The balance sheet, the Association's share of the funds, and the sign-in sheets should be sent to Nancy Hoebelheinrich, the Association Treasurer to be deposited in the Association account. Questions may be directed to Nancy at nhoebel@stanford.edu

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IV. Communication

A. Email Communication

Nia Teacher List: The Association maintains a contact list of Nia teachers/belt graduates residing in the SF Bay area. It is each individual's responsibility to update their information. If you would like to be included on this list send your name, location, email and phone numbers or need to update your information please contact Susan Ross @ susanraeross@gmail.com

Nia Student List: (Constant Contact): The Association also maintains a student email list, largely collected from the Jams and teacher lists. If you want to list an event, workshop or retreat on the Constant Contact newsletter which goes out to the student list, contact Danielle Woermann @ Danielle@niadanielle.com. A nominal fee may be charged for the listing.

B. San Francisco Bay Nia Website

The SF Bay Nia website(www.sfnia.org or www.sfbaynia.org) is designed to provide more specific information about the Nia teachers, classes, and activities in the greater Bay Area. The website is funded by annual fee paid by (licensed) teachers. This allows them to post a bio, picture on the teacher page, list the classes and post events

Nancy Hoebelheinrich, on behalf of the Nia Teachers, will have a service agreement with the webmaster. Copperwoman is the webmaster; she can be reached at sfbaynia@copperwoman.com.

If you would like to post your (headshot) picture, bio or an event or retreat send the information directly to care@copperwoman.com Please see Principle #2 which outline the requirements for headshots, bios and events.

Teachers are responsible for updating, changing and deleting their classes from the website.

If you would like to add, remove or edit the information on your classes go to [Http://www.sfnia.org/adminform.asp](http://www.sfnia.org/adminform.asp) and follow the directions below.

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Nia Class Administration

Adding a class:

1. Choose the "Add Class" action
2. Leave the "Class number to edit" area blank, a new class number will be generated automatically.
3. Simply fill in the class details in the form below and click the "submit" button.

Note: Classes with different start times should be treated as separate classes

Editing a class:

1. Choose the "Edit Class" action.
2. Enter the class number (from the schedule below) that you want to edit.
3. Fill in the class details that you want changed and click the "submit" button.

Removing a class:

1. Choose the "Remove Class" action.
2. Enter the class number (from the schedule below) that you want to remove and click the "submit" button.

V. Agreed Upon Principles

Principle #1: Teacher Website Payment

It was agreed at the 1/27/07 business meeting that if a teacher does not pay the annual fee, they will receive a reminder and then their bio, pic, and class listing will be removed from the website. It was also decided that people who are subbing have the option to be in the website, after paying the annual fee. It was agreed (vote 12:0) @ at the April 21, 2007 meeting that that the cost of the website will be \$40, regardless of when you pay throughout the year. (e.g., if you start teaching in June the fee is \$40).

Principle #2: Sub-Committees

It was decided at the business meeting held on January 26, 2007 to create three sub-committees: 1) business and marketing; 2) website content and design; and 3) continuing education and mentoring.

It was decided (vote 10:2) at the April 21, 2007 that the role of the sub-committees are to: 1) take their general direction from the group during business meetings; 2) present the decision that they want made to everyone, via email; 3) if anyone has comments on the proposed decision it is their responsibility to reply to the sub-committee within 2 weeks of the initial email; 4) if there is no dis-agreement within that 2 week period, then the decision is final; 5) if there is significant debate on the decision it will be discussed at the next business meeting and a final decision will be made.

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Principle # 3:Website Standards

It was agreed at the September 2006 business meeting that the Association has agreed to standardize the pictures and bios to provide the most professional looking website possible.

Pictures: A headshot, against a clear background. You can take a color picture but it will be posted as a black and white photo. In order to have the picture posted send it to care@copperwoman.com

Bio: Bios should be 5-6 sentences about your Nia experience to ensure adequate space for all teachers; send to care@copperwoman.com

Events: Nia events that are being held in the SF Bay area can be posted on the web. Also, events that are being sponsored by a teacher within the geographic area, even if the event is not within the nine SF counties, can also be posted on the website.

Principle 4: Tips for How to Plan a Jam

Purpose of SF Association Jams: The main purpose of the (four) SF Nia Association's jams are to raise funds for the Association. The goals of the jams are to: 1) support greater teacher collaboration; 2) expand networking and marketing for Nia as a whole; and 3) raise funds to support other Association activities

Date and Time: Jams have been on both Saturday and Sundays so either are fine. Once a year the Association plans which group (e.g. Marin, SF) will host which jam. The date is finalized at least 3 months in advance so that it can be announced at the preceding jam. Major holidays should be avoided because it will probably reduce attendance.

Jams are usually held in the afternoon (on sat or sun) to allow teachers teach their regular morning classes and still participate in the jams.

Location



The attendance at the jams has been growing so they space should comfortably accommodate 80+ people.



It is important to find a good space. Many locations need advance notice (several months) because they are busy, so book early. Ideally the location should be easily accessible and if possible have public transport options.



Some locations may require a deposit. If this is the case, one of organizers can pay the deposit and get a receipt. (*Note :Some facilities will want to spilt the proceeds from the jam; The Association will agree to a 80% Association and 20% facility split. If this is higher the organizer should find another venue. This arrangement supersedes the previous distribution of Association / organizer proceeds (90%/10% per III.B. above)*) The organizer can send the receipt, with a request for reimbursement, to Nancy Hoebelheinrich, 448 East Ellsworth Court, San Mateo, CA 94401, who will reimburse you from the Association's funds. If you have questions contact Nancy at nhoebel@stanford.edu.



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Principle 4: Tips for How to Plan a Jam (cont'd)



Basic questions to ask when looking at potential facilities: 1) how many students will the room accommodate; 2) what and how loud is their sound system; 3) are there any sound restrictions at the projected time of the Jam; 4) do they have microphone/amp for our use; 4) what is the cost of the room rental, if any (see above); and 5) are there restrooms and/or changing rooms and 6) what is the availability of drinking water.



Once you have decided on the date, time and location, send this to Chris Allis @ chris@imajinoir.com so he can put it on the website, **the early the better.**



Since each of the jams are followed by a business meeting (1.5hrs) it is important to find a space for the business meeting as well, usually for 10 – 20 people.

Charging for the Jam: The quarterly Jams are the main mechanism for raising funds for the Association, and therefore, each jam must at least pay for itself.

Cost to students for the Jams has ranged from \$12 -\$15. Sometimes students are charged on a sliding scale, at the organizers' discretion. Nia teachers/belts are expected to pay for the jams unless they are teaching at the jam.

Preparing a Jam Routine



Organizers be creative!! You can have a jam that is one routine, a combination of songs from different routines or something else. It is helpful to use the 7 cycles of a class regardless of what music is used. While the Jams may be scheduled for 2 hours, usually, the movement section of the Jam is about 1.5 hours including cool down and Floor Play.



Any licensed (belts) teacher can teach at a jam. Teachers who teach at the Jam, run a raffle, or register/ sign in students usually volunteer their time.



The organizers can send an email to **the active teacher list** to solicit those who are interested in teaching at the jam. Currently, Susan Ross at susanraeros@gmail.com has the most current active teacher list.



Arrange a list of teachers and the songs they will teach. . Establish a focus or theme for the Jam. Communicate the focus and song line up to the teachers. Burn a CD and/or an MP3 version of the songs, depending upon the capabilities of the equipment at the Jam's location.



If the facility does not have a microphone, solicit one from teachers who might be willing to bring them to the jam, (e.g., Danielle Woermann, France-Laude, Monica Welty)

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Principle 4: Tips for How to Plan a Jam (cont'd)

Marketing and Communication

- Once the date, time, price and location are finalized a flyer should be developed with this information. It is also useful to include directions or a map (and address with zipcode so people can google it) as well as information about the cost. There are several people who can help you do this if needed; if needed you can solicit help from the teachers' list.
- Send the flyer to Chris Allis @ chris@imajinoir.com so he can put it on the website, **preferably 4 weeks in advance.**
- Send the flyer to Susan Ross @ susanraeross@gmail.com so she can send it to all the teachers and they can announce it to their students, **preferably 4 weeks in advance.**
- Encourage teachers to bring their marketing materials to the Jam to provide students with information on classes, workshops, upcoming events and teachers,.

Things to Bring to the Jam

- Information about Nia classes, teachers and other events
- Microphone
- CD, Music Playlist
- Bottled Water if needed
- Sign in Sheet which should include name, email address, and amount paid.
Have the students sign a liability waiver if that is necessary for the Jam location.
- \$25 to \$30 in small bills to make change for students.

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Day of the Jam

Location: It may be useful to put out signs, outside the facility or within the facility, if it is a difficult place to find.

Space and Equipment

- Check the stereo system, you may want to have a backup system.
- Test microphones, bring spare batteries
- Organize Teachers
- Put out promotional materials

Registration; Assign a One Person to do registration

- Collect \$\$\$ and
- Ensure people sign in, particularly their email so they can be on the list serve
- Provide logistical information about the space.

Follow-up

- Count the money from the jam and complete attached balance sheet** Total the proceeds from the Jam and prepare a Jam Balance sheet to send to the association treasurer . Expenses for the Jam can be paid from the money collected, or be reimbursed by the treasurer. In either case, receipts for the expenses should be included with the funds, Jam Balance Sheet, and sign in sheet and sent to the association treasurer (Nancy Hoebelheinrich, 448 East Ellsworth Court, San Mateo, CA 94401.).
- According to Association agreement, **the organizer may keep 10% of the proceeds** from the Jam after **all the expenses have been paid**. The remainder is given to the Association. Financial questions can be directed to nhoebel@stanford.edu.
- Nancy will send a copy of the sign in sheet so she can update the student list to Danielle @ Danielle@niadanielle.com or 1390 Reliez Valley Road, Lafayette, CA 94549.

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Jam Balance Sheet

	Example	Actual
Income: Total Amount Collected	500	
Expenses (sum)	120	
Rent	100	
Copying	10	
Other	10	
Total Profit	380	
10% for Organizer	38	
90% for Association (send to Nancy)	342	

Organizer Contact Name:

Email Address:

Jam Location:

Jam Date:

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Principle #5: How to Create a Business Meeting Agenda

Business meetings follow the quarterly Association jams. It has been our experience that the business meetings require one hour, at minimum, and in many cases they have required one and half hours. Usually the person/group who is hosting the jam also finds a location for the business meeting.

- ◆ There are several recurring agenda items that should be included in each agenda. These include: 1) review of upcoming events; 2) financial report; and 3) any issues with the website.
- ◆ The association has three sub-committees: 1) business and marketing (*Co-chairs: Susan Ross and Danielle Woermann*); 2) website (Need volunteer(s)); and 3) WB outreach and continuing education (*Co-Chairs: Monica Welty and Frances Laude Gohard*). **It would be useful to contact the Co-Chairs to see if they have any issues that would like on the agenda.**
- ◆ Review the minutes of the previous business meeting to see if there are any outstanding issues for discussion on the agenda.
- ◆ It is important to determine who (it can be more than one person) will run the overall business meeting, so one person has overall responsibility of keeping on time and topic.
- ◆ Once you have identified the items it will be important to determine how much time each item will take and who will lead the sessions.

Communication about the Business Meeting

- ◆ Once the business meeting agenda has been finalized. Send it to Susan Ross @ susanraeross@gmail.com who will send it to the Nia teacher list.
- ◆ We like to send this out **at least three weeks** before the jam so that people can add agenda items and provide feedback if they can not attend the meeting.

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Principle #5: How to Create a Business Meeting Agenda (cont'd)

How to Prepare for the Business Meeting

- ◆ Make Copies of the Agenda- and bring at least 20
- ◆ Contact people leading the sessions in advance
- ◆ Reserve a space for 15-25 people.

How to Run a Business Meeting

- ◆ Review the agenda with the group, highlighting the time and who will be leading the sessions, and to see if there are any additional agenda items.
- ◆ Identify someone to keep time and take notes if this has not already been arranged.
- ◆ Foster inclusion of everyone's ideas, it usually helps if people speak one at a time.
- ◆ If there is any confusion about past discussions or decisions refer to the SF Nia Association description and agreed principles and previous business meeting minutes.
- ◆ If a item is brought to a vote, it is a simple majority. The total vote- for and against should be documented in the minutes for future reference.
- ◆ If the group is not ready to vote on an item, try to get the group to agree on the next steps (s). This might be to find out more information, expand the discussion through email to the larger group, etc. Identifying the next action step will help the group move forward. This should be documented in the minutes so that it can be used to refresh the group's memory at the next meeting.
- ◆ If the group runs out of time and cannot address a topic it should be put on the next meetings agenda

How to Write Business Meeting Minutes

The minutes should include:

- ◆ Date and location of meeting
- ◆ Who attended the meeting
- ◆ Any key decision that were made; articulate vote count
- ◆ Summary of the discussion for each agenda item

Once the business meeting minutes are completed they should be sent to Susan Ross susanraeross@gmail.com so she can send them out to the teacher contact lists.