

Victoria Ballroom Dance Society

Board of Directors Meeting
Cedar Hill Rec Centre
Wednesday, February 17, 2016
6:00 p.m.

MINUTES

Present: Steve Montgomery (Chair), Malcolm Sneddon, Grace Sneddon, Neil Fleischmann, Shelley Hamilton, Jenn Jackson, Bob Adams, Clare Martin, Bob Colwill, Lee Colwill
Others Present: Janis Dunning, Rolands Muiznieks, Diana Jasinski (Recording Secretary)

Opening Business

Call to Order: Steve called the meeting to order at 6:06 p.m.

Adoption of Agenda: The agenda was adopted as distributed prior to the meeting.

Review of Minutes:

Board Meeting of December 9, 2015 – Correcting the adjournment time to 9:10 p.m. the minutes were approved.

Board Meeting of January 13, 2016 – With an expansion in the second sentence of the Long Term Planning discussion to “not in the current terms of reference (i.e. as arising from the referral resolution at the AGM)” and an adjustment in the Governance discussion from “Actual conflict of interest is much more complicated” to “Actual conflict of interest is less complicated” the minutes were approved.

AGM minutes November 25, 2015

MOTION: That, subject to removal of the editorial comments, the Board provisionally approve the minutes of the AGM for availability through the website. **PASSED UNANIMOUSLY**

President’s Report (Steve)

Welcome Everyone! Much progress has happened since our last Board Meeting.

Pacifica is moving along with great success in most areas, we still need to assist however and whenever possible with Sponsorships. We also need to invite and encourage as many members as possible to compete and attend our biggest event of the year.

The survey conducted by the Long Term Planning Committee produced a wide range of stats and feedback which will help immensely with what we do next.

Our Dance Committee is doing a great job organizing all aspects necessary to the smooth running of our VBDS Dances. The Clubs closed Competition is coming up and we have made moves to be organized in every area for this great event.

We have a very positive group of Newcomers coming through which I believe is an extremely important focus to maintain as they are the lifeblood of the Society. I will continue to place much of my energy in this direction as I believe it will get great results in the long term. I am seeking help from as many people as possible in this area including the more motivated Newcomers themselves.

The Youth Outreach Program is gaining new interest from different schools.

There is an extremely important Long Term Planning meeting for the Board on Friday February 26 which I encourage all of us who are available to attend. This is our opportunity to give some valuable input to the direction of the Club.

Reports of Committees & Officers

1. Long Term Planning (Janis) – report attached

MOTION: That the Board approve an open planning meeting for the entire membership, to be promoted through all mechanisms possible, to be held March 16 at Cedar Hill Rec Centre in lieu of our regular practice.

PASSED

2. Governance (Bob A.) – report attached

The terms of reference are effectively setting up a standing committee.

MOTION: BE IT RESOLVED that Grace Sneddon be added to the VBDS Committee on Governance, to join current members Bob Adams (Chair), Bob Colwill, and Steve Hutchings. **PASSED UNANIMOUSLY**

3. Treasurer's Report (Grace) – report attached

The Executive met with Victor, Jenn and Sheila B. on February 4, 2016, to discuss Pacifica Ball budgeting reports and processes. Victor confirmed that he is the person on PBOC who will be responsible for budgets and budgeting processes. He said that he will provide budget reports on Feb. 23, March 24, April 4 and April 25 and so on as needed using the template suggested by the Executive which would include the original approved budget from October 2015, an updated budget column and an accrued-to-date column (covering the most recent information on both revenues and expenditures committed up to the date indicated). Although the reporting dates are not ideal as they do not coincide with Board meetings, after discussion we agreed that the additional information/columns on the template may be sufficient to keep the Board abreast of the PB budget.

In terms of processes, Victor will submit original invoices and/or any expenditures using the invoice form to the Treasurer (via Neil) on behalf of PB committee members. Victor is also responsible to alert the Treasurer and the Executive of any upcoming expected expenditures so that payment can be made in a timely manner to the vendors. If there any expenses that are more than the amount in the original approved budget, Victor will notify the Executive immediately for brainstorming and problem-solving as required. This would include finalizing of any major PB sponsorships (e.g. from the Bronze level and up).

SOCAN is mostly paid. Grace will ask Ron H. to continue counting attendance at practices and report to her.

WCB forms are completed for our instructors February 2016.

Members want classes but we cannot currently offer a full schedule of classes without incurring major financial losses and we need to start signaling this to our membership. Further, there is a likelihood that the loss from Pacifica Ball could be in the order of \$16,000. At the current rate, somewhere around the middle of the summer we will not have the money to operate without going to the general membership for permission to access money from the Development Fund.

The Board requested that the Treasurer work with the bookkeeper to produce an accurate financial statement and budget for presentation to our members. An email should go out to the membership about two weeks before the LTP meeting in March with background information, including details of our financial situation.

4. Promotions & Marketing (Bob C) – report attached

Bob C. will write an article for the newsletter for volunteer dancers for Pearkes arena and also get our business cards reprinted in time for the event.

5. Dance Committee (Shelley)

We have organised all the dance themes and venues along with workshops and instructors up to June 2016.

A significant amount of time has been spent in meeting and finalizing all stages of the budget and decor along with breaking down of all areas that needed to be identified. There are a number of current projects that are being done by the volunteers we have recruited for the Pacifica dance group.

We also have spent a lot of our time on organising the details for the March Club Closed and how we can accommodate the members who like to dance competitively versus the main membership who like to dance socially.

The locker has been cleaned out and re-organised. There was six of us and it took over two hours to clean up and we are requesting that whenever someone has to go to the locker Shelley needs to be advised so this does not get messed up again.

We are still looking for volunteers to help with set up, tear down and also man the money collection and purchasing of the food on a regular basis. The Board agreed that anyone who wants to access the locker should contact one of the co-chairs before doing so, with consideration being given to restricting access once Pacifica is done.

Collaborations with other dance groups to hold combined dances was discussed, as well as exploration of other possible dance venues.

6. Pacifica Ball (Jenn) – report attached

7. Administrator's Report (Diana)

Hours: 72

Membership Stats: 295 members

8. Standards & Classes (Steve)

Jenn has stepped down as co-chair of Standards & Classes.

The Committee met with regards to VCCC and spring classes. A decision was made to combine Tuesday Pre-Bronze St. & Latin into a single class of 1.5 hours and add a WCS/Hustle/Night Club Waltz class to the evening. We will continue encouraging and promoting Newcomers. There will be Newcomer classes on Sunday and Monday nights. Elizabeth will do a combination NCI/NCII class. On Sunday nights we will hold a class in the Dance Studio at Cedar Hill Rec Centre from 8:30 to 9:45. Wanda will teach the Intermediate class. The upper classes will pretty much continue as previously.

There were 34 people at the Newcomer Dance and we made a small profit. Attendees loved the demo.

9. Youth & Family Outreach (Bob A.) – report attached

MOTION: BE IT RESOLVED THAT The Board authorize a net expenditure of up to \$1,350 over the remainder of fiscal year 2015–16 to allow for sponsorship of ballroom dance classes under the terms of the “Ballroom in the Schools” Program. **PASSED UNANIMOUSLY**

Other Business Arising from the Minutes

10. Website Update (Steve) – covered under Marketing

11. Announcements Schedule & Guidelines (Bob A.)

Five Board members are involved on a rotational basis.

12. Participation in Dance Days Victoria (Promotions & Marketing)

Dance Days was a learning experience. There were 28 people the first night and 16 or more on Monday. The second Sunday was much quieter. The average age was late twenties. Next time it would be better to do something specifically for the groups to avoid disruption to classes.

New Business

13. Honeyman Award

BE IT RESOLVED that the following be appointed to the 2015 Keith Honeyman Award Committee:

VBDS Vice-President: Bob Adams (Chair)
VBDS Past President: Malcolm Sneddon
VBDS Treasurer: Grace Sneddon
VBDS Membership Coordinator: Neil Fleischmann
VBDS Member and Past Recipient: Eric Jenkins

BE IT FURTHER RESOLVED that the Committee be delegated authority to solicit nominations for the award, and to choose the recipient of the 2015 Keith Honeyman Memorial Award, informing Directors of this year's recipient no later than the March Meeting of the Board. **PASSED UNANIMOUSLY**

Date, Time & Location of Next Meeting: March 9, 2016, 6:00 p.m. at Cedar Hill Rec Centre

Adjournment: 8:18 p.m.
Recording Secretary: Diana Jasinski
Final Approved Version

Victoria Ballroom Dance Society
Board of Directors Meeting
Cedar Hill Rec Centre
Wednesday, February 17, 2016 at 6:00 pm
Preliminary Agenda
version #2

Opening Business

Call to Order & Adoption of Agenda

Review of Minutes:

- Board Meeting of December 9, 2015
- Board Meeting of January 13, 2016
- Adoption of AGM minutes November 25, 2015

President's Report (Steve M)

Update on Committee Appointments

Reports of Committees & Officers

1. Long Term Planning (Janis Dunning)
2. Governance (Bob A)
3. Treasurer's Report (Grace)
4. Promotions & Marketing (Bob C)
5. Dance Committee (Shelley)
6. Pacifica Ball Updated Budget 2016 (Jenn)
7. Administrator's Report (Diana)
 - Hours
 - Membership & Registration Stats
8. Standards and Classes Committee (Steve)
 - Report on Newcomer Dance (Steve)
9. Youth & Family Outreach (Bob A)

Other Business Arising from the Minutes

- Website Update (Steve)
- Announcements Schedule & Guidelines (Bob A.)
- Participation in Dance Days Victoria (Promotions & Marketing)

New Business

Honeyman Award (Bob A)

Date, Time & Location of Next Meeting

Adjournment (time to be noted)

Long Term Planning Committee Report
Wednesday, February 17, 2016

The members of the Long Term Planning Committee are:

Co-Chairs: Janis Dunning & Malcolm Sneddon

Members: Steve Hutchings

Bob Adams

Scott Hamilton

Rolands Muiznieks

VBDS President: Steve Montgomery

Purpose of this report: To update the Board members on the activity of the Long Term Planning Committee since the Member Survey we created was distributed January 14, 2016.

Main accomplishment:

All of our committee objectives regarding surveying the VBDS membership were accomplished.

- The survey was promoted on the VBDS website and in the newsletter for 2 weeks.
- Hard copy surveys were handed out at practices by committee members, for any members who had not received the survey electronically.
- All responses were collected by January 27

Please note:

- The survey received a high level of responses
- 54% of the total membership responded
- There were over 600 written comments in addition to the survey questionnaire. The vast majority of comments were constructive, well-intentioned and supportive of the VBDS endeavour to answer the overall question of whether to offer classes or not, and how to shape the future of the society. The comments are the most time consuming and complex to categorize and summarize.

During the preparation of the survey it was necessary to acquire the membership list in order for Steve Hutchings to use the email addresses for the mail-out of the survey. At the time the membership list indicated 284 members, however, during the distribution of hard copy surveys there were two people who claimed to be new members and were not on the list provided. (They were provided a survey.)

A few challenges for the email distribution of the survey arose. There were about 21 members who had no email address. In a few cases it was known that the members regularly attend practices and would be covered by the distribution of the hard copy survey. However, there were about 10 instances where it is uncertain if the members had the opportunity to complete the survey.

There is some statistical/demographic information which Steve pulled from the membership list which may be of interest or value during the upcoming planning. Please see Steve's notes in attachment #1.

Our next Steps:

1. Continue to tabulate the member questionnaire responses (e.g. by percentages) and compile a précis to present to the Board in advance of the Board and LTTPC planning meeting on February 26.
2. Continue to prepare a written assessment of all 10 categories that are prominent in the member comments, with particular attention to the top 5 categories which will need to be addressed in the next 2 months (Classes, Use of funds, Music, Practices and the Social dimension of the club).
3. Collect and tabulate the VBDS Instructors' questionnaire.
4. Conduct and notate interviews/discussions with each instructor.
5. Announce the Special Open Planning Meeting for all members, for March 18.
6. Address the utilization of the Development Fund.
7. Following the LTTPC/Board planning session on February 26, release the Survey Monkey charts and a mutually agreed précis of the comments to the membership.

Respectfully submitted by Long Term Planning Committee members Janis Dunning and Rolands Muiznieks.

Steve Hutchings' notes regarding distribution and demographics of VBDS current membership

Attached is a map of the Victoria area with the distribution of members shown by postal code. When one looks at the map it is easy to see where the concentration of members live. And with that knowledge, location may be a contributing factor as to why Cedar Hill Rec Centre, Wednesday evening practices are more popular than the Friday Les Passmore Centre event and may also be a contributing factor as to why the practices held at Royal Oak Middle School for a short temporary period were not well-attended.

There are about 25 competitors (from personal knowledge) in the club (3 x pro-am; 2 x leads; 10 x couples). This represents slightly less than 9% of the total membership. Anecdotally these members rarely attend dances, rarely take classes and seldom attend Wed/Fri practices.

There are 56 couples (defined as 2 people sharing the same physical address, with the exception of one instance which was not included in this number). There are 171 members with their own physical address: 94 women, 77 men.

Total responses (hard copy and online) returned = 154. This is about a 54% return rate.

The survey had the opportunity to provide comments in eight of the ten questions. A total of 687 comments were received. Many times a comment for a single question covered more than one thought or suggestion or criticism.

During the email distribution of the survey there were a number of emails that were reported by Survey Monkey as "opted out" (4) or "bounced" (5). In some instances these members contacted me to participate; but despite asking for and being provided with an alternate email invitation to participate many did not complete the survey.

While distributing the hard copy survey at practices the routine was to ask people attending if they had received the online survey and if they were going to respond or would they prefer a hard copy. The next question asked whether they were a member – there were about seven people who said they were not members.
(see map)

Notes re: Deciphering Members' Responses to the Questionnaire in the 2016 Survey
(This is only one sample of 10 categories that will be reported on in advance of the February 26 meeting.)
For instance – Responses to the general category of CLASSES

Respondents taking VBDS classes
60% do take VBDS classes; 37% take classes elsewhere

Importance of VBDS offering the full syllabus of classes in International Ballroom
58% say it is very important; 31% say it is fairly important; 10% say it is not important

Relevance of levels achieved to the importance of offering the full syllabus
59% are already at the silver/gold or beyond levels, therefore one would assume they will not need the full syllabus in the future; only 18% are Newcomers to Intermediate

Length of the classes (courses)
51% prefer 6-week classes; 30% prefer 11-week courses; 12% have no preference either way

Regarding the Questionnaire and the Written Comments
Consider: Is the 6-week preference relative to the fact that most members are already past needing the full syllabus and therefore at more advanced levels they prefer to focus on one dance at a time; or that they are more senior in years and it is easier to concentrate on one style at a time; or that they travel and cannot commit to the longer 11-week classes?

Governance Committee Report

15 February 2016

As per the January Report to the VBDS Board, attached to this report is a DRAFT of **Preliminary Terms of Reference** for the VBDS Committee on Governance, including proposed guidelines on Committee Procedures and Membership. Directors and Committee members are asked to please review the attached proposals in some detail, as soon as there is an opportunity to do so, and to please direct any suggestions for changes or edits to the Chair, along with any general comments or questions on the Draft. The current target is to bring a revised document as a recommendation to the March Meeting of the Board, seeking formal approval of Terms of Reference for the Committee at that time. Subject to discussion at the February Board meeting, the idea would be to use the attached as a general guide for the Committee, until formal TOR are approved by the Board.

The top priority for the Governance Committee over the past month has continued to be the development of policy and advice on conflict-of-interest issues (COI), although progress on this has not been as rapid as hoped in January, for a variety of reasons. As a result, the original target of being able to recommend a “Formal Conflict-of-Interest Policy” to the VBDS Board before end of March may no longer be feasible, although it remains high on the work-plan for the Committee. As reported in January, one of the other main objectives of the Committee is organizing a “special governance workshop of the Board” (potentially open to any interested Members and volunteers) to discuss issues related to “Conflict-of-Interest”, as well as other governance issues (as per the attached).

Since Liz Gililand resigned from the Committee and the Board following the December meeting, she has been available to assist & provide occasional advice when asked, but it would be helpful to have a replacement appointed to the Committee. Grace Sneddon has extensive background on various other Boards dealing with both COI and other governance issues, and she has volunteered to join the Committee. Consequently, as Chair I intend to Move the following at the February Meeting:

BE IT RESOLVED that Grace Sneddon be added to the VBDS Committee on Governance, to join current members Bob Adams (Chair), Bob Colwill, and Steve Hutchings.

For information and comment, the proposed top items for the Committee work-plan over the next two to three months are as follows:

- further research and advice on COI issues (e.g. refining & extending the “Interim Guidelines” on COI approved at the January Board Meeting);
- development of recommendations on a Formal Conflict-of-Interest Policy for VBDS;
- organizing a special workshop on governance;
- further work on implementation & refinement of internal Board procedures for handling “correspondence of the society”;
- preliminary research & report on potential implications of the new Societies Act for VBDS.

Respectfully submitted,
Bob Adams, Chair

See Attachment “VBDS Committee on Governance”

VBDS Committee on Governance

DRAFT
15 Feb 2016

Preliminary Terms of Reference

The VBDS Committee on Governance is responsible for:

1. providing advice and guidance to the President, the Board, and all VBDS Committees on matters related to governance, as they may affect the Society;
2. responding to or drafting correspondence on issues of governance, as directed by the VBDS President or Board;
3. making decisions on any matters of governance that are expressly delegated to the Committee by the VBDS President or the Board;
4. reporting to the President and the Board on a regular basis; any action on decisions delegated to Committee shall be communicated to the President and the Board as soon as possible, and at any rate no later than the earliest meeting of the Directors to be held next after the action has been taken;
5. reviewing these Terms of Reference, at least annually, & recommending any changes to the Board.

Committee Procedures:

1. The Committee should do research, undertake analysis, and seek advice from informed individuals both within and outside of VBDS, on matters related to governance (examples may include, but need not necessarily be limited to: issues of conflict of interest; developing general principles of good governance; internal Board procedures on matters like correspondence and lines of reporting-responsibility; procedural matters related to General Meetings of the Membership; legislation that may affect the Society's Constitution or Bylaws, or other policies of the Society; procedures for "succession planning" for the VBDS Board of Directors and for Board Committees).

2. The Committee should consult with and gather information from individuals who may be affected directly or indirectly by any governance issue that may come to the attention of the Society or the Board, and/or that may relate to the interests and purposes of the Society.

3. The Committee may from time to time, under the general direction of the Board and the President, organize briefings, workshops, and/or meetings to better inform the Board and VBDS volunteers on issues related to governance.

Committee Membership

The Board should review and appoint the Chair/s and Members of the Committee, no less than annually. Membership should consist of at least one Director, and of others familiar with governance issues, either from past experience within VBDS, or possibly outside of VBDS. At the discretion of the Board, the Committee may include VBDS Members not on the Board, and/or non-members with expertise in governance-related issues.

VBDS Financial Info at February 16, 2016

ESTIMATE TO MARCH 31, 2016 (covers winter session of classes)
 VBDS CONTRIBUTIONS BY ACTIVITY
 Selected
 Estimate to End of March 2016 - Dec actual + "Guzintas" for Jan-Mar 2016

		Classes	Mbrships	Monthly Dances	New Years
Fees	100.0%	28,461	16,576	3,600	6,934
Expenses					
Hall	34.1%	9,706	5,685	1,292	630
Instructor	94.9%	27,002	-	60	-
Other	0.1%	34	(560)	745	9,000
	129.1%	36,742	5,125	2,097	9,630
	-29.1%	(8,281)	11,451	1,503	(2,696)

① - losing ~ \$4,000/term...
 so if Spring 2016 same, classes
 - will lose about < 12,000 >
 - where budget was
 for profit = $\frac{5800}{18000}$
 Budget Variance = < 18,000 >

Estimate to end of March 2015

		Classes	Mbrships	Monthly Dances	New Years
Fees	100.0%	43,720	17,750	3,658	8,057
Expenses					
Hall	22.0%	9,600	5,600	1,448	753
Instructor	56.1%	24,528	1,071	180	-
Other	0.5%	200	(574)	1,155	5,445
	78.5%	34,328	6,097	2,783	6,198
	21.5%	9,392	11,653	875	1,859

② New Years live music
 experiment - lost 2696
 - Budgeted profit = $\frac{250}{3000}$
 Budget Variance = < 3,000 >

2015 Actual for FULL year

		Classes	Mbrships	Monthly Dances	New Years
Fees	100.0%	59,435	20,882	4,608	8,057
Expenses					
Hall	23.5%	13,955	9,604	2,548	753
Instructor	58.7%	34,861	1,449	180	-
Other	0.4%	262	(755)	1,737	5,445
	82.6%	49,078	10,298	4,465	6,198
	17.4%	10,357	10,584	143	1,859

All else doing OK compared
 to budget - but,
 Budget was for loss 7,000
 - above ① 18,000
 ② 3,000

Revised Projected
 2016 Loss \$ 28,000

- this does NOT include
 Pacifica...

VBDS

GOZINTAS

Classes Jan - Mar 2016.

Instructor	Instructor		Hall	number	length of	Full		Discounted		Revenue	Instructor	Hall	Net	
	hourly	venue				hourly	rate	number	rate					number
	Rate		rate	classes	hours	students	rate	students	rate	GST		Cost	or (Loss)	
NC I	Victor	60.00	CHR	27.70	11	1.25	12	99	2	50	1,226.67	(825.00)	(304.70)	96.97
NC I	Elizabeth	66.00	ROM	36.00	11	2.00	13	99	2	50	1,320.95	(1,452.00)	(396.00)	(527.05)
NC II	Wanda	66.00	CHR	27.70	11	2.00	27	99			2,545.71	(1,452.00)	(304.70)	789.01
Pre- Bronze I	Victor	60.00	CUC	25.00	11	1.50	3	99			282.86	(990.00)	(275.00)	(982.14)
Pre- Bronze Standard II	Elizabeth	66.00	LPC	25.00	11	1.00	3	99	1	50	330.48	(726.00)	(275.00)	(670.52)
Pre- Bronze Latin II	Elizabeth	66.00	LPC	25.00	11	1.00	3	99	1	50	330.48	(726.00)	(275.00)	(670.52)
Bronze Standard II	Wanda	66.00	ROW	30.00	11	1.25	9	99	2	50	943.81	(907.50)	(330.00)	(293.69)
Bronze Latin II	Wanda	66.00	ROW	30.00	11	1.25	7	99	2	50	755.24	(907.50)	(330.00)	(482.26)
Silver Standard II	Wanda	66.00	ROW	30.00	11	1.25	11	110	1	55	1,204.76	(907.50)	(330.00)	(32.74)
Silver Latin II	Wanda	66.00	ROW	30.00	11	1.25	10	110			1,047.62	(907.50)	(330.00)	(189.88)
Gold Standard II	Elizabeth	66.00	LPC	25.00	11	1.00	6	110			628.57	(726.00)	(275.00)	(372.43)
Gold Latin II	Elizabeth	66.00	LPC	25.00	11	1.00	6	110			628.57	(726.00)	(275.00)	(372.43)
Open Tango	Wanda/Victor	126.00	CBU	30.00	6	1.25	18	84			1,440.00	(945.00)	(180.00)	315.00
Latin Technique	Wanda/Victor	126.00	CBU	30.00	6	1.00	7	84			560.00	(756.00)	(180.00)	(376.00)
										13,245.71	(12,954.00)	(4,060.40)	(3,768.69)	

NB: newcomer classes include some practice time.

above does not include Open Foxtrot or Latin Technique scheduled for Mar Apr.

2/15/16:54 PM\\GHCO1\Data1\DATAESP\Clients\V\Victoria Ballroom Dancing Society\Working Papers\VBDS C.lasses Jan thru Mar 2016.xlsxVBDS C.lasses Jan thru Mar 2016.xlsx

NOTES:

- a little guess work but accurate enough to give the picture – class attendance way down and costs aren't
- March/April 6-week classes not included
- a pretty good look at why classes lose money, some telling info, like cost almost \$1,000 to put on a class for 3 in Pre-Bronze I, etc.. need 10 or more students per class to come close to break even, 12 better, etc.
- Sept. to Dec. 2015 - these are good numbers from bank transactions to the end of December and include the instructor payments made early January for December work... so pretty good picture of fall session of classes... lost \$4500.

the big picture is pretty simple:

1. classes are doing poorly, losing on average about \$4,000 per term, so if this continues through the Spring session, then classes are headed to losing about \$12,000 for the year, compared to the \$5800 income budgeted (per sheet 3)... so a negative variance of almost \$18,000.
2. New Years experiment of a live band was a financial loser, about a \$3,000 variance from budget.
3. since most other contribution areas and the General and Admin expenses seem close to budget as far as one can tell at this point, adding the \$21,000 negative variance from classes and New Years, to the original budgeted loss of about \$7,000, the club is headed toward a loss for the year in the order of \$28,000.... pending decisions re Spring classes, etc.
4. notably dances are doing nicely, and membership isn't all that bad compared to budget
5. the club just can't make up the losses in classes... classes contribution to overhead has historically been too significant to catch up on in other areas
 - none of this takes into account Pacifica which has the potential to be somewhere between a big winner and a big loser

SEPT-DEC 2015

VBDS : CONTRIBUTIONS BY ACTIVITY

2016 YTD - Sep - Dec 2015 - based on bank transactions
 (pretty good cut-off!)

		Classes	Mbrships	wkshops	Monthly Dances	New Years	Dance P	Raffle	Thrifties Smile	School Program	Family Day	interest & misc	Subtotal	Admin	Total
Fees	100.0%	15,216	14,862	314	1,961	6,934	-	-	696	-	-	5	39,988	-	39,988
Expenses															
Hall	37.1%	5,645	3,249	175	268	750	4,418	-	-	-	-	-	14,505	-	14,505
Instructor	92.3%	14,048	-	165	-	-	-	-	-	594	-	-	14,807	-	14,807
Other	0.2%	34	(320)	-	745	9,000	570	-	-	-	-	-	10,029	8,046	18,075
	129.6%	19,727	2,929	340	1,013	9,750	4,988	-	-	594	-	-	39,341	8,046	47,387
	-29.6%	(4,511)	11,933	(26)	948	(2,816)	(4,988)	-	696	(594)	-	5	647	(8,046)	(7,399)

Loss already to Dec 31/15
 - all classes and New Years.

2016 Budget

		Classes	Mbrships	wkshops	Monthly Dances	New Years	Dance P	Raffle	Thrifties Smile	School Program	Family Day	interest & misc	Subtotal	Admin	Total
Fees	100.0%	40,000	17,750	1,375	4,600	12,000	-	-	2,500	1,700	-	2,400	82,325	-	82,325
Expenses															
Hall	25.0%	10,000	9,600	700	2,500	750	-	-	-	-	-	-	23,550	-	23,550
Instructor	60.0%	24,000	1,450	1,250	-	-	-	-	-	2,600	-	-	29,300	-	29,300
Other	0.5%	200	(750)	-	1,200	11,000	-	-	-	-	-	-	11,650	25,000	36,650
	85.5%	34,200	10,300	1,950	3,700	11,750	-	-	-	2,600	-	-	64,500	25,000	89,500
	14.5%	5,800	7,450	(575)	900	250	-	-	2,500	(900)	-	-	17,825	(25,000)	(7,175)
Development fund												(2,000)			(2,000)
Pacifica								(2,500)							(2,500)
															(11,675)

Budgeted loss.

2015 Actual

		Classes	Mbrships	wkshops	Monthly Dances	New Years	Dance P	Raffle	Thrifties Smile	School Program	Family Day	interest & misc	Subtotal	Admin	Total
Fees	100.0%	59,435	20,882	1,722	4,608	8,057	-	-	2,135	1,684	-	3,315	101,838	-	101,838
Expenses															
Hall	23.5%	13,955	9,604	888	2,548	753	-	-	-	-	-	-	27,748	-	27,748
Instructor	58.7%	34,861	1,449	1,566	180	-	-	-	-	2,609	-	-	40,665	-	40,665
Other	0.4%	262	(755)	-	1,737	5,445	-	-	301	-	-	-	6,990	25,596	32,586
	82.6%	49,078	10,298	2,454	4,465	6,198	-	-	301	2,609	-	-	75,403	25,596	100,999
	17.4%	10,357	10,584	(732)	143	1,859	-	-	1,834	(925)	-	-	3,315	26,435	(25,596)
Development fund												(2,625)			(2,625)
Pacifica								(1,834)							(1,834)
															(3,620)

M&P Committee Report for Feb 17/2016

- 1) New Member Welcome Package:
 - Distributed to 60 new members
 - Have now streamlined some of the production, will be easier to issue next time
 - Will send out to new members in the Spring Session
 - Thanks to Steve M (and his Mom) for all the work to put the packages together and hand them out
- 2) Website Changes:
 - Met with Catherine (WordPress Consultant) who is now working on implementing several changes
 - Change the look of the Home Page and background
 - Update image slider and hopefully speed up the site and loading of content
 - Looking to implement a simpler e-Commerce solution; will require some investigation and programming to fully remove current solution
 - Want to implement feature to launch PDF or other documents in new tabs (easier to make written documents available)
- 3) Senior's Expo - Tuesday, 22-Mar - Pearkes Arena 12-6 PM
 - Exhibit space reserved
 - Need banners
 - Will need volunteer dancers
 - Will need volunteers to man booth
 - Need to ensure enough handouts are available
 - Advertising in Senior Living Magazine too expensive - declined
- 4) Special Olympics Demo - Sat, 28-May
 - Downtown Marriott Hotel
 - Dianne D. & Tom W. have volunteered to provide a demonstration
 - Will need banners and handouts
 - Need another volunteer to assist them
- 5) Dance Demo Co-Ordinator
 - Looking for a volunteer to organize our various dance demos throughout the year
 - Christine Kinghorn has done this for the past few years and has offered to transfer her knowledge
 - Let us know if you can think of anyone who might enjoy this role
 - Will write an article for the Newsletter
- 6) Non-Member Survey
 - On-hold while current survey results are being finalized
 - Anticipate using Survey Monkey
 - Need to update list of expired and past members
 - Several members and non-members have told us they encourage this type of survey
 - Let us know if there are any specific questions you would like to ask
- 7) Times-Colonist Features
 - Learning for Life (Feb 2) - didn't dovetail with our schedule
 - Focus on Seniors (Monthly Feature)
 - Upcoming dates 3-Mar; 5-Feb
 - Possibility of including an article on VBDS if we purchase an ad program
 - Will bring info sheet and price list to board meeting
- 8) UVic Vikes dance demo -Nothing organized; need contact info
- 9) Victoria Royals dance demo? -Did one last year, nothing organized for this year

Pacifica Ball Report

Item 1	Officials	
<ul style="list-style-type: none"> ▪ We have contacted officials for both Pro-Am and Am parts of the Pacifica ▪ We have agreement with Michele Guimond to be our scrutineer for both events. ▪ We have confirmation from 2 judges of 4 for Pro-Am and 2 judges of 6 for Am parts of Pacifica 		
Action Item	Who	By When
Continue securing adjudicators for the competitions	Victor and Jenn	February

Item 2	DSBC Senior Closed Championships
<ul style="list-style-type: none"> ▪ We will host BC Closed Senior III Championship in Standard and Latin 	

Item 3	Venue	
<ul style="list-style-type: none"> ▪ Seating plan is finalized. ▪ We will have GoBo with Pacifica Ball logo during the event. ▪ We received updated quote from A/V supplier ▪ We met with the VCC representative, who will be helping us during April 8 and 9 at VCC 		
Action Item	Who	By When
Sign quote from A/V supplier	Victor	ASAP

Item 4	Registration and Scheduling	
<ul style="list-style-type: none"> ▪ We launched registration for both Pro-Am and Am part of Pacifica. We have 8 couples registered for the Amateur Ball. We have preliminary agreement from Adam Hanna to compete with his students at Pro-Am Competition. ▪ We connected o2cm registration database with VBDS PayPal account to receive payments from Amateurs. Pro-Am competitors will pay by cheque or money order ▪ We have preliminary afternoon schedule. 		
Action Item	Who	By When
<ul style="list-style-type: none"> ▪ Continue registering Amateurs ▪ Continue approaching Professionals to invite to Pacifica Pro-Am Competition 	PBOC Victor	Continuously

Item 5	Advertising and Promotion	
<ul style="list-style-type: none"> ▪ Pacifica Ball webpage and Pacifica Ball Facebook page are constantly being updated. There is video content, information about venue, information about showcasing couples, registration forms, rules for competitors, etc. ▪ Vancouver Challenge Cup 2016 had our poster on the back of the first page. ▪ We have business owners who will have ½ ad and one owner who will have full page ad already. We also have two vendors, who will display their products during event itself (\$250 for booth) ▪ Preliminary agreement with McPherson Box office to use their service to spread posters around Victoria. 		

Action Item	Who	By When
<ul style="list-style-type: none"> ▪ PB 2016 Webpage and Facebook page updates ▪ Display VCC 2016 poster during VBDS practices as an exchange for free advertising on PB 2016 at VCC program ▪ Continue to contact possible advertisers and sponsors 	PBOC VBDS board PBOC	regularly regularly ASAP

Item 6	Showcase Couples
<ul style="list-style-type: none"> ▪ Agreement has been signed between Anton & Antoaneta and VBDS 	

Item 7	Volunteers	
<ul style="list-style-type: none"> ▪ Victor indicated that further to the need for volunteers to help out at the event, three people have agreed to provide assistance during the day at the event and two have also agreed to assist with duties that will be subsequently identified. ▪ We agreed to split rules of the Host between Victor, Shelley and Jenn 		
Action Item	Who	By When
<ul style="list-style-type: none"> ▪ Volunteers to be recruited. ▪ Committee members to identify potential Head Volunteers and advise Victor, given the need for Head Volunteers during the event 	Committee Members	Ongoing

Item 7	Ticketing	
<ul style="list-style-type: none"> ▪ Ticket vendor is secured. We will be using McPherson ticket services. Types of tickets: <ol style="list-style-type: none"> 1) On February 16 there are 35 riser seats sold 2) On February 16 there are 121 table seats sold. First row of tables is sold out. <p>Unfortunately, due to miscommunication with McPherson Box office we were not able to increase table seats prices. The structure now is the same as it was in the approved budget:</p> <p>VBDS members/non-members</p> <p>\$75/80 - tier 1 \$65/70 - tier 2 \$50/55 - tier 3 \$45/50 - risers</p> <p>After early bird deadline</p> <p>\$90 - tier 1 \$80 - tier 2 \$65 - tier 3 \$55 - risers</p>		
Action Item	Who	By When
Continue promoting tickets to the general public		

Item 8	Music and MC	
<ul style="list-style-type: none"> ▪ Victor has contacted possible DJ Jim Kent. ▪ Victor has an agreement with Jackson Li to MC Amateur part of the event. 		
Action Item	Who	By When
Waiting for the potential DJ to send us his fees and technical requirements	Victor	ASAP

Item 9	Sponsorships	
<ul style="list-style-type: none"> ▪ We have 6 trophy sponsors (\$250 each). ▪ We have three medal sponsors (\$100 each). ▪ PBOC are continuing to contact other possible sponsors 		
Action Item	Who	By When
▪ Continue to reach out to potential sponsors	PBOC members	ASAP

Item 10	Accommodation	
<ul style="list-style-type: none"> ▪ We have signed agreement with Magnolia Hotel for our officials. ▪ We have agreement with Double Tree by Hilton to give our competitors and other guests discounted price for attending Pacifica. 		
Action Item	Who	By When
▪ Reach out to potential caterer for our officials	PBOC members	ASAP

Report on VBDS Youth & Family Outreach

February 15, 2016

Prepared for VBDS Board Meeting of 17 February 2016

SUMMARY OF BUDGET DECISION REQUESTED OF THE BOARD

At its Meeting on February 17, 2016, the Board will be asked to consider and approve a Motion along the following lines:

BE IT RESOLVED that the Board authorizes a net expenditure of up to \$1350 over the remainder of fiscal year 2015-16 to allow for sponsorship of ballroom dance classes under the terms of the VBDS "Ballroom in the Schools" Program.

VBDS "BALLROOM IN THE SCHOOLS" -- BUDGET UPDATE

Prior to the 2015 Fall Term, VBDS was approached by five (5) different schools in the Greater Victoria area, expressing some preliminary interest in working with VBDS to provide Ballroom Dance lessons to students in each school.

On this basis, a budget proposal for a net expenditure of up to \$1350 was submitted to the Board in the Fall, and approved at the Board Meeting in September 2015.

Due largely to various scheduling problems, regrettably, most of these preliminary schools' contacts did not result in workable programs at these schools. Nonetheless, through the Ballroom in the Schools Program, VBDS did manage to sponsor some classes, at the high school level, with Wanda teaching the basics of Ballroom Dancing to over 60 students last term at Oak Bay High.

Because of this reduced level of programming, actual budget expenditure in the first-quarter of 2015-15 was a net of \$300 (rather than the \$1350 originally budgeted).

Since the end of the Fall term, VBDS has again been contacted by five schools (three that were not on our Fall contact list), expressing interested in participating in Ballroom Dance lessons, sometime over this Winter and Spring term: these schools so far this term are Doncaster Elementary, Gordon Head Middle School; Stelly's Secondary; Oak Bay High, and Reynolds Secondary.

Based on preliminary discussions, right now there seems to be a reasonable chance of being able to proceed in four of these five schools in the upcoming term.

On this basis, the recommendation to the Board is that it approve a net expenditure of up to \$1350 on the Ballroom in the Schools Program for the remainder of fiscal 2015-16 (this would be over and above the net expenditure of \$300 in the first-quarter). Accordingly, I will be introducing a Resolution to this affect, as indicated at the beginning of this report, at our Board Meeting on Wednesday, February 17.

If approved, the proposal is that the Program would continue much in line with guidelines used in past years: the Schools would be asked to provide the required space and supervision, and VBDS typically would cover up to 50 percent of instructor costs (the balance coming from different sources, depending on the school; e.g. PAC special funding, PE budgets, etc.).

In the past, schools in the Program have also been asked to assist with and support some form of public performance, to allow the students to demonstrate what they have learned in the classes. This also assists VBDS in support of its main mandate, of promoting an active interest in ballroom dancing, not only among young people, but with parents and the public more generally. Suggestions on enhancing this component of the program are being sought, and would be welcome.

EXPANDING VBDS YOUTH & FAMILY OUTREACH

It has long been the intention of various Boards, over past years, to try to extend our contacts and outreach beyond our existing and regular school programs, to try to involve more young people (and indeed their entire extended families) more actively in ballroom dance lessons, and in more regular ballroom classes, if at all possible.

In line with this, various different initiatives have been tried over the past six to seven years, some quite successful, some less so, but with some important lessons learned.

The most consistent problem with these initiatives in the past has been lack of sufficient volunteer time to follow-through, to build off the lessons learned (so to speak), to plan different, new, approaches seeking Board support, and to implement new dimensions to our programming, in line with these general youth-family-oriented objectives.

Several of these issues related to VBDS youth and family programming have emerged from the recent Member Survey, organized by the Special Committee on Long Term Planning (LTP). The LTP Committee has consequently recommended that a special information item, promoting VBDS Youth and Family outreach programming, should be included in an upcoming VBDS Newsletter (perhaps on a week – like last week – where there are few new items to add!). The aim would be to ensure that our Members are aware of the program, but most importantly, to seek further volunteer help & support, that would allow VBDS to expand our youth and family programming into new areas.

Comments on this proposal are welcome. Subject to this, I will plan to draft up something along these lines that could be submitted for inclusion in a future edition of the Newsletter.

If Board Members have any questions about the program or the proposed budget, please do not hesitate to contact the Program Coordinator (in advance of the Board Meeting, if at all possible).

Respectfully submitted,
Bob Adams
Coordinator, VBDS Youth & Family Outreach Program
Email: rja2@islandnet.com
Phone: 250-652-8812

Report of the Honeyman Award Committee

13 February 2016

(for the VBDS Board Meeting of 17 February 2016)

As most Directors will be aware, every year since 2009 the Victoria Ballroom Dance Society has honored an individual or couple who has, over many years, made outstanding volunteer contributions to our club, and to the advancement of Ballroom Dancing in our community. Our annual award and trophy for outstanding volunteer contributions was established by the VBDS Board, and is named in memory of a former VBDS Treasurer, and two-time Chair of our Dance Pacifica Ball. Nominees are sought annually by a Committee reporting to the VBDS Board. Nominees should preferably be current members of VBDS, who have made substantial contributions to the operation and/or development of VBDS over a period of time. Past recipients have included Eric Jenkins, James Ngai, Ron Smailes, Ron & Joyce Hall; Alan Taylor; and Roman & Renee Yue. By tradition, current Directors are not eligible to receive the award.

The Board Minute establishing the award states as follows:

“That a committee consisting of the Vice-President, Past President, Treasurer, and Membership Coordinator and with the power to second additional members be established to administer the Honeyman Award.” [Source: Board Minutes March 4, 2009]

In the VBDS Policy Handbook, the current Job Descriptions for Officers suggest that the VBDS Vice President “Chairs the Honeyman Award Committee”.

For information, attached are the guideline “Procedures for the Honeyman Award Committee”, extracted from the latest version of the VBDS Policy Handbook.

The suggested target for the 2016 Committee, subject primarily to the availability of this year's recipient, would be to have the announcement of the 2016 recipient, and the presentation of the Award, at the VBDS March Dance & Clubs Closed Competitions, on March 12.

Accordingly, as Vice President, I intend to Move as follows at the February 17 Meeting of the Board:

BE IT RESOLVED that the following be appointed to the 2015 Keith Honeyman Award Committee:

VBDS Vice-President: Bob Adams (Chair)
VBDS Past President: Malcolm Sneddon
VBDS Treasurer: Grace Sneddon
VBDS Membership Coordinator: Neil Fleischmann
VBDS Member and Past Recipient: Eric Jenkins

BE IT FURTHER RESOLVED that the Committee be delegated authority to solicit nominations for the award, and to choose the recipient of the 2016 Keith Honeyman Memorial Award, informing Directors of this year's recipient no later than the March Meeting of the Board.

Respectfully submitted,
Bob Adams, Vice President

ATTACHMENT Honeyman Award Procedures

1. Send request for nominees to Diana for placement in bulletin The following is a sample from last year.
The Honeyman Award Committee is seeking nominees for the Third Annual Honeyman Award. Nominees should be current members of VBDS who have made substantial contributions to the operation and/or development of VBDS over a period of time. Please send your nominations to Beth Watton at mewat@uvic.ca or speak to the following members of the Honeyman Committee, Gary Leitch, Neil Fleishmann or Beth Watton, no later than January 31st.
2. Put together committee. { Honeyman Award Committee:
[Source: Board Minutes March 4, 2009] That a committee consisting of the Vice-President, Past President, Treasurer, and Membership Coordinator and with the power to second additional members be established to administer the Honeyman Award. } If seconding further members choose those who know a lot of members
6. Committee decides on winner
7. Consult winner(s) and Sue Wenman (the award presenter) re availability at February or March dance for presentation.
8. Arrange for someone to write a citation.
9. Get trophy back from previous winner.
10. Get trophy inscribed with latest winner's name(s). They get to keep it for a year.
11. Consult with Dance Committee Chair re timing of award at dance (and possibly re special decorations).
12. Let President etc. know the timing of their roles at the presentation.
13. Arrange for photos of winner(s) etc.
14. Get one picture enlarged and framed as a keepsake for the winner(s).

Note: If the winners are a couple the female is usually presented with a bunch of flowers.