

Victoria Ballroom Dance Society

Board of Directors Meeting
Cedar Hill Rec Centre
Wednesday, March 9, 2016
6:00 p.m.
version of 31 August 2016

MINUTES

Board Members 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, Steve Hutchings, Rolands Muiznieks, Jacques Lemay
Diana Jasinski (Recording Secretary)

Opening Business

Call to Order: Steve called the meeting to order at 6:11 p.m.

Adoption of Agenda: The letter under New Business is just to Ron. The Governance and Standards & Classes Committee Reports were moved to the top of the agenda.

Long Term Planning Committee (Janis) – report attached

Steve M. indicated that, contrary to what some may have thought, there was no intent to dissolve the Long-Term Planning Committee. Malcolm pointed out that any committee is an instrument of the Board and the Board is legally responsible for it. The Board will be having an In Camera discussion this evening regarding the structure of the LTP Committee. The LTPC felt disappointed that the structure is to be changed when they have done everything in compliance with their mandate. There are some process issues but we need to find a way to work together, Board and LTP Committee.

President's Report (Steve)

Welcome everyone. Tonight we're going to be discussing and deciding on some extremely difficult and yet significant matters involving the future direction of the Society. Much work has been done in every area of the club and yet many of us are being seriously distracted by other matters which seem important to a few of our members. It is imperative that we keep our focus on the biggest priorities and not be distracted from those duties. After all I think we all agree that this is a year that some serious work must be done to not only help but have significant impact on the future of VBDS. Aside from all the hard work and vast amount of feedback our Long-Term Planning Committee have collected we must, as a Board, have a clear objective to deliver to our membership on March 30 and beyond.

Tonight we're going to discuss a slight variation in direction for long-term planning, to have two committees working simultaneously on many important tasks. I'm sure you will all agree one of those, the most important decision that needs to be taken to the membership, is what we are going to do about the future of classes. This is a major priority and will probably have an impact on the development fund, at least for the short term. I am very optimistic through all the initiatives we have been working on at the Newcomer level that we are already making headway on the retention levels of the club. In fact, a video has been produced by a member from the filming that was done at our Newcomer II class on Sunday which should help with ongoing promotions to our Intro classes.

Our proposals tonight for discussions are by no means one individual's personal opinion. In fact, we have taken the time to consult with past prominent members and with a number of existing members and Board members and executive Board members. I would like to point out that the procedures for doing the planning process have had significant time and effort and thought put into by a member who has a vast amount of professional experience at the highest level in this area. Every successful business and every business person has achieved their success through strategic planning – in other words, utilizing the people around you that have the skills and if not, finding the right people who do have the skills. We have many skilled people in this club and we should be seeking them

out for their help.

IN CAMERA

It was agreed that the Board move into an In Camera session to discuss a personnel matter.

Financials & Liability (Bob C.)

Some concern was expressed regarding Board members' possible liability regarding the current financial situation of the Society but since the Board is acting with due diligence and taking great care to inform the members of the situation it was felt that there would be no basis for any repercussions.

Review of Minutes:

Board Meeting of February 17, 2016 – The minutes were approved.

Reports of Committees & Officers

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

Our loss this year could be \$26,000 to \$28,000, exclusive of any possible loss from Pacifica Ball. We have dropped \$22,000 in revenue. We went from a \$10,000 contribution from classes last year to a \$12,000 loss this year. We need at least 14 members per class to cover our overhead. For the spring term it would not be goodwill to change the class format and leave people stranded in midstream. If we ask members to pay extra for their classes in the spring term it seems manipulative because for previous terms we allowed 3 or 4 people per class. It is imperative that we inform the membership that if we go forward with classes we will continue to lose money. We could send an email to the membership with basic financial information as background preparation for the March 30 LTP meeting, which is prior to the start of classes. We can use the meeting to get some feedback. We need updated information on Pacifica Ball to include in the email.

MOTION: That financial information, including Pacifica Ball, with a projection to the end of the fiscal year, and including explanation, be distributed to the membership by email from the President as early as possible during the week of March 30. **PASSED UNANIMOUSLY**

2. Pacifica Ball (Jenn) – report attached

We have some sponsorships coming in. Registrations are coming in on the amateur side but are thin on the Pro/Am side, partly due to time of day. Canceling the Pro/Am portion of Pacifica would save about \$2,000. We could offer the registrants a chance to perform during the daytime but not compete for a fee of \$25, which would give Pro/Am some support and would help to space out the amateur heats. The sponsors are very unlikely to be affected by the change.

MOTION: That the Board accept the recommendation of the PB Committee to cancel the Pro/Am side of Pacifica Ball and provide the option of performance instead. **PASSED UNANIMOUSLY**

3. Dance Committee (Shelley)

January and February dances were both profitable. Looking at the Commodore Big Band for next New Year's, if 80 people attend at \$65 per ticket it would give us around \$1,200 after paying for the band and the venue (no dinner, just snacks, possibly champagne). The cost for the Commodores would be \$3,350.

4. Honeyman Award (Bob A.)

Nominees were Helen Weathered, Robin Evans, Christine Kinghorn, and the winners, Gary & Nancy Leitch. The presentation will be on Saturday night.

5. Long Term Planning (Bob A.)

We are trying to establish a planning committee that clearly reports through the president. We have to have an executive planning committee to drive the agenda and the production for March 30. The directors' group will plan around our two major priorities: the future of our classes and how we are going to use the development fund to support our classes. My proposal is that we structure an executive planning team to drive those two agenda

items and that we do the best we can to work with the LTP as a team to see what else they can bring forward that we are comfortable with and clear some time on March 30 for them to do their presentation. We must take the bulk of the time on March 30 to make sure the membership is aware of the big financial problems we're having, of the problems we're having with our classes. In the background material we will have an update on how we're marching ahead, more slowly, with all of the other resolutions that were referred. We don't think there is any support for canceling classes, so we have to come up with two or three packages that we are seriously looking at and present them to the membership for discussion. The substantive issue is are we going to effectively take charge of the Strategic Planning process, driven by the Executive.

It was felt that there should be further discussion on the two proposed resolutions at the next Board meeting.

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

New Business

Letter to Ron Smailes (Shelley)

Shelley has formulated a letter of apology to Ron on behalf of the Board, which the President will sign representing the Board after a couple of minor corrections.

Date, Time & Location of Next Meeting: March 16, 2016, 6:30 p.m. which will be a planning session preparing for the 30 March Strategic Planning session open to all members.

Adjournment: 9:34 p.m.

Recording Secretary: Diana Jasinski

Addendum: Pacifica Budget Update Feb 23.xlsx

Final Approved Version

Victoria Ballroom Dance Society

Board of Directors Meeting

Cedar Hill Rec Centre

Wednesday 9 March, 2016 at 6:00 pm

Preliminary Agenda

version #4

Opening Business

Call to Order & Adoption of Agenda

Review of Minutes:

Board Meeting of 17 February, 2016

President's Report (Steve M)

Reports of Committees & Officers

1. Long Term Planning (Steve M)
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)
9. Youth & Family Outreach (Bob A)

Other Business Arising from the Minutes

- Website Update (Steve)
- Financials and Liability (Bob C)

New Business

- Honeyman Award (Bob A)
- Dance Demo Coordinator (Steve M)
- Letter to Ron & Liz (Shelley)
- VBDS Correspondence (Clare)
- Policy for Practices (Steve M)
- Agenda for 30 March meeting (Steve M)
- Location of Board meetings (Steve M)

Date, Time & Location of Next Meeting

Adjournment (time to be noted)

Report to the Board of the Victoria Ballroom Dance Committee
from the
Long Term Planning Committee
Wednesday, March 9, 2016

The members of the Long Term Planning Committee are: Rolands Muiznieks, Janis Dunning, Steve Hutchings,
Bob Adams, Scott Hamilton

Main accomplishments:

Since creating, delivering, collecting and assessing a survey for all VBDS members, which addresses the initial major issues in the LTPC Terms of Reference or Instructions, the Long Term Planning Committee has duly reported to the Board as per schedule at a Joint Planning Session of the Board and the LTP Committee on February 26th, 2016.

Further, the LTPC prepared and delivered (through the board) a Summary Progress Report to the full membership on February 29th, 2016.

The LTPC questionnaire for VBDS Instructors was finalized, delivered, collected and tabulated for inclusion in the February 26th Joint Planning Session. Since that date the planned interviews with the instructors have been accomplished and a report on those interviews is attached.

Our next Steps:

It was identified in our February 26th major report at the Joint Planning Session, that in order to fulfill our mandate, we need to:

- 1 - Proceed with Part B of the Instructions to our committee to: "conduct further research and consultations on these proposals and suggestions, including considering their relative pros, cons, risks, and financial implications over time"
- 2 - Prepare a Phase Two Report for presentation at a Special Open Planning Meeting for all Members
- 3 - Announce the date of the Special Open Planning Meeting for all Members, for March 18th

However at the Joint Planning Session, the Board revised the date of the Open Meeting with the Membership to March 30th, 2016.

Action requested of the Board: This date needs to be publicized to the membership extensively and repeatedly for the next three weeks.

Toward Completion:

Our committee recognizes that the discussions at the Special Open Planning Meeting for all Members will be very useful for hearing the membership's recommendations on the future directions of the society, IF all parties are provided with all relevant data for decision making. Therefore, the LTPC began requesting the relevant financial reports comparing the 2014/2015 year to at least the first quarter report for 2015/2016. It was also requested to meet with the Standards and Classes committee to learn how enrolment of classes (and the relevant financials) currently stand.

Further information that the membership will need is the cost of classes, practices and dances. However, the Treasurer was not able to agree to a meeting until following tonight's meeting. And the President requested a meeting with Janis Dunning on Friday March 4th, at which he gave instructions to stop the work of the committee, because he will be proposing to the Board at tonight's meeting that the LTPC be re-structured and new Terms of Reference will be delivered to new appointed members of the committee.

The committee has complied with the President's request until tonight and now requests explanation and instruction from tonight's meeting as to why the LTPC needs restructuring and new Terms of Reference when the committee has maintained compliance with the instructions from the assembly at the AGM. Also, on behalf of the membership we need to know how the work of the committee and full, unbiased reporting to the membership, will be accomplished.

This report is respectfully submitted by the Long Term Planning Committee.

Additional input following Instructor meeting.

Classes

1. Consensus: All 3 teachers see some 6 week courses being useful if input from the teachers is used.

Beginning at the Bronze level

Splitting Foxtrot into 2x6 week courses

More comprehensive discussions with S&C needs to occur with the 3 instructors to review the materials taught
In the first year reduce to 6 dances versus the current 8. Take out Samba and quickstep.

2. Consensus: All 3 teachers feel this may be beneficial. Should be made beneficial to VBDS and to the teachers
See summary of responses then bare in mind there needs to be a review of the business model of what current
class fees are contributed to the overhead operational expenses of the society

3. Consensus: please consider their notes here and in "other comments" below

Reference Liz's comment which the instructors shared in some way but again there has to be recognition by
VBDS and instructors to contribution to overhead from class fees.

4. Consensus: 2 teachers advise VBDS to run the business of offering classes more efficiently.

Have first time NEWCOMER I, not have to become members.

Question by Scott - If they are not members a. Do they have to pay a fee to practice at the newcomer practice?

b. Do they have to pay a fee at other practices?

5. Consensus : Iteacher advise that VBDS charge a lower membership fee and charge for practices. (and change
the format and/or frequency of practices).

Perhaps charge \$1.00 at Wed practice. Some members may switch to Friday practice which could balance
numbers of participants.

6. Consensus: All 3 teachers say the practices are useful.

Victor gives instruction to students on how to practice and what to practice. Can the others do the same?

7. Consensus: 1 teacher says no. 2 teachers indicate using practices to raise revenue

Recommend \$5.00 fee for non-members

8. Consensus: 2 teachers say this city is saturated with ballroom dances.

All 3 say it is saturated. However it is ok for VBDS to have their dances as long as there is better
communication and co-ordination with others having dances, dances are advertised in advance, and VBDS
sticks to the schedule (tradition is VBDS dances third? Week of the month plus a New Years dance)

9. Consensus: All 3 teachers express concern that VBDS volunteers are too over-taxed to put on competitions. 1
teacher is concerned that competitions lose money.

Question from Instructor- If VBDS can lose so much with Pacifica how can they justify no pay increase to
Instructors

2 see value in changing the major competition to a year end Gala

10. Consensus: 2 teachers say demonstrations should continue.

3 teachers have made that statement now.

The March Club Closed should be for the higher level dancers and do demos for the lower levels. Possibly do

adjudication(provide critique/feedback to couples)instead of competition format for all. Which could help prepare competitive couples for major competitions.

Other comments: Please see those identified in the Phase one report Appendix 7

Other comments from Scott and Shelley:

1. The instructors are very passionate about ballroom, their students and VBDS. 2 are very aware of the social aspects and 1 has a strong focus on technique. That said, all 3 instruct students on technical components of dance and are aware of its importance to social ballroom dancing.

Due to how the discussion developed :

1. There was a discussion with an instructor to adjust the timing over the course of the newcomer 1/newcomer 2 evening so that the first class would have a shortened practice time after class. The extra time would be added at the end of the second class to give them practice time. Perhaps shorten the first practice session by 15 minutes and add it to the second practice session.

2. As a result from comments from the member survey regarding floor craft and etiquet, we were able to ask 2 of the 3 to add it to the curriculum for classes. Both instructors reacted very positively to the request and will implement asap. We know it was outside the purview of our mandate but the opportunity to address it was available.

Victoria Ballroom Dance Society

Balance Sheet As at 08/31/2015

	<u>2015</u>	<u>2014</u>
ASSETS		
CURRENT ASSETS		
Cash Floats	400	400
General Bank Account	9,347	43,283
Gaming Bank Account	11	7,537
Term Deposits	<u>184,598</u>	<u>146,734</u>
Total Cash and Term Deposits	194,356	197,954
Accounts Receivable	3,000	3,000
Prepaid Expenses	345	240
TOTAL CURRENT ASSETS	<u>197,701</u>	<u>201,194</u>
CAPITAL ASSETS	<u>5,334</u>	<u>3,597</u>
TOTAL ASSET	<u>203,035</u>	<u>204,791</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable Trade	691	2,534
GST Payable (Receivable)	1,252	(1,360)
Prepaid Memberships and Classes	2,412	5,775
TOTAL CURRENT LIABILITIES	<u>4,355</u>	<u>6,950</u>
MEMBER'S EQUITY		
General Fund	36,149	35,351
Hodgson Fund	17,232	21,650
Pacifica Ball Fund	5,745	3,911
Development Fund	<u>139,554</u>	<u>136,929</u>
TOTAL MEMBER'S EQUITY	<u>198,680</u>	<u>197,841</u>
TOTAL LIABILITIES AND EQUITY	<u>203,035</u>	<u>204,791</u>

Fund Balances As at 08/31/2015

	<u>2015</u>	<u>2014</u>
GENERAL FUND:		
Opening Balance	35,351	33,023
Inome (Loss)	(3,620)	2,328
Transfers in (out)	<u>4,418</u>	<u>-</u>
Closing Balance	<u>36,149</u>	<u>35,351</u>
HODGSON FUND:		
Opening Balance	21,650	-
Contributions	-	21,650
Transfers in (out)	<u>(4,418)</u>	<u>-</u>
Closing Balance	<u>17,232</u>	<u>21,650</u>
PACIFICA BALL FUND:		
Opening Balance	3,911	-
Event income (loss)	(301)	(5,210)
Raffle, net proceeds	-	7,537
Thiftities Smilie Card	2,135	1,584
Transfers in (out)	<u>-</u>	<u>-</u>
Closing Balance	<u>5,745</u>	<u>3,911</u>
DEVELOPMENT FUND:		
Opening Balance	136,929	134,952
Interest earned	2,625	1,977
Transfers in (out)	<u>-</u>	<u>-</u>
Closing Balance	<u>139,554</u>	<u>136,929</u>
TOTAL FUND BALANCES	<u>198,680</u>	<u>197,841</u>

**Capital Assets of the General Fund
As at 08/31/2015**

	<u>2015</u>	<u>2014</u>
Equipment - General	7,423	2,353
Accumulated Amortization	<u>(3,206)</u>	<u>(2,152)</u>
	<u>4,217</u>	<u>201</u>
Music Tapes and CD's	8,616	8,616
Accumulated Amortization	<u>(7,792)</u>	<u>(2,586)</u>
	<u>824</u>	<u>1,029</u>
Trophies	4,125	4,125
Accumulated Amortization	<u>(4,125)</u>	<u>(4,125)</u>
	<u>-</u>	<u>2,000</u>
Risers	1,400	1,400
Accumulated Amortization	<u>(1,391)</u>	<u>(1,033)</u>
	<u>9</u>	<u>367</u>
Signage	1,391	1,391
Accumulated Amortization	<u>(1,106)</u>	<u>(1,391)</u>
	<u>285</u>	<u>-</u>
TOTAL CAPITAL ASSETS	<u>5,334</u>	<u>3,597</u>

Approved by the Board of Directors:

President	date
Treasurer	date

Note: all closing fund balances other than the General Fund are comprised of cash and/or term deposits.
The General Fund closing balance is comprised of the residual cash plus other assets minus current liabilities.

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2015 Actual

	<u>Classes</u>	<u>Mbrships</u>	<u>wkshops</u>	<u>Monthly Dances</u>	<u>New Years</u>	<u>Dance P</u>	<u>Raffle</u>	<u>Thrifties Smile</u>	<u>School Program</u>	<u>Family Day</u>	<u>interest & misc</u>	<u>Subtotal</u>	<u>Admin</u>	<u>Total</u>
Fees	59,435	20,882	1,722	4,608	8,057	-	-	2,135	1,684	-	3,315	101,838	-	101,838
Expenses														
Hall	13,955	9,604	888	2,548	753	-	-	-	-	-	-	27,748	-	27,748
Instructor	34,861	1,449	1,566	180	-	-	-	-	2,609	-	-	40,665	-	40,665
Other	262	(755)	-	1,737	5,445	-	-	301	-	-	-	6,990	25,596	32,586
	<u>49,078</u>	<u>10,298</u>	<u>2,454</u>	<u>4,465</u>	<u>6,198</u>	<u>-</u>	<u>-</u>	<u>301</u>	<u>2,609</u>	<u>-</u>	<u>-</u>	<u>75,403</u>	<u>25,596</u>	<u>100,999</u>
	10,357	10,584	(732)	143	1,859	-	-	1,834	(925)	-	3,315	26,435	(25,596)	839
Development fund											(2,625)			(2,625)
Pacifica								(1,834)						(1,834)
														(3,620)

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VBDS

GOZINTAS

Classes Jan - Mar 2016.

	Instructor	Instructor		Hall	number	length of	Full		Discounted		Revenue	Instructor	Hall	Net
		hourly	venue				hourly	rate	number	rate				
		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.

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Dance Committee Report

Looking at options for New Year's Eve and want to know if there is anything that the board needs to know as this is our first year.

At this stage we are Budgeting on 80 tickets, break even as that appears to be the average over the past few years. Options on a no dinner, late night snacks and maybe so other alternatives. We plan to have Tickets available for sale on 1 October for early bird pricing and mid November for full price.

February dance was well attended and we made a profit.

March dance is all arranged and we also have May and June dances well organized along with September taking shape.

We would also be looking for more volunteers to help set up and tear down.

VBDS and LTPC Meeting
Friday, 26 February 2016
Called to order 18:10

Attendees:

Shelley Hamilton	Scott Hamilton	Grace Wong-Sneddon
Lee Colwill	Bob Colwill	Clare Martin
Rolands	Jacques	Bob Adams
Janis Dunning	Neil Fleischmann	Steve Montgomery
Steve Hutchings	Malcolm Sneddon	

Bob Colwill asked what is the main objective of the meeting. Steve M answered that it is all in the agenda.

All present were given the opportunity to spend 10 minutes to look through the report, and all declined.

Janis:

- Report summarizes the results of the survey
- Goal is to be able to report back to the members the results, and a plan to move forward.
- Where do we and the members feel we should direct our energies?
- Where and how do we spend the monies?
- May be a new scope of activity, and for now to move forward

Power point

288 surveys were emailed directly or access through the VBDS website, or handed out personally (19) to the members

Over 600 well intended comments, suggestions, and recommendations

154 surveys completed and returned (53.4% return)

Over 100 hours so far spent in analyzing the questionnaire response

10 questions:

Phase 1 report: classes, funds, music, practices, social aspect, resolutions 1 and 2

Phase 2 dances, funds part 2 promotions

Janis requesting that LTPC meeting is included in the newsletter. If being sent by email, also include link to the website too for ease of opening. To report preliminary results to members.

Bob Adams

Proposals for classes (pages 5-7 of main document)

How to rejuvenate the classes before the fall sessions

Biggest problem facing us for the fall. Classes need a face-lift.

Steve Hutchings

Most common points

Complaints of music – yet to be discussed due to no in-depth analysis

Music system failed because operators yet to learn the full system

Scott suggests that some action should be taken to address the music issues.

Neil suggests that 2-3 people take the time to work with the music system to go through the 6000+ songs to organize into the different categories needed

Rolands – practices – 100 comments on the practices

Scott Hamilton – social aspect

Recommendations

Bob Adams – Development Fund

Q&A

Scott – monthly dances; delayed to phase 2 due to timing as dances scheduled until September, and not part of phase 1 report. Still important, and deferred to the later report. Also going into phase 2 are comments related to competitive dancers – they are still important and will be in phase 3

Steve H – dances; dance committee is welcome to the report results regarding dance questions and comments. For competitor dancers, some members who are not interested in competing feel the classes may be too structured towards competition – in fact the classes are meant to meet the international standards. The criteria used for classes and practices are not the same as dances.

Janis – personal bias is that Friday night be actual practices.

Steve H suggested 1 Friday per month be social practice

Bob C. suggested offering practice and dance in one night.

#4. Decision on distribution to membership next week

Suggestion that email goes out to membership from the president

Send by email and in a link

What to include: appendix 5; Include process, charts appendix 5, phase 1,2,3

Jacques suggests include preface - to use survey as an average, and not verbatim

Rolands – says sending all 3 is essentially sending the PPT

Bob A – envisions a letter from president by email, and also available on the website, announcing first background from planning session.

LTPC to draft a preface for the president to send by email, add to website, and in newsletter.

Include invitation to attend 16 March session

Bob C asking how the information sent to the membership will reflect that a report was actually written

Scott – we need to determine what the member meeting is going to be about, and what is being sent to them prior to.

Rolands - agrees with Bob A about what is intended in the report.

Bob A – discussion under appendix 5 (in answer to Scott) – focus package of material to be sent out prior to 9 March meeting.

Janis – what does Bob A mean regarding actual task – materials, etc? point 2, if I am a member attending this meeting, I will want to investigate issues.

Bob A – reply - page 6 of report - work that is most useful between now and 16 March – B5 new class pricing models – B5.1, B5.2 additions. B2 – refine to be B.2.1, B.2.2, etc options being considered

Steve M – addressing Janis - when we meet regarding clarity on terms of reference – yet to be determined

Janis – members will expect proposed solutions and recommendations

Grace – right now deciding what is being sent out as we are yet to get to the nitty-gritty of the details. Loosely

Bob C – initial

Possible agenda items:

Resolutions from AGM – we have taken care of what was asked of us at the AGM, and look at what is remaining.

Prioritize tasks

Steve M suggested postponing the meeting w/ membership to later March to allow the time to put the agenda and report together. Suggested 30 March.

Pass motion to change the member meeting date to – so move it that the open planning session be moved from 16 March to 30 March. 19:45 PASSED

Neil to address Janis's concerns, notice in the letter that work has been done
9 March board meeting – look at what will be include in the package that will be given to the members
Lee – suggested that at the next board meeting more time be dedicated to this than to reports
Bob C – this task is worthy of its own meeting rather than at a board meeting – president to consider
Shelley – two tasks after package sent; 1 what is in package, 2 agenda items
Bob A – good opportunity to see where we are by time the 9 March meeting.

Possible agenda items

Scott – reference AGM resolutions
Malcolm – agenda will flow out of resolutions
Scott – does music need to be included
Neil – keep it to a minimum as music opens a large can of worms
Scott – form a committee to look into the music issues
Steve – focus on survey results and resolutions
Shelley – to clarify – not to resolve resolutions at the meeting; at least need to go through them to further address, and some are deferred. Look at what is in both the resolutions and the survey
Steve H – agrees with Scott – surveyed the members, provided responses, must reply to those responses, and only address issues that can be addressed by the members. Big Elephant – business model is failing because classes are failing - #10 discontinuation of classes. Make sure members are engaged
Janis – agree with Shelley – summarized by Steve H
Steve M – agrees with Steve H nailed the main point being the classes – great deal of focus to be spent on the classes, and tying into the development fund
Bob A – pick up on Shelley's clarifications – youth program. Ensure members have a progress report so we can address that the issues are being worked on. A short report could be developed by Bob A re the youth program – shows work in progress, and keeps discussion focused on main topic – classes.
Bob C – 1: 30 March meeting will be hard to get through entire list; work on most important. 2: is the board intending to make a recommendation in each of these categories to the members. 3: 9 March board discussion – report
Janis – will need budget information to show losing money in areas. How are we stopping the money bleed. We need to prove that how and where we are spending money, is to the future benefit of the society.
Shelley – respond to Bob A – no extra work from Bob, just summarize to show work has been done.
Steve M – to Janis – coming up with marketing plan – clear to reassure membership with background material – forward direction now and to 5 years
Bob A – will talk to Bob C later
Bob C – knowing current financial status – include Q2 financials to show the members
Shelley – classes – schedule should be released earlier – now 1 month earlier – also added additional dance styles to classes
Jacques – before you make decisions. Long term planning – many missing pieces of the puzzle – review history to move forward; include staff (instructors) in the planning. Exit survey for departing members to analyze for LTP.
Scott – what is on the agenda for 30 March meeting
Janis – when analyzing music use Steve H's survey. Do the budget first to know how much to work with moving forward.

Back to Steve M to close. 20:27

Adjourned.

TWO PROPOSED BOARD RESOLUTIONS ON VBDS LONG TERM PLANNING – VERSION #3:

On the VBDS Long Term Planning process, BE IT RESOLVED:

That one of the top priorities of the VBDS Board for March to June 2016 will be to ensure that adequate long term planning is undertaken on behalf of the Membership, in line with the due-diligence responsibilities of Directors and the interests of the Society;

That the VBDS Committee on Long Term Planning in the Referral Motion approved at the 2015 AGM be clearly established as a Special Committee of the VBDS Board of Directors, responsible to the Board, and reporting to the Board and the Membership through the President;

That for purposes of “Phase Two” planning (at least until March 30, 2016), the Special Committee on Long Term Planning shall consist of at least two “teams” working on long-term planning issues, one team consisting primarily of Directors, and another team consisting primarily of non-directors;

That both teams will be named by the Board, are responsible to the Board, and will report on a regular basis to the Board through the President as CEO of the Society;

That both teams report to the Membership through the President and the Board;

That the VBDS President is a member of the “director team” and ex officio a member of all other planning teams appointed by the Board or the President;

That the Board or the President may create and appoint additional “teams” or “special sub-committees”, as they see fit, to work on specific planning issues, under the direction of the President;

That both teams and any other component sub-committees in the Long Term Planning process are responsible for adhering to Terms of Reference for the Committee as duly approved by Resolution of the Board.

PROPOSED TERMS OF REFERENCE VBDS SPECIAL COMMITTEE ON LONG TERM PLANNING

BE IT RESOLVED that the following Terms of Reference be approved for the VBDS Special Committee on Long Term Planning:

Terms of Reference

The VBDS Committee on Long Term Planning, including all subsidiary “teams” and subcommittees, are responsible for:

1. providing advice and assistance to the President, the Board, and other VBDS Committees on matters related to long-term or strategic planning, as it may be of import to the Society;
2. on request or direction from the President or Board, undertaking research or consultation on such matters;
3. responding to or drafting correspondence on issues of long term or strategic planning, if and as directed or requested by the VBDS President or Board;
4. making decisions on any matters of long term or strategic planning that are expressly delegated to the Committee by the VBDS President or the Board.
5. reporting to the President and the Board on a regular basis; any action on decisions delegated to the Committee or its sub-component teams shall be communicated to the President and the Board as soon as practicably possible, and at any rate no later than the earliest meeting of the directors to be held next after the action has been taken.
6. Adhering to all policies and procedures applicable to the Board (including, but not limited to, Board policies on privacy, and conflict-of-interest).
7. Reviewing these Terms of Reference and making recommendations through the President to the Board on any revisions to such.

S&C Committee Report March 2016

The Standards & Classes Committee worked hard to get the Spring Class Schedule by the end of February (one month early) This was primarily to address the concern from a number of members that our schedules are not available when other Class options are available. There are many other benefits to getting the schedule out early and we will work diligently to do the same for potential summer Classes (still to be discussed & finalized) and Classes for the Fall.

We have already had a Registration for Classes from a lady that made an inquiry to Steve M on Facebook and then contacted the info@vbds.org email when she saw that the schedule was available. She was overseas at the time and is also a new member of the Club.

We are receiving many Registrations and will also be handing out hard copies to all of the existing Classes over the next 2 weeks. In addition to this an electronic copy will go out to all of our Newsletter recipients which extends to past members and beyond. I will also attempt to put a copy of the Schedule on Facebook.

Intro Classes start this week and due to Easter falling on March 25 there will only be Intro Classes on March 11,18 and April 1. Due to a massive improvement of results advertising on Facebook for Pacifica using video we are putting together a short video for Intro Classes to test the impact on results for Intro Class Ads. If this shows promising it may be proposed to do the same but on a more serious level in the future.

Quick mention that the Newcomer Dance on Saturday March 5 was another successful night. The next Newcomer Dance will be on April 5 and will be a joint affair with Wanda's Dance. This will start off as a Newcomer only Dance for the first hour and then opening up to everyone else afterwards. Our Newcomers are motivated and have been a source of Inspiration to Steve M with many different initiatives.

Update Report on VBDS Youth & Family Outreach March 06, , 2016

Prepared for VBDS Board Meeting of 09 March 2016

VBDS is currently supporting Ballroom Dance classes that are underway in three schools so far this term (Doncaster Elementary & Oak Bay High with Wanda, and Stelly's Secondary with Elizabeth).

There are also fairly good prospects for a short series of Ballroom classes at Gordon Head Middle School in the Spring this year. This would be our first experience with teaching ballroom dance at the Middle School Level. Dan Green, who is a relatively new VBDS Member, with extensive experience teaching in Middle Schools, will be assisting Wanda with these classes, should we be able to proceed as currently planned.

If we can proceed as planned, the Program will have introduced basic Ballroom Dance skills to approximately 120 students in 2016.

The major tasks ahead for the next month will be:

- planning a promotional Ballroom Dance workshop and demo at Oak Bay High, aiming to lay the groundwork for re-establishing a Ballroom Dance Club at the school;
- working with the Pacifica Ball Committee to plan details for the Doncaster Elementary School Demonstration during the afternoon of April 9 at Pacifica Ball.

Currently, net program expenditures looks like they will come in within the budget target for this term. It will be difficult to expand the Program much beyond these four schools this term, however, because of both time and budget considerations.

Respectfully submitted,

Bob Adams

Coordinator, VBDS Youth & Family Outreach Program

Elizabeth McGregor & Ron Smailes,
(Valued Instructor & past Major Contributor)

March 5, 2016

The Victoria Ballroom Dance Society Board of Directors would like to take this opportunity to apologize for any past actions that have caused you any ill feelings about the club.

We, the current board, absolutely value you as a member of the Society and appreciate the massive amount of past efforts, energy and contributions you have made to Victoria Ballroom Dance Society.

We hope that this letter will help to mend our relationship and look forward to your participation once again with the Victoria Ballroom Dance Society.

Sincerely,

The Board of Directors for

The Victoria Ballroom Dance Society