

Victoria Ballroom Dance Society
Board of Directors Meeting
Cedar Hill Rec Centre
Wednesday, November 18, 2015
6:00 pm

MINUTES

Present: Malcolm Sneddon (Chair), Jim Pringle, Neil Fleischmann, Grace Sneddon, Steve Montgomery, Scott Hamilton, Jenn Jackson, Veronica Patenaude, Ron Smailes **Regrets:** Bob Colwill
Others Present: Christine Kinghorn, Bob Adams, Diana Jasinski (Recording Secretary)

Opening Business

1. Call to Order, Welcome & Opening Remarks

Malcolm called the meeting to order at 6:06 p.m.

Malcolm in his opening remarks commented that our club-VBDS- was created pre-internet at a time when dance clubs were really a worthwhile venture as a social place and space for people to meet and get together– they may not fulfill that function anymore. This may be a time when the club should look at itself and ask who we are and where we want to go from here. This year the focus was on who we have rather than who we want. We have people who are committed to the club – we need to be asking them what they want. We may have that opportunity at the AGM through some of the resolutions put forward.

2. Adoption of Agenda

With the addition of Senior Expo under New Business and shifting the Resolutions up before the committee reports, the agenda was **ADOPTED** as circulated (see attachment).

3. Review of Minutes

Board Meeting of September 16, 2015 – accepted

Board Meeting of October 14, 2015 – accepted

Business Arising from the Minutes

4. Discussion of Resolutions for the November AGM (Malcolm)

Malcolm indicated that he had invited Bob Adams to help us organize for a very complex AGM by providing recommendations on procedures that would be consistent with our bylaws. Bob sent an email in advance outlining his suggested approach (attached as “AGM Procedure”). Christine Kinghorn also attended to provide a pre-discussion with the Board regarding the resolution she submitted.

Bob gave further details of his suggested approach and fielded questions.

Bob proposed that at the AGM the Board bring forward a motion that amends the agenda, and the amendment would be to change the order of items on the agenda. He further suggested that we get a message out to the membership letting them know what the plan is for dealing with the AGM resolutions then set a tight timeframe and to stick with it. Grace will be the timekeeper for the AGM.

Committee Reports

5. President’s Report (Malcolm) – Done under opening remarks.

6. Treasurer’s Report (Jim)

MOTION: That the Board approve the 2015 financial statements [*included with these minutes as a PDF file*] as presented at the last meeting and as adjusted. **PASSED**

Jim proposed a budget for the 2015 to 2016 fiscal year [*budget and comments included with these minutes as a PDF file*].

Jim will try to pass duties along in an orderly fashion to a new treasurer. Deborah Guerra has volunteered to stand for the position of Treasurer.

7. Administrator's Report

Diana logged 22 hours for the month of October.

Registrations for the Advanced Variation classes were 7 for Quickstep and 6 for Rumba, bringing total class registrations for the term to 165, with 37 of those being 6-week sessions.

8. Marketing/Advertising/Promotions (Jenn)

The UVic demo has been cancelled for now. Banners should be brought to the AGM and VCCC for viewing.

9. Standards & Classes (Neil)

No report. Schedule is to be done by the new S & C Committee. There is a possible meeting with instructors the week after the AGM.

10. Dance Committee (Jim and Linda)

There is no school demo for the VCCC, so numbers will probably be down. Neil will ask Brian M., who now has the music system, if he will do the music for the VCCC.

Veronica will have tickets printed for the New Year's Dance, ready to sell at the AGM.

11. Volunteer Appreciation (Scott)

Scott will send a targeted email to the volunteers for the Volunteer Tea.

12. Youth Program

Ecole Victor-Brodeur asked for a one hour session and a demo. In Bob's absence Neil dealt with them and passed it to Victor to do on the Board's behalf.

13. Pacifica Ball (Jenn on behalf of Victor – report attached)

Jenn informed us that their next Committee meeting is on Saturday. She said that the Board need to approve the budget in order to book the venue. She said that it is quite a bit cheaper than the last Pacifica Ball.

There was some concerns expressed that it was optimistic to expect twice as much sponsorship money as we had for the last Ball and the use of the nearly \$6,000 that is in the kitty from the last Pacifica Ball. It looks as though the loss for Pacifica will be between \$5,000 to \$10,000 if things go well and if the tickets sell out, which is not much different than last time of this event.

Jenn said that the cost of a plated meal would be \$81 per person per plate so the committee decided not to include a full meal. However, no outside food is allowed. \$7,000 is the planned top expense for catering. The food will be appetizers, fruit and desserts. Premium tables are set at \$75. Daytime tickets are not being counted as part of the revenue. DanceSport BC has tentatively agreed to sanction the event but details are yet to come. Various options have been explored for the Showcase. The budget is based on having one professional couple and one amateur couple perform. – waiting to hear. There would be three or four performances at a cost of \$500 per performance plus the dancers' fees. Depending on the couple Jenn suggested that the judges could also adjudicate the Pro-Am portion. Steve added that there is a possibility that we could have the couple do workshops on the day following the competition.

MOTION: That the Board accept the Pacifica Ball budget.

PASSED

Business Arising from the Minutes

14. Elizabeth McGregor (scheduled into meeting between 8:00pm-8:20pm)

Malcolm apologized to Elizabeth for not giving her equal time with Wanda for the fall class schedule. Elizabeth noted that her Monday nights had been cut without warning and that she could easily have been

given work on a Monday night. She further said that Wanda was given four nights of teaching while she only had two. The Board noted that after the problem became apparent a lot of time was spent trying to resolve it and to even things out by giving Elizabeth some teaching on Monday night and giving some of the Sunday work to Victor. Elizabeth felt that the inequity in the schedule has been an ongoing issue for many years.

Malcolm assured Elizabeth that after the AGM and the formation of a new Standards & Classes Committee there will be a meeting with instructors before producing the next schedule. He also confirmed that three nights of classes will be scheduled for her for the winter term. Elizabeth noted that she would like the instructors to be involved in the process of the schedule -- that their input and history should be taken into consideration.

Scott suggested that it would be helpful if Elizabeth would teach one of the Intro to Ballroom workshops. This would give potential students exposure to her as an instructor.

15. Discussion of Resolutions for the November AGM (continued)

The Board reviewed the resolutions, sorting them into categories such as long-term planning, governance or ones that can easily be addressed. There was a lengthy discussion as the Board members felt constricted by the AGM timeframe of the 2 hour meeting, the unprecedented large number of resolutions while still providing time for discussion from the membership.

16. Website Update – deferred to next Board meeting.

17. Lifetime Honorary Memberships - deferred

New Business

18. Senior Expo (Neil)

MOTION: That VBDS participate in the Senior Expo again this year.

PASSED

Date, Time & Location of Next Meeting: December 16, 2015, 6:00 pm. at Cedar Hill Rec Centre [This was later changed to December 9.]

Adjournment: 9:30 p.m.

Recording Secretary: Diana Jasinski

Edited by Grace Sneddon

Final Approved Version

Victoria Ballroom Dance Society
Board of Directors Meeting
Cedar Hill Rec Centre
Wednesday, November 18, 2015 at 6:00 pm
Agenda

Opening Business

1. Call to Order and Opening Remarks - Malcolm
2. Adoption of Agenda
3. Review of Minutes: Board Meeting of October 14, 2015 and Board Meeting of September 16, 2015

Committee Reports

1. President's Report (Malcolm)
2. Treasurer's Report (Jim) -attached
3. Administrator's Report
 - Hours
 - Membership & Registration Stats
4. Promotions/Marketing/Advertising (Jenn & Steve)
5. Standards and Classes Committee (Neil)
6. Dance –CCC-Veronica
7. Volunteer Appreciation Tea (Scott)
8. Youth Program –Bob A.
9. Pacifica Ball – Jenn on behalf of Victor

Business Arising from the Minutes

1. Discussion of Resolutions for the November AGM (Malcolm)
2. Elizabeth McGregor 8:00 – 8:20 p.m.
3. Website update
4. Lifetime honorary memberships

New Business

In Camera Meeting

Date, Time & Location of Next Meeting

December 16, 6:00 p.m. Cedar Hill Rec Centre

AGM Procedure

What the Board needs to do is agree upon a consensus-based procedural plan for handling the AGM agenda, including a set of procedural recommendations that it should suggest to the membership, ideally prior to the AGM (which is preferable in cases like this), and at the beginning of the AGM.

Following the distribution of the preliminary agenda and resolutions list that we all received last week, several members have spoken to me, based on my past experience handling such matters, asking my advice on what such a “procedural plan” might look like for this year. Hence the subject of this email to the Board, with some of my preliminary recommendations.

The key to any such procedural plan is a three-part strategy:

- (1) At the start of the general meeting, the agenda should be formally amended so that (as per a recommendation put forward by the Board or the Chair) the highest priority agenda items would be discussed first, to ensure that there is reasonable time for members to responsibly deal with the most important items;
- (2) All agenda items that cannot be adequately & responsibly dealt at the general meeting within a reasonable amount of time allocated, should be sent to or “committed to” an appropriate committee, using a so-called “Motion of REFERRAL” (as allowed for and explained in Section 32 of “Robert's Rules”), including appropriate “instructions” for reporting back on the matter. Ideally the Board should, in advance of the general meeting, have consensus-based recommendations on what committee structure (or structures) would be most appropriate for each resolution submitted;
- (3) Rough time-lines for discussion of all agenda items should be established by the Chair in advance of the general meeting (based on advice of the Board), announced near the beginning of the meeting (ideally after approval of the revised agenda), and be fairly strictly enforced by the Chair throughout the meeting.

All three of these components require some difficult judgment calls, but it is the responsibility of the Board to formulate a consensus on each of these matters, and bring such recommendations to the Chair and to the general meeting.

In my view, the highest priority agenda items for an AGM should fall into one of 3 categories:

- (A) statutory items that under either BC law, Society Bylaws, or past policy approved by the Membership, must be dealt with at a general meeting of the membership;
- (B) items that relate to the long-term future or major direction of the Society;
- (C) proposed changes to Society Bylaws or to past policy approved by the membership.

It is my personal view that all such high priority matters should be on an AGM agenda only after they have been adequately dealt with and vetted by a properly constituted committee of the Board, and come to the general meeting based on a majority-based recommendation from such a committee and from the Board. If this has not yet been done, my view is that any such matter is questionable as constituting a “high priority” item.

Over the past several days I have been in communication with most of those who have submitted Resolutions this year, and have been working on some more detailed proposals on possible AGM priorities, on an appropriate committee structure, and on proposed “referral instructions”. I would be prepared to speak to these more detailed procedural proposals if invited to do at the Board meeting this evening.

Further to my email to the entire Board this morning, following is some draft wording for two “Motions of Referral” as mentioned therein, that I would like to propose for further consideration.

I see the following proposed wording as providing a kind of “model” that should be considered by the Board this evening; I would be prepared to Move either or both of these Referrals at an appropriate time at the AGM, after allowing for some open discussion by members, if that might seem to be a good way to proceed.

DRAFT PROCEDURAL MOTION VER#1:

Be It Resolved that Ordinary Resolution #10, on “Discontinuation of Dance Classes”, be REFERRED to a SPECIAL COMMITTEE ON VBDS LONG-TERM PLANNING, to consist of both VBDS Directors and non-directors, with instructions to:

- A) openly solicit proposals from the Membership and instructors on future directions of the club regarding classes, workshops, practices, and utilization of the VBDS Development Fund, over the next five years (making use of the VBDS website, newsletter, and social media to both solicit and report on suggestions received);
- B) conduct further research and consultations on these proposals and suggestions, including considering their relative pros and cons, risks, and financial implications over time;
- C) report back to the Board and to the membership on the preliminary results of this research, no later than the end of February 2016;
- D) organize and publicize at least one special planning meeting, open to all members, to discuss the relative merits of proposals received – the date and place for such at least one such meeting to be set & announced no later than end of February 2016, with at least one such meeting to be held before the end of March 2016.

And BE IT FURTHER RESOLVED that the following Ordinary and Special Resolutions also be REFERRED to the said “Special Committee on VBDS Long-Term Planning”, for further research, and discussion at the special planning meeting to be held before March 2015: Resolutions #s X1, X2, X3,

END DRAFT Ver#1

DRAFT PROCEDURAL MOTION VER#2:

Be It Resolved that Ordinary Resolution #9, on “Conflict of Interest”, and Ordinary Resolution #13, on “Non-confidence Vote”, be REFERRED to a Committee of the Board on GOVERNANCE, to consist of both VBDS Directors and non-directors, with instructions to:

- A) conduct further research, analysis and consultations on relative pros and cons of these proposals, including, but not limited to, taking into account any implications of the new BC Society Act (expected to come into affect in 2016);
- B) undertake a general review of all current and proposed VBDS Bylaws, and of the VBDS Constitution, in light of forthcoming changes expected to the BC Society Act;
- C) conduct regular reviews of VBDS governance procedures and “succession planning”, for both the VBDS Board of Directors and the Officers of the Board;
- D) report back to the Board on a regular basis on the results of this research, and prepare a report to be presented and discussed at the 2016 AGM, with any recommendations that the Committee and/or the Board may see fit to make.

And BE IT FURTHER RESOLVED that the following Resolutions also be REFERRED to the said Committee on VBDS Governance for further report back: Resolutions #s Y1, Y2, Y3,

END DRAFT Ver#2

Pacifica Ball 2016 report

Members of the committee

Victor Golubkov	Chair, Sponsorship, Scheduling
Jenn Jackson	VBDS Board Representative, promotions, advertising
David Spence	Scheduling, Competitor Needs, Contact person for invited top-ranked couples
Steve Montgomery	Advertising, promotions, social networking
Shelley Hamilton	Decorations, Set-up and Take-Down
Ines Swansburg	Registrations, Statistics of previous events,
Bob Friesen	Minutes, Sponsorship, Connections
Ellie Matheson	Sponsorship, Catering
Lee Colwill	Decorations
Olga Bakal	Design of promotional and advertising materials

Item 1	Sanctioning	
	<ul style="list-style-type: none"> ▪ Pro-am competition. We received an email from CDF with approval of the request for sanctioning and application for official sanctioning. ▪ Amateur competition. We are waiting for the DSBC to send a similar document. 	
Action Item	Who	By When
Contact DSBC, if we don't receive any information prior next Monday	Victor	November 23

Item 2	Venue	
	<ul style="list-style-type: none"> ▪ We were able to book Victoria Conference Center Level 2 for the Pacifica 2016. (http://victoriaconference.com/) ▪ We have contract from the VCC with detailed description of what is included into it. See attached file. (License Agreement April 9 – VBDS) ▪ Included into the rent: tables, chairs for hall, 5 room; linens and napkins on all tables, risers and stage; 2 mirrors in each room (6), 3 coat racks, banners to display downstairs (2), water stations and water service on tables during daytime, numbers for tables, stands to mark risers rows. ▪ We have detailed floor plan with table seats, risers, registration zone and warm-up area. Please see attached file. (VBDS floorplan Vr.5) 	
Action Item	Who	By When
▪ Paid deposit for the venue	VBDS	As soon as possible

Item 3	Registration and Scheduling	
<ul style="list-style-type: none"> ▪ We are collecting statistics about number of competitors in each amateur category in surrounding competitions for the last five years. That will give us better understanding how to schedule amateur part of Pacifica. ▪ We are planning to meet with Pacifica 2014 committee members to learn from them how to better organize registration of competitors and schedule Pacifica. 		
Action Item	Who	By When
<ul style="list-style-type: none"> ▪ Continue filling Statistics table 	Victor, Ines	December 2015

Item 4	Advertising and Promotion	
<ul style="list-style-type: none"> ▪ Advertising and Promotion team will have its first meeting week before December 2015. We have prepared draft messages for Pacifica web page and social network accounts. 		
Action Item	Who	By When
<ul style="list-style-type: none"> ▪ Meeting of A&P subcommittee to launch Pacifica 2016 campaign 	Victor, Jenn, Steve, Olga	Before December 2015

Item 5	Key Features of the Event	
<ul style="list-style-type: none"> ▪ Pro-Am competition during first part of the day ▪ Beginner-Silver/Gold Amateur competition events afternoon ▪ Gold – Championship Amateur competition events in the evening ▪ Professional or/and Amateur showcases in the evening ▪ Potential holding of BC Closed Standard Championship for Senior 2 and 3, which would potentially attract a group of higher end senior amateur couples and increase the credibility and sustainability of the event. ▪ Showcases in the evening of some of the winners of Pro-Am higher end competitions that occurred during the day. ▪ “Surprise” event that is not part of the formal competition. For example, judges could be asked to dance with children and the parents would be the judges. Another example: women could be the leaders and men the followers. 		
Action Item	Who	By When
<ul style="list-style-type: none"> ▪ Continue drafting Pacifica 2016 schedule and key features 	Pacifica Ball Committee members	

Item 6	The Budget	
<ul style="list-style-type: none"> ▪ Please, see attached file. (Pacifica 2016 Budget _v5) 		
Action Item	Who	By When
<ul style="list-style-type: none"> ▪ Approval of Pacifica 2016 budget by VBDS board ▪ Thorough analysis Pacifica 2014 revenue and expenses to be able to better predict and plan Pacifica 2016 numbers. 	VBDS board Victor, Jenn	As soon as possible Middle of December 2015

Item 7	Sponsorship	
<ul style="list-style-type: none"> ▪ We have 4 types of sponsorship packages to present: Platinum, Gold, Silver, and Bronze. We have prepared draft messages and letters to future sponsors. ▪ Waiting to have Pacifica 2016 budget approval and DSBC sanctioning to start talking with future sponsors 		
Action Item	Who	By When
<ul style="list-style-type: none"> ▪ Approval of Pacifica 2016 budget by VBDS board ▪ Waiting for the DSBC to send us sanctioning approval with application form for official sanctioning 	VBDS board DSBC	As soon as possible Prior December 2015