

Victoria Ballroom Dance Society
Board of Directors Meeting
Vision Travel Boardroom; 203-4480 West Saanich Road
Wednesday, 10 August 2016

MINUTES

Final

Opening Business:

In Attendance: Steve Montgomery (President), Bob Adams, Grace Wong-Sneddon (Treasurer), Clare Martin (Secretary), Malcolm Sneddon (Past President), Louise Stevens

Unable to attend: Neil Fleischmann

Call to Order & Adoption of Agenda

Called to order 6:40pm

Agenda approved

Motion – i. be it resolved that Louise Stevens be appointed to the Board of Directors on an interim basis until an AGM is called

ii. Ask her to sign the Nomination and Consent form

Approved Unanimously

Review of Minutes:

Board Meeting 13 July - **Approved**

Board Meeting 9 March – deferred to September meeting

EGM Minutes 25 May – **Provisionally Approved – subject to approval at the next AGM meeting**

President's Report (Steve M) (see below)

Reports of Committee & Officers

1. Promotions & Marketing (Steve M)
 - a. Website updates – in progress and will be live very soon
2. Dance Committee
 - a. 19 November – Club Closed Competition, Cedar Hill Rec. – tentatively booked
 - b. Look at Royal Oak Middle School, Oak Bay High, Doncaster for possible CCC on Nov 26
 - c. October to be arranged
 - d. 20 August dance theme
 - e. Movement to appoint Louise Stevens to Dance Coordinator position and recruit a committee. Effective date to be determined by the board - **Passed**
3. Administrator's Report (Diana): no report for this month
4. Standards & Classes Committee (Steve)
 - a. Summer workshops successful and profitable, current workshop extended additional 15 minutes to 75 minutes total
 - b. Minimum/maximum class size (see Bob's model attached)
 - b.i. Using Bob's matrix; target average 12
 - b.ii. If under 12, minimum 9 with options to move to less expensive venue or charge \$2/person/class extra
 - b.iii. If below 9, use options in b.ii. or cancel classes
 - b.iv. If a class is 30+ will look at potential split

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PRESIDENTS REPORT FOR AUGUST 10 BOARD MEETING

Welcome everyone, we have a lot to discuss this evening (as usual). I am excited to share with you on the larger screen, our new website. There are still some minor changes to be made on the website along with the welcome video. I hope to get your feedback and input with what we have so far. Also, we still need to share this test website with our focus group members to get their feedback, especially on functionality with booking classes and membership online!

A special thanks to Malcolm for his creative writing skills on many of the pages!

I am also pleased to say that we have 2 new people to bring on the Team (with your approval). A new Board member and a new Administrator.

POSSIBLE NEW “FINANCIAL MANAGEMENT MODEL” FOR VBDS CLASSES
Version #2

Depending on the actual and expected registrations for each class, each class will be put into one of three “decision boxes”:

- PROCEED
- CANCEL unless some accommodations can be found for “break-even”
- POSSIBLE SPLIT

The decision on which “decision box” to use for each class will depend upon the following “decision matrix”, which in turn depends on three “target parameters” to be decided by the Board:

- TARGET AVERAGE SIZE across all classes
- TARGET MINIMUM SIZE for any given class
- TARGET MAXIMUM SIZE for any given class

For purpose of illustration here the following numbers have been assumed in this particular matrix (but these numbers are open to discussion:

- TARGET AVERAGE SIZE = 12
- TARGET MINIMUM SIZE = 9
- TARGET MAXIMUM SIZE = 30

	Expected Average Size of Classes Greater or Equal Target (= 12)	Expected Average Size of Classes Less than Target (= 12)
Expected Size of Class X < 9	CANCEL Class X unless accommodations found	CANCEL unless accommodations found
Expected Size of Class X between 8 & 11	PROCEED with X	CANCEL unless accommodations found
Expected Size of Class X at least 12 (12 but less than 30)	PROCEED	PROCEED
Expected Size of Class X is greater than 30	POSSIBLE SPLIT	POSSIBLE SPLIT

Appendix A for Admin Coordinator Contract

The scope of the services and duties will mainly include the following, but by mutual agreement there may be some additional special projects from time to time:

9. Assisting the VBDS Membership Coordinator with registration for VBDS classes & membership, including management of up-to-date databases such as membership, class, and email lists;
10. Coordinating the VBDS Lead-Follow Imbalance Team (the LFIT Program);
11. Assisting the Standards & Classes Committee with the booking and management of appropriate space for classes, practices and workshops;
12. Assisting the Treasurer to the Board, as appropriate, with financial record-keeping, payment of invoices, and bank deposits;
13. Preparing weekly email bulletin using mail chimp for members & providing up to date info for class reps;
14. Assisting the Secretary to the Board with the recording and filing of Minutes, preparation of Agendas, and with Minutes of general meetings of the Society, including appropriate record-keeping as required;
15. Assisting with response to standard procedural queries from Society members and the general public, on behalf of the Society;
16. Updating, editing & adding ongoing material for the VBDS website as required;
17. Submitting, adjusting, editing & monitoring of Facebook advertising for VBDS classes, dances & events.
18. Monitoring, Editing, adding content, replying to inquiries on VBDS Facebook, Twitter & Instagram pages
19. Adding content, Uploading videos & optimizing SEO on the VBDS YouTube channel
20. Providing support as required to assist the VBDS JIVE-Line coordinator;
21. Preparing occasional correspondence, as required, for signature of the President;
22. Establishing and maintaining an on-going records system for the Society;
23. Under general guidance of the President and the Board, maintaining a guide book for members, and preparing a Manual of Policies and Procedures for the ongoing operations of the Victoria Ballroom Dance Society.