

## **Victoria Ballroom Dance Society**

Board of Directors Meeting

Cedar Hill Rec Centre

Wednesday, 13 July 2016

### **MINUTES**

#### **FINAL**

**Present:** Steve M (President), Bob Adams, Grace Wong-Sneddon, Clare Martin, Malcolm Sneddon, Neil Flieschman

#### **Opening Business:**

Call to Order & Adoption of Agenda

President called the meeting to order 6:39pm

Agenda adopted

Review of Minutes:

Board Meeting 15 June – **Approved**

EGM Meeting – deferred for Bob and Clare to prepare for discussion at next meeting

#### **President's Report (Steve M)**

(see below)

Review of Strategic Priorities and Tactics over the summer period

- Timeline for website design, content, logo, colour scheme

#### **Reports of Committee & Officers**

1. Promotions & Marketing (Steve M)
  - a. Review of VBDS logo and website
  - b. Welcome video – more than just a welcome video; tool to advertise Intro classes and all social media.
    - b.i. Bob moved that the President be authorised to spend up to \$1500 on two promotional videos with consideration to be given that they be in honour of Wayne Hodgeson and be financed from that fund. – **Approved Unanimously**
2. Dance Committee –
  - a. September 17 potluck and New Years organised by Lee and Shelley
  - b. 8 October – check dates for Les Passmore
  - c. 26 November- Commonwealth, check with Victor about changing his dance.
3. Administrator's Report (Diana)
  - a. Hours – Month of June: 30 hours
  - b. Registration & Membership Stats; VBDS membership currently at 317
4. Standards & Classes Committee (Steve)
  - a. Minimum/maximum class size – discussed formula to work out class sizes and will be discussed further at the next meeting.
    - a.i. Target average size to
    - a.ii. If over average
    - a.iii. If under average
    - a.iv. If class is over double the average size
  - b. Class fees
5. Youth & Family Outreach (Bob) No report this month

6. Long term planning (Steve M)
7. Governance (Grace)
  - a. Decision making process
    - a.i. When decisions involve money, the Treasurer should be informed of the decision.
    - a.ii. Bob moved that the Governance Committee make every effort to create, and have ready prior to 2016 AGM, forms for Confidentiality, Full Disclosure of Conflict of Interest, Agreement to Run for the Board. **Approved Unanimously**
  - b. Committee Terms of Reference
    - b.i. All governance details should be included in the updated documents
  - c. Conflict of Interest
    - c.i. Only response to letter sent out is from Wanda. Draft has gone to the committee and just waiting for the President to sign
8. Treasurer's Report (Grace)
  - a. Jim Pringle needs time to recover. Will make every effort to get numbers to us by the Fall sessions.
9. Pacifica Ball (Steve)
  - a. Grace moved to create a secondary #2 bank account from VBDS. **Approved Unanimously**
  - b. Open to co-chair suggestions – instructors?
  - c. Professional or high level competitors?
  - d. Key is co-chairs and sponsors
  - e. Decision to proceed with 2017 Pacifica Ball deferred to next meeting

#### **Other Business Arising from the Minutes**

- New Administrator progress
  - o Placed an ad at UVic on Monday; no response as yet
  - o One member has shown interest – lacks social media experience and Word Press,
- Volunteers for Committees; music, DVD library, etc
  - o Suggest running a blurb in the newsletter; laying ground work for committees for the fall. Music Committee, Social Dimension and Retention Committee
- Potential new board member – a member with whom the President had a conversation
  - o Suggest he/she express interest in writing for the Board to consider.

#### **New Business**

- Senior Expo, Tuesday, 21 March 2017 (Neil)
  - On recommendation from Neil, it was AGREED that, for 2017, VBDS will decline to participate in this event
- Discounts for classes (Neil) - item deferred to the next meeting
- DanceVision DVD clearance \$19;
  - due to limited life of each DVD, we will pass on this

Neil attending German Open in August (should he buy some new music); \$40/double CD.

Move that Neil be authorised to spend up to \$200 on new music at the German open.

**Approved Unanimously**

#### **Date, Time, & Location of Next Meeting:**

**Wednesday, 10 August, 6:30pm, Cedar Hill Rec Centre**

**Adjournment (time to be noted) 9:52pm**  
Recording Secretary – Clare Martin

## **Presidents Report July 12**

Fellow valued Board members, every single one of you have contributed a massive amount of time, passion and energy over the past 8 months. I believe we have had a tougher year than ever before in the history of VBDS. I am honoured to have worked alongside all of you and deeply appreciate all of your contributions.

We have spent much time and effort just to be able to get where we are today, now the really hard work must begin! Over the next 5 weeks we all need to pull our sleeves up and make quick decisive and well thought out decisions. There are 6 of us and if we all put significant effort in for the next 5 weeks we CAN do it And get a new website to be extremely proud of when talking to other members. We can go into the AGM in November with our heads held high and be able to say, we have achieved greatness.

So before we go through our Reports this evening lets discuss what we are going to each do over the next 5 weeks to finish all the tasks necessary...