

Victoria Ballroom Dance Society
Board of Directors Meeting
FINAL Minutes
Cedar Hill Rec Centre
Wednesday, 17 May, 2017

Present: Steve Montgomery (President), Douglas Anderson (Vice President), Thomas Webber (Treasurer), Clare Martin (Secretary), Bob Adams (Membership Coordinator), Louise Stevens, Chrissy Southern (Administrative Coordinator)

Sent Regrets: Coralie Theoret

Opening Business:

Call to Order: 6:32pm

Adoption of Agenda:

Approved

Potential Conflicts of Interest: none reported

Review of Minutes:

Board Meeting 19 April

Version #3 of 16 May 2017

Approved

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

Reports of Committee & Officers

1. Treasurer's Report (Thomas)
 - a. Treasurer presented preliminary year-to-date draft financial statements, indicating that revenues and expenditures are in rough balance; Treasurer and bookkeeper will work with the Executive to further review and refine the line details.
 - b. Aim to have a draft of a budget by the June meeting
2. Standards & Classes Committee (Steve, Douglas, Bob) (see President's Report)
 - a. Aim to run 5 weeks of workshops in August for different levels
3. Dance Committee (Louise)
 - a. Themes for upcoming dance now set
 - b. Eric Jenkins to DJ May VBDS Dance
 - c. Waiting to hear from Eric Fox re New Years and June dance
4. Administrator's Report
 - a. Hours: 54.25 for month of April 2017
5. Promotions & Marketing (Steve –Chair & Coralie)
 - a. Chrissy produced professional rack cards to be handed out at festivals, events, etc
 - b. Nicely printed Intro to Ballroom posters to be displayed
6. Youth & Family Outreach (Bob & Coralie)
 - a. Performance by Oak Bay High, and Pacific Christian School performance of "Cinderella"
 - b. Next week performance by Doncaster School – Board members are invited, and a small delegation will attend
7. Governance (Bob) (see attached)
 - a. Terms of Reference: proposed amendments:

Be it resolved that the amended Terms of Reference (ToR) for the VBDS Standing Committee on Governance, version dated 16 May 2017, be approved, to come into effect immediately.

Approved

8. Committee on Social Dimension (Bob & Coralie)
 - a. Look at a “Host Program” – recruit a male and a female as VBDS hosts at every VBDS event. Greet people at the door, and ensure leads are circulating to dance with single follows
 - b. Volunteer Coordinator – a member has expressed interest in working into this position. Steve is working on a list of volunteer duties.

Other Business Arising from the Minutes

- Thrifty’s Smile Card Program Application for 2017-2018 (Bob)
 - o The use of the funds must be a “tangible”. Such as hall rental for events, music. Bob will work on the correct wording for the application
- Storage Locker update
 - o Steve, Douglas, Bob, and Louise visited the locker together. Consensus is that some purging is needed, re-labeling is required, and a tidy up will increase the use-ability of the locker. Eric Jenkins has volunteered to assist and to help reinforce the shelves
 - o The locker at Les Passmore is no longer available as of the end of May. Steve has suggested we purchase a 2 drawer, lockable cabinet to keep on the stage. Bob to work with Steve to try to locate a suitable cabinet at little or no cost.
- Arrangements for donation to Make-a-Wish Foundation (Clare) – deferred until Simone Connor from Make-A-Wish is available, and can invite Board delegates to an event for the cheque presentation
- Update on the VBDS music system (Douglas)
 - o Douglas is working to simplifying the music system.
 - o Thomas has offered to be on the selection committee of music (a sub-committee of Standards and Classes)
 - o Douglas suggests we get the updated version of the music system and will research the costs involved
- Brain storm discussion of further tactics for retaining members.
 - o Above in the Committee on Social Dimension
 - o Include more “mixers” at our dances (e.g. “Taxi Mixer”, Merengue Mixer); “cross-pollination workshops”

New Business

- Invitation to participate in Oak Bay Community Celebration:
 - **Declined**, with regret
- Loading of minutes on the website (Douglas)
 - o Aim to load the approved minutes within 2 weeks of approval at each meeting – all things being equal.
- Cedar Hill Rec contract for summer 2017- June 2018 Board meeting times (Steve)
 - o Book 6:30pm-pm. If the Board is consistently able to end by 8:30pm, we will change the booking.
- Doncaster Ballroom Dance Fiesta (Bob) – see report above in Youth & Family Outreach

Meeting Adjourned: 8:30pm

Date, Time, & Location of Next Meeting: Wednesday, 21 June, 6:30pm, Cedar Hill Rec Centre
Recording Secretary: Clare Martin

LIST of ATTACHMENTS for Board Minutes of 17 May 2017

President's Report for May 17 Board Meeting

VBDS Committee on Governance – Terms of Reference & Guidelines for the Committee: Revised Version
of 16 May 2017 (click [here](#))

PRESIDENTS REPORT FOR MAY 17 BOARD MEETING

Fellow Board Directors, This will be a combined report with S & C and Promotions Committee Reports due to personal time restraints. Most of what I have to report today is very similar to last month with a few updates.

Things are moving along nicely in most areas with Session 6 Classes trimmed down a little to accommodate the hopeful warm weather around the corner. We had to cancel the Open Classes due to Victor being unavailable, it's possible the numbers would have meant that these Open classes would not have run anyway. We only had 5 registrations for the West Coast Swing so we cancelled that class also. I am hopeful that most of the other Review Classes will run... we won't have a final answer on that until the end of the month. As usual the Newcomer & Intermediate Class levels are looking good with a good turnout at the Silver Classes last night also. We are keeping as many Classes running as possible while being very aware of the financials. With the savings we are now getting from the credit/debit processing we should see some good numbers for the year.

Thomas & Linda have been working extremely hard to get things more streamlined with our financials and we should see some detailed results soon.

The S & C Committee met last week regarding hall bookings for the 2017-2018 season and agreed on a base of halls to be used. We have reached out and secured most halls with one minor tweak today. Cadboro Bay United are not able to commit to next years proposed hall bookings until the end of August. They indicated that it's unlikely to be a problem but they can't guarantee the hall after September. We have a backup for this with ROW, we are possibly going to move the Pre-Bronze Classes to Sunday nights combined with Intermediate & move the NC 1 & 2 Classes to Saturdays while still maintaining a 2nd NC 1 & 2 Class on Monday nights. All this is dependant on a couple of other factors that have to be worked out over the coming weeks.

There is going to be a yearly meeting with our Instructors in the middle of June 2017 to discuss positives and problem areas that need to be changed for the 2017-2018 Class schedule. We will get their input and then meet separately to decide on the final plan for next year's classes. We have a real opportunity to build on the great year we just had.

A couple of weeks ago we had 2 substantial Events occur, we were represented by a large number of competitors at the Island Fantasy Ball of which they all got fantastic results... some new to Competition and some seasoned Competitors. Incredible results all round!! At the same time that this was going on we held one of our Newcomer Dances which received the largest turnout ever!! We had 49 enthusiastic Newcomers come out which included many people that

were brand new to ballroom and VBDS, in fact there was a handful that weren't yet members. Many thanks to a handful of men that rotated around nicely to keep the many women dancing for the full 2 hours. The cleanup happened in under 10 minutes which is common for a Newcomer dance as the participants are always so appreciative of the initiative and efforts by everyone that made it happen.

We plan to run the Newcomer dances through the Summer which should keep those keeners motivated through to the Fall. There will also be a small handful of Workshops running for all levels in August with a possibility of something happening in July depending on a few details to be worked out.

Bob will give us an update of the successful recent school Events that took place and I am anxious to hear what Doug has to say about his findings with the music system.