

Victoria Ballroom Dance Society
Board of Directors Meeting
FINAL Minutes
Cedar Hill Rec Centre
Wednesday, 21 June, 2017

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

Regrets: Coralie Theoret, Louise Stevens

Opening Business:

Call to Order : 6:34pm

Adoption of Agenda

Approved

Potential Conflicts of Interest: none

Review of Minutes:

Board Meeting 17 May

Correction of point 2 under Reports; Standards & Classes; remove square bracket [] and add rounded bracket (see President's Report)

Approved

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

Motion that the Board approve a budget of up to \$75 to purchase food and refreshments for a volunteer appreciation event to be hosted at the home of the President

Approved

Reports of Committee & Officers

1. Treasurer's Report (Thomas)

- a. Thomas is working with the bookkeeper to complete line-by-line details for a preliminary income statement; Steve offered to help with this process, as needed.
- b. The Treasurer presented some preliminary interim financial reports for our year to date operations, including a possible template for budget tracking and projections.
- c. GIC's to be set up to allow for interest incomes
- d. The target is to have a draft budget for the 2017/2018 year available for the September board meeting, so that the outgoing Board can provide budget recommendations to the new Board in November.

2. Standards & Classes Committee (Steve, Douglas, Bob) (see attached)

- a. Meeting now scheduled with instructors for feedback about this year, leading into 2017/2018
- b. Summer programs almost finalised
- c. Rates for un-certified casual instructor \$36-\$42/hour.

Motion that the Board send Ron Smiles a letter confirming that the Board would accept an invoice of \$40/hour to date, with the understanding that he is working on his certifications, and when he receives those certifications that the rate be increased to \$42/hour, with the request that Ron keep the Board informed.

Approved

3. Dance Committee (Louise)
 - a. New Years – Eric Fox confirmed to DJ - \$ to be determined
4. Administrator's Report
 - a. Hours: 53 for month of May 2017
5. Promotions & Marketing (Steve –Chair & Coralie)
 - a. Renewal of Netfirms Pacificaball domain name. Deferred to July meeting
 - b. Payment of Events Manager Yearly Plugin license fee of \$75USD
 - b.i. This is essential for us to sell the classes online
 - c. Payment of annual hosting cost with Zenutech; \$255.22 CAD

MOTION: Be it resolved that the expenditures for the Events Manager Yearly Plugin license fee of \$75 USD and the Payment of annual hosting with Zenutech \$255.22CAD be approved.

Motion Passed

- d. Summer Dancing in the Square – update
 - d.i. Start date 10 July, and as follows: 17 July, 24 July, 31 July, and 14 August, 21 August. 7-8 lessons, music 8pm-9:30pm
 - d.ii. The City has budgeted to reimburse VBDS \$500 for the music this year

MOTION: that the Board authorise a further expenditure of up to \$500 to pay for a second band, in addition to the cost of an instructor for each session.

Approved

6. Youth & Family Outreach (Bob & Coralie) (see Attachment)
 - a. Current estimate is that we will be on budget with the Schools and Family Outreach program for this fiscal year
7. Governance (Bob) (see Attachment)
 - a. The committee hopes to present proposed revisions to the VBDS Constitution and Bylaws for preliminary review by the Board at our July Board meeting, with the intention of recommending the proposed revisions at the 2017 AGM, when a 66% vote in support of the changes and the revised Constitution & Bylaws will be required to complete transition to the new Societies Act
8. Committee on Social Dimension (Bob & Coralie) – no report this month

Other Business Arising from the Minutes

- Make-a-Wish Foundation, monies collected from September 2016 event, and presentation to Make-A-Wish

MOTION: that the \$700 collected by VBDS from volunteering at the “Ultimate Travel Show” event be presented as a donation to Make-A-Wish Foundation at the next suitable event that offers the best promotional opportunities for the VBDS.

Approved

- update on the VBDS music system (Douglas)
 - o one of the three systems went down and prevented the installation of new music, and Douglas is in the process of installing a new version of the DJ program.
 - o A second of the three systems is also causing grief

- Douglas is to continue working to get, at the very least, the 470 songs we do have loaded on the current system, and then work on adding the additional songs as they are approved by the committee
- File cabinet at Les Passmore Centre – update
 - Bob and Steve worked together, and Bob found a lockable file cabinet that he donated, and it is now on the stage at Les Passmore.
- Smile Card Program update – waiting for feedback on the application that was submitted

New Business

- BC Registry online filing of our 2015 and 2016 “Annual Report is now complete and up to date
- Music purchase – addressed in the report on the music system, above
- Leave of absence –
Motion that the Board extend a Leave Of Absence to Coralie Theoret for personal reasons

Approved

Meeting adjourned: 8:15pm

Date, Time, & Location of Next Meeting

19 July, 6:30pm, Cedar Hill Rec Centre

Recording Secretary: Clare Martin

LIST of ATTACHMENTS for Board Minutes of 21 June 2017

President's Report for June 21 Board Meeting (click [here](#))

Report on Standards & Classes (click [here](#))

VBDS Youth & Family Outreach (click [here](#))

VBDS Committee on Governance (click [here](#))