

**Victoria Ballroom Dance Society**  
Board of Directors Meeting  
**Minutes**  
Cedar Hill Rec Centre  
**Wednesday, 15 March, 2017**  
Final Version

**Present:** Steve Montgomery (President), Douglas Anderson (Vice President), Thomas Webber (Treasurer), Clare Martin (Secretary), Louise Stevens, Chrissy Southern (Administrative Coordinator)  
**Sent Regrets:** Coralie Theoret

**Opening Business:**

Call to Order 6:35pm

Adoption of Agenda -

**Adopted**

Potential Conflicts of Interest: None identified for this meeting

**Review of Minutes:**

Board Meeting 15 February

Version # 4 of Feb Minutes **Approved Unanimously**

**President's Report** (Steve M) (See attachments)

**Reports of Committee & Officers**

1. Standards & Classes Committee (Steve, Douglas, Bob)
  - a.i. The Standards & Classes Committee has made the decision to pro-rate class fees to minimum 4 out of 6 classes, must be done at the time of registering for the class as no refunds will be issued.
  - a.ii. Session 5/6 will be reviews plus; the option to be flexible if the class has covered the entire syllabus of the class, at the discretion of the instructor, and comfort level of the class, to offer some out of syllabus moves.
2. Dance Committee (Louise)
  - a. Arrangements for Club Demos (March 18)
    - a.i. Neil Fleishmann is doing the music
    - a.ii. Decorations purchased, food organised
  - b. DJ for New Years – options
    - b.i. **Motion** – Hire Eric Fox to DJ the New Years dance provided his rate is within the approved budget. **Approved Unanimously**
  - c. New Year's Caterers – Louise working on finding a caterer and will hire the caterer to meet the event budget
  - d. VBDS Monthly Dance for April will be at Les Passmore Centre, 7:00-10:00 PM on Saturday April 22; charge \$12 for members and \$15 for non-members
3. Administrator's Report
  - a. Billable Hours for February 2017: 56.25
4. Promotions & Marketing (Steve –chair & Coralie)
  - a. Intro workshop promos, FB, mail-chimp emails,
  - b. Committee to discuss alternate promotional products; ie. Rack cards, flyer, etc.
5. Youth & Family Outreach (Bob & Coralie)
  - a. Teaching in 3 schools this term; 1 elementary, 1 middle-school, 1 high school

- b. Pacific Middle School production of Cinderella – May 10 & 11. Wanda working with them for the ballroom scene.
  - c. Looking for a way to work with a seniors' group in Sydney wanting to learn some line dances.
- 6. Governance (Bob)(see attached)
  - a. Committee to look at producing a harassment policy
- 7. Treasurer's Report (Thomas): See Separate Attachments
- 8. Committee on Social Dimension (Bob & Coralie)
  - a. Made calls and/or sent an email (see attachments below) to newcomers who didn't return for session 4 classes; positive feedback overall

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

- Music system – re-numeration
  - o Douglas Anderson is going to work with the system and volunteers.
- Jive Line/cell phone (deferred from February meeting)
  - o Motion that we move the Jive Line to a mobile phone provided we can keep the current phone number

**Approved Unanimously**

#### **New Business**

- Storage unit price comparison – Steve (see attached)
  - o Defer to informal meeting 29 March 7pm Cedar Hill Rec, cafe
- VBDS Name Tags (for Directors & Members)
  - o Motion: to order name tags for Directors, and for members who would like one.
- Annual Honeyman Memorial Award for volunteer contributions
  - o To be awarded at the April VBDS dance
  - o Douglas Anderson to coordinate nominations for recipients

**Approved Unanimously**

**Date, Time, & Location of Next Meeting: 12 April 2017, Cedar Hill Rec Centre**

**Adjourned: 8:30pm**

**Recording Secretary: Clare Martin**

## **List of Attachments Included with Minutes of 15 March 2017**

PRESIDENTS REPORT of March 15,

2017 GOVERNANCE COMMITTEE REPORT

EMAIL sent by VBDS COMMITTEE ON SOCIAL OUTREACH AND RETENTION

STORAGE UNIT RESEARCH for VBDS

VBDS BALANCE SHEET as at February 28, 2017

INCOME STATEMENT 09/01/2016 to 02/28/2017

PROJECT INCOME SUMMARY 09/01/2016 to 03/15/2017

## **PRESIDENTS REPORT – VBDS Board Meeting March 15, 2017**

Our Membership numbers are now at 384 with the 2 Spring Sessions still to come. This is very good news because last year our Membership numbers were 320 at the end of Spring. Our financials are getting closer to being up to date and Thomas will go over those numbers during the Treasurers Report.

Our Governance Committee met last Wednesday night and we are in a good position so far with the changes that need to happen with the new Society Act. I am confident that we will be in good order for the 2017 AGM. Bob will be going in to more detail about what has been done and what still needs to be done in a timely manner.

We have our Clubs Demonstrations & Dance this Saturday night at Saanich Commonwealth Place and should prove to be a great night!

We are half way through the Winter Sessions with the 2 Review Spring Sessions still to come. We have cut back a little on Workshops which will hopefully keep our Review Classes at reasonable numbers. Session 4 was a reasonable success with slightly lower numbers than Session 3. The FTE numbers for Session 4 are 224 registrations with an average of 13.18 per class. The FTE numbers for Session 3 were 251 and an average of 14.76. These numbers are very encouraging and I would like to repeat from a previous meeting that I really did not think we would achieve these numbers in the first year of the changes we have made.

Bob and Coralie have started the ball rolling with some more direct contact with our members who aren't continuing to register from one Session to the next. I do believe we need to do considerably more work in this area and at other levels. I believe we could recruit more people to get involved in this area. My vision was to have a lot more people on the Social Dimension Committee to help share the workload. I know those people are out there willing to do a little work.

**VBDS Governance Committee**  
Report of 14 March 2017

**“Update Report on Transition to the new Societies Act”**

This report is intended primarily as an update for the Board on VBDS transition to meet the requirements of the new “Societies Act”. The Governance Committee has met to discuss such, but is not yet ready to provide any specific recommendations on the issues discussed in this report. Nevertheless it is hoped that this will provide an opportunity for questions, as well a briefing, and that this will subsequently allow the Board to make some substantive decisions on these matters in April or May, and in any case no later than June 2017.

As a pre-existing Society, VBDS has until end of November 2018 to formally transition to the new Societies Act. Following the recommendations and decision made last year, our target is to be prepared to make the formal transition as soon as is practical following the VBDS 2017 Annual General Meeting, in November this year.

In order to conform to the requirements of the new Act there are a number of decisions on changes that the Society must make. These fall into two broad categories:

(i) changes to administrative procedures, required to conform to requirements in the new Act: these are matters that can largely be decided and implemented by the Board itself (with information provided to the Membership, in an appropriate time and manner);

(ii) changes to the VBDS Constitution and Bylaws: these are largely matters where the Board should make recommendations to the Membership on the options available under the new Act, to be decided by the Members at a formal General Meeting of the Society. (Such decisions would then of course have to be subsequently implemented by the Board).

Regarding (i), VBDS has been working on gradually making required administrative changes for just over a year, and is proceeding somewhat ahead of schedule. This includes, for example, the implementation of a series of policies on “conflict of interest”, and the approval of new director-liability insurance, in line with clarified & expanded director responsibilities in the new Act.

Regarding (ii), the Governance Committee is currently of the view that there are probably three major decisions that the Board will have to make, in terms of recommendations to take to the Membership in November this year:

(A) a decision re the “Type of Society” that VBDS should apply for under the new Act:

(B) a decision re the new “threshold for Special Resolutions” (eg. for Bylaw amendments);

(C) high-level strategy re other possible changes to the VBDS Bylaws.

Providing an overview of each of these in turn:

(A) The new Societies Act allows for a new “type of Society” that was not provided under the former Act, namely “Member-Funded Societies”. It seems quite likely that VBDS would qualify to become such a

“Member-Funded Society”, and that there would be some advantages to doing so (e.g. “member-funded societies are subject to fewer disclosure and accountability measures than other societies”); but there are also some limitations on such societies (eg. on “bequests”, “gifts” and “government funding”), so over the next few months, we should carefully assess this option, to ensure that the benefits to the Society will outweigh the downsides over time. Nevertheless, it seems that this is a possibility that the Board should seriously consider putting to a vote at the 2017 AGM. (Member approval of a Special Resolution adding a new formal clause to our “Constitution & Bylaws” would be required for us to become a Member-Funded Society.)

(B) Under the new Act the new “threshold” for “Special Resolutions” is now two-thirds of voting members; the former “threshold” for VBDS Special Resolutions was three-quarters of voting members. The Board should decide over the next few months if we should recommend to the Membership that we return to our former, higher threshold, or should accept the new “default” level of two-thirds that is in the new Act. (Once again, for the former, Member approval of a Special Resolution applying to our Bylaws would be required.)

(C) There is a set of more general and “higher-level” strategic issues that arises in the context of transition to the new Act, and that relates to the number of other possible changes to our Bylaws to introduce and discuss at the 2017 AGM. In broad strokes the strategic options could be categorized as follows:

(Option C.1): In 2017, introduce as few changes to our “Constitution & Bylaws” as possible, only those changes absolute required to allow VBDS to continue to function as we are, in conformity with the new Act; any further more extensive changes would be deferred to 2018, or later years;

(Option C.2): In 2017 introduce a few minimal changes in addition to the essential ones, to tidy up one or two clauses in our Bylaws, and possibly take advantage of a few options now allowed that were not possible under the former Act (an example of the later might be allowing for electronic voting on some measures);

(Option C.3): Take this as an opportunity for a thorough review and update of the VBDS “Constitution & Bylaws” (as is suggested for “some societies” in the government guidelines to the transition).

A preliminary assessment of (C) suggests that, within VBDS, we are mostly a society “generally satisfied with its existing bylaws”, so that Option C.3 is not necessary at this time, and would likely generate a time-consuming and distracting process. Both significant and small changes can still be introduced in later years (at whatever “Special Resolutions threshold” is decided upon). So the view of the Committee at this time is that we should seriously consider the pros and cons of options C.1 compared to C.2, and what (if anything) might be included as “tidy-up clauses” within C.2.

In terms of next steps from here, the Governance Committee will continue to review the Act in more detail, to ensure that we are aware of any further changes that may have to be made to bring VBDS gradually into conformity with the new Act, before December 2018. This might include, for example, ensuring that we are meeting requirements for “notice of meetings”, for “quorum”, for “record keeping”, and for “proxy voting”, all of which are discussed in different sections of the 120 pages in new Act. We will also continue to review other possible options for change that were not provided for in the former Act, that may benefit the Society, at least in the long-run.

Our target will be to bring to the Board some specific recommendations on 2017 Special Resolutions that

will allow for transition to the new Act, no later than the June Meeting, and earlier than that if possible. This will allow sufficient time to prepare a recommended “Revised VBDS Constitution & Bylaws” that could be sent out to the General Membership for information and discussion by the end of September 2017. Such would subsequently be formally introduced, along with the required Special Resolutions, as part of the Agenda for the 2017 AGM.

Respectfully submitted,  
Bob Adams  
Chair, VBDS Governance Committee

## **Email sent by VBDS Committee on Social Outreach and Retention**

Dear VBDS Member;

We have noticed from our records that you have not yet signed up for our new series of VBDS classes this Session. And we are missing you!

We hope that you have enjoyed the classes you took with us in January and February, and that you will be back in future, to learn more, and to keep up your Ballroom Dance skills.

We would love to hear from you; do reply back to tell us how you enjoyed the classes, and perhaps what we might do differently to improve further.

In the meantime, a reminder that your VBDS Membership continues through the Spring and Summer, until 31 August this year. We hope you will continue to drop in at the VBDS Practices (free to all VBDS Members) and our Dances, to keep up on all the steps you will have covered.

Sincerely

Bob Adams & Coralie Theoret

Co-Chairs, VBDS Committee on Social Outreach and Retention

(PS. Remember that, in addition to our open Member Practices on Wednesday and Friday evenings, which you are certainly invited to attend as often as possible, at our special Newcomer Practices on most Sunday evening at Cedar Hill Rec Centre, & Monday evenings at Richmond Silver Threads, instructors will be there to review and assist you with steps you have covered in your classes. More info at <https://vbds.org/calendar>)



## **Storage unit research for VBDS**

VBDS currently has a 7x10ft x 11 ft high storage space at Adams Storage for \$193.73 all inclusive. All prices below don't include GST.

Target storage, and many of the other brand name storage places have the same pricing as Adams.

**City Centre Storage**-located downtown 824 Johnson St (a bit sketchy)

11x7ftx 20 ft high (basically an old warehouse)- \$149/month

12x5ft-\$139/month

**Keating Storage/Peninsula Mini Storage** - 1933 Keating Cross Rd

6x12x10ft high-\$165/month

**Stop and Store- 3950 Quadra St**

7x7x7 ft tall – \$95+ tax

7x10x7ft tall – \$129+tax

Upper level \$20 less

**Storage for Life- [3934](#) Quadra St.,**

10x7 ft – \$152/month on a 28 day cycle with first month free

10x6 – \$125/month

VBDS Balance Sheet as at February 28, 2017			
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash Floats	400.00		
PayPal Account	1,558.00		
Gaming Bank Account	11.27		
Savings Bank Account	0.00		
Chequing Bank Account	166,096.50		
Term Deposit	0.00		
Accrued Interest - Term Deposits	0.00		
Cash and Term Deposits		168,065.77	
Accounts Receivable		3,180.00	See Note 1
Prepaid Insurance		345.00	
Prepaid Expenses		1,482.50	See Note 1
<b>Total Current Assets</b>		<b>173,073.27</b>	
<b>Capital Assets</b>			
Schedule 1		7,127.29	See Note 2
<b>Total Capital Assets</b>		<b>7,127.29</b>	
<b>TOTAL ASSET</b>		<b>180,200.56</b>	
<b>LIABILITY</b>			
<b>Current Liabilities</b>			
Accounts Payable		1,950.93	See Note 1
GST Paid on Purchases 2017	-1,595.35		
GST Filed for 2016	-508.51		
GST Owing/Refund		-2,103.86	
<b>Total Current Liabilities</b>		<b>-152.93</b>	
<b>TOTAL LIABILITY</b>		<b>-152.93</b>	
<b>EQUITY</b>			
<b>Member's Equity</b>			
Retained Earnings - Prev Year Gen		20,414.61	
Member's Equity - Development Fund		137,315.23	
Member's Equity - Pacifica Fund		2,497.45	
Member's Equity - Hodgson Fund		7,232.26	
Current Earnings - General Fund		12,893.94	
Member's Equity - Development Fund		0.00	
Member's Equity - Hodgson Fund		0.00	
<b>Total Member's Equity</b>		<b>180,353.49</b>	
<b>TOTAL EQUITY</b>		<b>180,353.49</b>	
<b>LIABILITIES AND EQUITY</b>		<b>180,200.56</b>	
<b>NOTE 1 - O/S at 2016 Yearend - details to be obtained from Obara &amp; Company and cleared in this fiscal year.</b>			
<b>NOTE 2 - If VBDS does not have the 2016 financials from Obara &amp; Company, details of Capital Assest will be requested</b>			

Victoria Ballroom Dance Society				
Income Statement 09/01/2016 to 02/28/2017				
<b>REVENUE</b>				
Class Fees		-642.00		Note 1
Monthly Dance Revenue		-45.00		Note 1
New Year's Dance Revenue		-323.84		Note 1
Revenue to be Allocated to Project		77,178.69		Note 1
<b>Net Revenue</b>		<b>76,167.85</b>		
<b>Other Revenue</b>				
Interest Income - General Funds		180.86		
Thrifty Food Affinity Card		935.18		
<b>Total Other Revenue</b>		<b>1,116.04</b>		
<b>TOTAL REVENUE</b>			<b>77,283.89</b>	
<b>EXPENSE</b>				
<b>Direct Expenses</b>				
Classes - Hall Rental	10,859.64			
Classes - Instructors	18,507.74			
Classes - Supplies	25.30			
<b>Total Class Expenses</b>		<b>29,392.68</b>		
Dance Practice - Hall Rental	5,255.81			
Dance Practice - Instructors	940.50			
<b>Total Practice Expenses</b>		<b>6,196.31</b>		
Workshop - Instructors	528.00			
<b>Total Workshop Expenses</b>		<b>528.00</b>		
Monthly Dance - Supplies	212.05			
Dance Promotion	250.00			
<b>Total Monthly Dance Expenses</b>		<b>462.05</b>		
New Year's - Hall Rental	45.00			
New Year's - Banquet Catering	958.66			
New Year's - Decorations	187.21			
New Year's - Music	2,200.00			
New Year's - Supplies	891.48			
<b>Total New Year's Dance Expenses</b>		<b>4,282.35</b>		
School Program - Instructors	1,567.50			
<b>Total School Program</b>		<b>1,567.50</b>		
<b>Total Direct Expenses</b>			<b>42,428.89</b>	
<b>General &amp; Administrative Expenses</b>				
Accounting & Legal		2,825.00		
Advertising General		1,772.01		
Bank and POS Charges		-0.72		
Board and AGM Expenses		109.76		
Collective POS Charges		370.72		
First Data Service Charges		197.42		
Insurance		1,936.00		
Office Administration		9,442.71		
Office Supplies		848.10		
Refunds for Previous Year Classes		416.45		
Rent - Storage		1,291.50		
Telephone		393.14		
Website Expenses		5,005.47		
<b>Total General &amp; Admin. Expenses</b>			<b>24,607.56</b>	
<b>TOTAL EXPENSE</b>			<b>67,036.45</b>	
<b>NET INCOME</b>			<b>10,247.44</b>	
NOTE 1 - Revenue not yet allocated - awaiting details from deposits				
Entries to individual revenue accounts are for refunds				

<b>Victoria Ballroom Dance Society</b>				
<b>Project Income Summary 09/01/2016 to 03/15/2017</b>				
	<b>GL</b>			
	<b>Code</b>	<b>Account Name</b>	<b>Revenue</b>	<b>Expense</b>
<b>Classes</b>				
	5502	Classes - Hall Rental		13,334.64
	5503	Classes - Instructors		20,688.12
	5504	Classes - Supplies		25.30
			<b>0.00</b>	<b>34,048.06</b>
<b>REVENUE minus EXPENSE</b>			<b>-34,048.06</b>	
<b>Monthly Dances</b>				
	5525	Monthly Dance - Supplies		<b>212.05</b>
<b>REVENUE minus EXPENSE</b>			<b>-212.05</b>	
<b>New Year's Dance</b>				
	5531	New Year's - Hall Rental		45.00
	5532	New Year's - Banquet Catering		958.66
	5533	New Year's - Decorations		187.21
	5534	New Year's - Music		2,200.00
	5535	New Year's - Supplies		891.48
			<b>0.00</b>	<b>4,282.35</b>
<b>REVENUE minus EXPENSE</b>			<b>-4,282.35</b>	
<b>Practice</b>				
	5511	Dance Practice - Hall Rental		5,255.81
	5513	Dance Practice - Instructors		940.50
			<b>0.00</b>	<b>6,196.31</b>
<b>REVENUE minus EXPENSE</b>			<b>-6,196.31</b>	
<b>School Program</b>				
	5541	School Program - Instructors		<b>1,567.50</b>
<b>REVENUE minus EXPENSE</b>			<b>-1,567.50</b>	
<b>Workshops</b>				
	5517	Workshop - Instructors		<b>528.00</b>
<b>REVENUE minus EXPENSE</b>			<b>-528.00</b>	