

Victoria Ballroom Dance Society
Board of Directors Meeting
Minutes

Cedar Hill Rec Centre
Wednesday, 12 October 2016

Final Version
(approved 09 November 2016)

Opening Business:

Call to Order & Adoption of Agenda – 18:48 pm

In Attendance: Steve Montgomery (Chair), Bob Adams, Grace Wong Sneddon (Treasurer), Clare Martin (Secretary), Neil Fleishmann (Membership Coordinator), Malcolm Sneddon, Louise Stevens

Review of Minutes:

Minutes for Board Meeting of 14 September 2016: **Approved**

Bob and Clare to work on latest approved versions of minutes from April, May, & EGM

President's Report (Steve M)

Few priorities next 6 weeks; AGM one, Admin hire, NYE, closed club demos.

Steve is covering for most of the Admin work until the new hire is trained and ready to go.

Reports of Committee & Officers

1. Promotions & Marketing (Steve M)
 - a. Motion to allow Steve to contract with Idea Zone for help with FB promotion for next series of classes, up to and including \$150. **Approved Unanimously**
 - b. Intro to Ballroom workshops – 2 Friday nights, 1 Saturday plus a Line Dance workshop (Samba and Waltz)
2. Dance Committee
 - a. 19 November – Club Closed Demo, Cedar Hill Rec.
 - a.i. 19 November – demos from all the classes; one standard and one latin per level. Open demos. Tables leaving maximum space for dancing. Expect 80-100 people. Neil will do the music for the dance and demos.
 - a.ii. Doors open 7pm, dancing 7:15pm, demos at 8-8:30 and 9-9:30, end 11pm
 - a.iii. Work with instructors to start encouraging club demos, and work with their ideas to make it a good promotional event for the Society
 - b. New Year's Eve
 - b.i. Update budget- meet with Shelley & Lee
 - c. Music – updated music is appreciated, clear beat is preferred
 - d. At the dances, more line dances, mixers, dance cards to increase singles' appreciation as no partners needed.
3. Administrator's Report
 - a. 3 applicants thus far – interviews on Saturday, 15 October
 - a.i. Interviews to be conducted by Steve M, Bob A, Clare M
 - b. Steve to send an email to Sandi Best, thanking her and clearly stating the contract has ended.
4. Standards & Classes Committee (Steve)

- a. Registrations are coming in
 - b. Membership list and honorary members to be discussed at the November meeting
- 5. Youth & Family Outreach (Bob) (see report below)
 - a. Bob is going to create two blurbs about the Youth Outreach Program, one to add to the website and the other for the newsletter, seeking to better inform Members, and possibly recruit volunteers to help with the program, prior to the AGM.
- 6. Governance (Grace and Bob: see attachment)
 - a. Bob & Grace circulated the report on Governance that they intend to present as part of the 2016 AGM Agenda, reporting back to the Membership on progress with governance-related Resolutions that were referred to the Board at the 2015 AGM. Subject to adding a reference in the report to the three new forms now approved for signature in future by all Directors, the Board APPROVED the report for circulation to the Membership in advance of the AGM. (See attached Governance Report, with this suggested addition included.)
 - b. Bookkeeper – all materials are at Obara & Co. to process the financial report for the AGM
- 7. Spring event with charity
 - a. Louise to look at when the other big charity balls are scheduled so we can look at when to run our event

Other Business Arising from the Minutes

- Tablet or laptop purchase for Administrator – tabled for next meeting.
 - o Exclusive email address for the Administrative Coordinator's use - **Approved**
- Simone Connor from Make-A-Wish presentation deferred to November meeting

New Business

- AGM – 23 November
 - o Announcement of meeting to membership
 - Formal notice to members to go out to membership 27 or 28 October
 - Start to post the agenda at practises, starting 28 October
 - Members have up to 10 days prior (13 November) to the meeting to submit resolutions
 - Entire package send out target for 14 or 15 November
 - o Proxies forms - to be sent out with the announcements
 - o Preliminary AGM Agenda -- **APPROVED** for circulation (see attachment)
 - o Two regular resolutions to be on the AGM Agenda every year – should be discussed at Nov Meeting of the Board:
 - Membership dues. Possibly increase to \$65 – to be decided at November meeting
 - Appointing an auditor (cost to society would be in the \$6000-\$10000 range)
 - o Nominating Committee
 - Base of nominating committee should come from the Governance Committee
 - Movement that Grace and Bob be formally appointed for the Nominating Committee for 2016/2017. **Approved -- 2 abstentions**
- VBDS Business Cards – need to be revamped – Clare to work on a design
- Possible Ballroom demo on 22 October – repeat from Silver Threads AGM - **Approved**
- Plans for October workshops –discussed above

Date, Time, & Location of Next Meeting – 9 November

Adjournment (time to be noted) 21:41pm

Youth and Family Outreach Report

We have made arrangements at Oak Bay High to sponsor a short series of Ballroom Dance classes at the school this Fall as part of their regular dance curriculum, hoping that this may lay the ground-work for a reactivation of the extra-curricular Ballroom Dance Club later this term, or next term.

In this connection, if time allows at our Meeting this week, I will want to further discuss with the Board the related but more general issue of supporting in-curriculum versus extra-curricular Ballroom Dance lessons, and the issue of encouraging and supporting public “performances” as part of the “Schools Program”.

After a promising start at Stelly's Secondary earlier this term, turn-out at the initial classes has been too low to be able to justify the expense of our continued sponsorship of their Ballroom Dance Club for this term. We are, however, currently working with the dance teacher and music teacher at Stelly's to see if the performing arts students might provide sufficient base to be able to hold some Ballroom lessons this term, or perhaps even to re-start regular Club lessons at the school at some later date.