

Victoria Ballroom Dance Society
Board of Directors Meeting
Cedar Hill Rec Centre
Wednesday, 14 September 2016

Final Version
(approved 12 October 2016)

Opening Business:

Introduction of Simon Connor from "Make A Wish Foundation" deferred – Simon had a last minute call away and unable to attend. Will forward information, and hopes to attend October meeting

In Attendance: Steve Montgomery (President), Bob Adams, Grace Wong Sneddon (Treasurer), Clare Martin (Secretary), Neil Fleishmann (Membership Coordinator), Malcolm Sneddon, Sandi Best (Administrator); Louise Stevens from 8:00 PM

Call to Order & Adoption of Agenda – 6:34PM -- **Agenda APPROVED** with three additions

Review of Minutes:

Board Meeting 9 March – **Approved** as revised by email, and as now appears on VBDS website.
Board Meeting 10 August - **Approved** Version #2, with amendment that Neil sent "Regrets"

President's Report (Steve M) – see attachment

Reports of Committee & Officers

1. Promotions & Marketing (Steve M)
 - a. Steve intends to take over the FB advertising, and Sandi will monitor comments, likes, and will create the events for workshops, etc.
 - b. Intro class advertising runs 16 days and costs \$10 per ad-day
 - c. Suggest members and attendees take selfies at our events and post to FB.
 - d. We should explore possible dance demos at The Bay & at other shopping centres
 - e. Intro workshops – will try Friday evenings and Saturday afternoon, and add one hour workshop on Saturday pm; WCS, Viennese, Hussle, etc. 21/22 28/29 October
 - f. Bob moved that the board commend Idea Zone on their excellent work on the website – Motion Passed Unanimously
2. Dance Committee
 - a. 19 November – Club Closed Demonstration & Dance, Cedar Hill Rec Centre (CHRC)
 - a.i. We will proceed with this event at new location; Louise will work and coordinate with Steve and Neil regarding demonstrations, music, and decorating. It was noted that it would be good to arrange to have a volunteer photographer for these events
Approved unanimously for Nov 19 at CHRC
 - b. 17 September – Horn of Plenty Pot Luck
 - b.i. Thank you and Farewell to Diana – cake, flowers.
 - b.ii. NYE tickets to be available for sale at this event.
 - c. New Year's Eve- Commodores, Commonwealth Place, \$65
 - d. 8 October Thanksgiving Dance

- e. Neil purchased 13 CDs with 270 new songs and is working to compile them.
- 3. Administrator's Report (Sandi)
 - a. Administrator's Hours – Month of August: 55
- 4. Standards & Classes Committee (Steve)
 - a. Minimum/maximum class size – finals to be determined
 - a.i. Numbers are looking very positive! 1, possibly 2 will be cancelled/alterd/moved
 - b. Proposed Policy Clarifications on VBDS Class Discounts: **Agreed** to adopt Bob's proposals for policy this term on Class Discounts (see attachment)
- 5. Youth & Family Outreach (Bob): Report circulated in advance (see attachment); **Motion** on proposed budget for the program was **APPROVED**
- 6. Governance (Grace)
 - a. Review template; Conflict of Interest, Confidentiality, Board Member Nomination forms.
 - a.i. **Motion** that subject to the recent amendments the board formally approve the forms **APPROVED unanimously**
 - b. Governance workshops offered by Saanich Volunteer Services Society
 - b.i. **Motion** that for any board members attending, their fee is covered by VBDS **APPROVED unanimously**
- 7. Treasurer's Report (Grace)
 - a. Bookkeeper – Obara & Company – Bob proposed we approach Obara & Co to give an approximate figure for the financials, and authorisation be given to the President and Treasurer to make the decision to move forward or to look for an alternate bookkeeper.
 - a.i. **Motion** to authorise the Treasurer and President to approach Obara for a quote, and proceed to finalize a contract accordingly. **APPROVED unanimously**
- 8. Spring event with charity- more content to be determined for October meeting.

Other Business Arising from the Minutes

- Volunteers for Committees; music, DVD library, etc
 - o No replies as yet. Will talk to people in person.
- Tablet/laptop purchase for VBDS registrations
 - o Deemed unnecessary at present, since online use at practices would be too slow.

New Business

- 18 September Ultimate Travel Show - provides an opportunity to showcase VBDS
 - o VBDS participation **Approved**
 - o To take: banners, pamphlets, FAQ sheet, promo for our next intro workshops
 - o Clare & Steve to cover from 10:30-4:30
 - o Bob and Roberta to help from 10:30-12:30
 - o Grace and Malcolm to help from 12:30-2:30
- 25 February 2017 Dance Victoria event with Dance Demo. Costumed dancers - **Approved**
- 5 Oct Dance Demo 6-7pm for Silver Threads AGM at Les Passmore, costumed - **Approved**

Date & Time of Next Meeting – Wednesday, 12 October 6:30pm

Adjournment 9:33pm

See Attachments

Proposed Possible Policy Clarifications on VBDS Class Discounts

On requests for a “PRO-RATED DISCOUNT”

My understanding is that we would/should allow limited pro-rating discounts (at least for the upcoming session, Fall 1”), using the “minus-one formula” that Malcolm has suggested in the past, and that we have used from time to time in past years. What this means, for example, is that an explicit advance request for a discount price for missing two classes out six in this session (e.g. for a class with a regular “full charge” of \$54) would incur a charge of \$45 (= $5/6 \times \$54$, rather than charging the full \$54, or the \$36 that would result from a “full pro-rating” at 4/6). As a further example, missing three out of six would by extension incur a charge of \$36 ($4/6 \times \54; if asked in advance at registration, for a class with a “full charge” of \$54); etc. The implication is that there would be NO pro-rate discount allowed this session for missing only one class in any session.

On so-called “REVIEW-PRICE DISCOUNTS”

My understanding is that we should continue as much as possible with the same basic policy as in previous years for legitimate “reviews” (despite shifting to shorter class-series), but with a slight adjustment needed (because not all classes are the same length or charge this Term). The 50% discount for a “review class” would now apply to the LOWER PRICE class (not necessarily the “lower ranked class”, as in the past). What this would mean, for example, is that someone registering for Gold Waltz on Thursday (at regular \$50) with a “review” of Silver Waltz on Tuesday (at regular \$60), would get the “discount” on the lower-price Gold class, with a total for the two classes of \$85 (= $[0.5 \times \$50] + \60). For someone registering for Pre-Bronze Standard (W & QS) along with a “review” of Intermediate (W, F, J, S), this would qualify for a “review discount, but this new adjustment would not make any difference to the price; in this case the 50% discount price would mean that the total for the these two classes would be \$81 (= $[0.5 \times \$54] + \54), rather than \$108. The same principle would apply to Silver Waltz combined with Bronze Waltz (at \$60 and \$63, meaning a charge of \$93).

On DISABILITY & STUDENT DISCOUNTS

These two types of discounts would continue on the same basis as in past years, allowing registration at a discount of 50% for those who can provide appropriate documentation (e.g. an authorized and up-to-date student card, etc.)

On FINANCIAL MANAGEMENT OF DISCOUNTED REGISTRATIONS

Further however, for purposes of financial management and decision-making on classes, any registration at a 50% discount (for example) will normally count as only 0.5, or one half, of a “full-time registration”.

Respectfully submitted for consideration by the Board,

Bob Adams

14 September 2016

Report on VBDS Youth & Family Outreach

February 13, 2016

Prepared for VBDS Board Meeting of 14 September 2016

SUMMARY OF BUDGET DECISION REQUESTED OF THE BOARD

At our Meeting on Sept. 14, 2016, the Board will be asked to consider and approve a Motion along the following lines:

BE IT RESOLVED that the Board authorizes a net expenditure of up to \$1350 over the first quarter of fiscal year 2016-17 to allow for sponsorship of ballroom dance classes under the terms of the VBDS “Ballroom in the Schools” Program.

VBDS “BALLROOM IN THE SCHOOLS” -- BUDGET OVERVIEW

VBDS has again been approached by several schools in the Greater Victoria area, expressing at least some preliminary interest in working with VBDS to provide Ballroom Dance lessons to students in each school over the course of the Fall term.

On this basis, a budget proposal for a net expenditure of up to \$1350 is proposed for Board approval at our September Meeting. This budget amount would allow for a series of lessons in about five (5) different schools. Programming in three schools where we have organized lessons previously looks fairly promising for this Fall (specifically at Doncaster Elementary, Stelly's Stelly's Secondary, and Oak Bay High). The recommendation is, however, that we build some further flexibility into the budget (as we have in previous years), to allow us to proceed in one or two additional schools (perhaps where we have not previously held classes, but where some interest was expressed last year; e.g. Gordon Head Middle School, & Victor Brodeur). It is unlikely that we will be able to proceed in all five schools between now and the Christmas break, so actual net costs will likely be less than the net of \$1350 being requested, but it would be good to have the additional flexibility.

If approved, the proposal is that the Program would continue much in line with guidelines used in past years: the Schools approaching us would be asked to provide the required space and supervision, and VBDS typically would cover up to 50 percent of instructor costs (the balance coming from different sources, depending on the school; e.g. PAC special funding, PE budgets, etc.). Schools in the Program are also asked to assist with and support some form of public performance, to allow the students to demonstrate what they have learned in the classes. This also assists VBDS in support of its main mandate, of promoting an active interest in ballroom dancing, not only among young people, but with parents and the public more generally.

Suggestions and assistance in enhancing this component of the program are being sought, and would be welcome.

If Board Members have any questions about the program or the proposed budget, please do not hesitate to contact the Program Coordinator (in advance of the Board Meeting, if at all possible).

Respectfully submitted,

Bob Adams

Coordinator, VBDS Youth & Family Outreach Program

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