

Victoria Ballroom Dance Society
Board of Directors Meeting
Minutes
Cedar Hill Rec Centre
Wednesday, 19 July, 2017
Final Version approved by the Board on 16 Aug 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)

President introduced Journey Hood, a member in standing

Leave of Absence: Coralie Theoret

Opening Business:

Call to Order: 6:32pm

Adoption of Agenda:

Approved

Potential Conflicts of Interest: Bob and Thomas – re item 6.a: any decision re line-dance workshops

Review of Minutes:

Board Meeting 21 June

Approved

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

Reports of Committee & Officers

1. Treasurer's Report (Thomas)
 - a. Thomas and the Bookkeeper are looking at using the accounting system to generate invoices which will make it easier to track receivables
 - b. Thomas and the Bookkeeper are working to fine tune the statements, in anticipation of a budget for the new fiscal year and ready before the 2017 AGM
2. Standards & Classes Committee (Steve, Douglas, Bob) (see attached)
3. Dance Committee
 - a. Elaine Blevans has volunteered to organize the Newcomer dances over the summer, and then to take over the tasks as Dance Coordinator for our regular monthly dances starting in the Fall; Louise & Steve will arrange to brief Elaine and make transition arrangements; Elaine should be invited to attend future Board meetings, including the next Board meeting in August if she is available.
 - b. Eric Fox is confirmed to DJ New Years. The cost is to be confirmed
 - c. Caterer for New Years is confirmed
4. Administrator's Report
 - a. Hours: 28.5 for month of June 2017
5. Promotions & Marketing (Steve –chair) (see attached)
 - a. Renewal of Netfirms Pacificaball domain name – in President's report
 - b. Update on Dancing in the Square (Bob)
 - b.i. Band and music are all confirmed for the summer
 - b.ii. Instructors are confirmed

6. Youth & Family Outreach (Bob)
 - a. Senior Line Dance Workshops for Fall 2017
 - a.i. Provides another good opportunity for promotion of VBDS
 - a.ii. Agreed that, provided the event still remains revenue neutral or positive, we should continue to do it
7. Governance (Bob) (see attachments)
 - a. Potentially 5-6 resolutions to present to the AGM in November regarding the New Societies Act
 - b. The Board has asked the Committee to present the package to the Board at the September meeting, when the board will consider and approve the package in time to be published for the membership to peruse prior to the November AGM
8. Committee on Social Dimension (Bob)
 - a. Working on guidelines for the new Hosting Program. A couple of members have expressed interest in volunteering

Other Business Arising from the Minutes

- Smile Card Program Application – outcome
 - o Filed and awaiting confirmation. Bob is going to follow up with Kyja Levitt and will report to the Treasurer
- update on the VBDS music system (Douglas)
 - o in progress

New Business

- Volunteer Coordinator (Steve)
Motion to appoint Journey Hood to the new position of Volunteer Coordinator, and request that she report back with a proposed outline of the position at the August Board meeting

Approved

Meeting Adjourned: 7:57pm

Date, Time, & Location of Next Meeting

16 August, 6:30pm, Cedar Hill Rec Centre

Recording Secretary: Clare Martin

LIST of ATTACHMENTS for Board Minutes of 19 July 2017

President's Report for VBDS Board Meeting of July 19 [\(Click HERE\)](#)

Standards & Classes Report July 19, 2017 [\(Click HERE\)](#)

Promotions & Marketing Report for Board Meeting of July 19, 2017 [\(Click HERE\)](#)

VBDS Governance Committee Report of July 2017 [\(Click HERE\)](#)