

Victoria Ballroom Dance Society
Board of Directors Meeting
FINAL MINUTES
Cedar Hill Rec Centre
Wednesday, 16 August, 2017
(Version #4 of 20 September 2017)

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

Others Present: Chrissy Southern (Administrative Coordinator)

Regrets: Louise Stevens (Director)

Opening Business:

In-Camera Session – Administrative Coordinator duties

Call to Order: 6:51pm

Adoption of Agenda:

Approved

Potential Conflicts of Interest: None indicated

Review of Minutes:

Board Meeting 19 July

Approved

President's Report (Steve M): see Attachments

Reports of Committee & Officers

1. Treasurer's Report (Thomas)

- a. The interim financial statements produced thus far, for activities to end-of-July, need some further adjusting, and will be ready to post soon

2. MOTION #1:

Be it Resolved that a VBDS Finance Committee be established, reporting to the Board, to be made up of the VBDS Treasurer, VBDS Bookkeeper, and VBDS Vice-President, and to include the VBDS President as an ex officio member;

Be it Further Resolved that the Board request that the Committee come back to some future meeting with a more detailed outline of Committee Terms of Reference (to include annual Budget recommendations and review), and that subject to keeping the Board informed, the Committee have the right to add additional members, as it sees fit.

**Moved by the
Treasurer and Passed**

MOTION #2:

Be it Resolved that the Treasurer, in further consultation with the President and the Finance Committee, be authorized to invest an amount of up to \$130,000 in a sequence of rolling term deposits, to come due over different time-terms.

**Moved by the
Treasurer and Passed**

3. Standards & Classes Committee (Steve, Douglas, Bob)
 - a. The Standards & Classes Committee will be meeting with the Instructors to review contract terms
4. Dance Committee
 - a. Louise Stevens met with Elaine Blevens to assist with the transition process in organizing our regular dances
 - b. The Board extended a big Thank you to Louise Stevens for her work on the dances this year, and for the many volunteers who have helped make the dances successful, both financially and socially.
5. Administrator's Report
 - a. Hours: 38.25 for month of July 2017
6. Promotions & Marketing (Steve –chair)
 - a. Introduction to Ballroom Workshops have been scheduled and we are in the process of finalising the instructors and dance styles.
7. Youth & Family Outreach (Bob)
 - a. No updated reports at this time due to the school break
8. Governance (Bob)
 - a. In early September a report will be submitted to the Board regarding the updates to the Society Act
 - b. Preliminary drafts of a new harassment policy are still in progress
9. Committee on Social Dimension (Bob)
 - a. Working on guidelines of a Hosting Program and will be working with the Volunteer Coordinator to recruit volunteers to help as VBDS hosts.

Other Business Arising from the Minutes

- update on the VBDS music system (Douglas)
 - o a work in progress
- Smile Card Application for 2017-2018: Update (Bob)
 - o The application has been approved with thanks to Thrifty's Foods
 - o Approved for the amount of up to \$2500, to be achieved by 30 April 2018
- Volunteer Coordinator update
 - o Journey gave regrets that she could not attend the meeting due to a death in her family
 - o Steve and Bob are working with her to formulate a job description and initial work plan priorities
- Locations for Board meetings
 - o One option is to meet at Cedar Hill every other month, and meet at a Board member's house the other month
 - o Recommend that the Finance Committee look at options to reduce the meeting cost

New Business

- Administrator's contract with Christine Southern (personnel matter: in-camera)
- Renewal of Gravity License to website

- \$30 to renew the license – Steve and Chrissy are going to look at the work involved & report back with recommendation
- The Jive Line has been converted to a mobile phone, and is also at a lower cost than the past land line. Steve donated the mobile phone.
- Request that the Standards and Classes look at class feedback & report back with recommendations

Date, Time, & Location of Next Meeting

20 September, 6:30pm, Cedar Hill Rec Centre

Meeting adjourned: 7:55pm

Recording Secretary: Clare Martin

LIST of ATTACHMENTS for Board Minutes of 16 August 2017

President's Report for VBDS Board Meeting of 16 August 2017 [\(click here\)](#)