

Victoria Ballroom Dance Society
Board of Directors Meeting
Final Minutes
Cedar Hill Rec Centre
Wednesday, 20 September, 2017
Final Version approved by the Board on 18 Oct. 2017

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

Others Present: Chrissy Southern (Admin Coordinator), Elaine Blevans (Dance Committee Coordinator)

Opening Business:

Call to Order: 6:32pm

Adoption of Agenda:

Approved

Potential Conflicts of Interest: None perceived

Review of Minutes:

Board Meeting 16 August

Approved

President's Report - no report this month

Reports of Committee & Officers

1. Treasurer's Report (Thomas)

- a. The Volunteer Bookkeeper is recommending Class Fees include GST
- b. Update on VBDS Insurance quotes for 2017-18 (Bob) (see attachment)
 - b.i. Bob has contacted two insurance agencies regarding the upcoming renewal of the insurance and has asked for quotes from both. It was agreed that two quotes should be sufficient to begin, subject to possibly adding a third later.
- c. Update on budget for 2017-18
 - c.i. The Finance Committee met to create a provisional budget for 2017-18. The latest revision will be circulated to the Board, for possible preliminary review & discussion at our next Meeting.
 - c.ii. To improve the bottom line, we now need to work on improving the revenues of the Society as the costs have been cut as far as they can. A resolution will need to be addressed at the AGM to increase membership fees.
 - c.iii. The Treasurer has spoken with the bank regarding GICs and he requires a letter signed by two Board members to proceed with the purchase of said GICs

2. Standards & Classes Committee (Steve, Douglas, Bob)

- a. Most Session 1 classes are over 10 attendees. Two classes have so far been cancelled due to class-registrations being too low to run.

3. Dance Committee

- a. Elaine Blevins reported on the most recent 3 dances, and the themes appear to be well received. People are happy to see photos from the dance posted on FB, and others are expressing interest based on those.
- b. Elaine is working with volunteers and it is going well

- c. Elaine does ask permission from people before posting their photos on social media. The Board recommends a form being made available at the events for people to sign allowing us to post their photos. It would also be useful on occasion at our Meetings to have some estimates of dance attendance numbers, and net revenue from each monthly dance (to assist future planning & budgeting decisions).
- 4. Administrator's Report
 - a. Hours: 33 for month of August 2017
- 5. Promotions & Marketing (Steve –chair)
 - a. Carry over from August meeting as nothing has changed since then
- 6. Youth & Family Outreach (Bob) (see attachment)

MOTION: Be it resolved that the VBDS Youth and Outreach Program be extended into 2018 (continuing possibly both a schools component and a seniors component) and that the Program Coordinator be asked to work with the Budget Committee to ensure that revenue and expenditure estimates for the Program are included in the 2017-18 VBDS budget, for recommendation to the Board.

Approved

- 7. Governance (Bob) (see attachment)
 - a. Societies Act and AGM Resolutions

MOTION: Be it resolved that the Board recommend to the VBDS Membership that, at the 2017 AGM, we approve by Special Resolution the 4 Motions relating to changing the VBDS Constitution & Bylaws, as amended by the Board in Committee (see attachment to these Minutes).

Approved

MOTION: Be it resolved that the Vice President and Membership Coordinator work with the Governance Committee to form a nominations committee for the 2017 AGM, and bring forward progress reports.

Approved

- 8. Committee on Social Dimension (Bob) - no report this month

Other Business Arising from the Minutes

- Update on the VBDS music system (Douglas)
 - o In progress
- Volunteer Coordinator update
 - o Journey has stepped down as volunteer coordinator
- Location of Board meetings

MOTION: Be it resolved that the Board recommends to the new Board that the location of Board meetings alternate between Cedar Hill Rec Centre and a Board Member's home.

Approved

- Renewal of Gravity License to website - completed

New Business

- Administrator's contract with Christine Southern (personnel matter –in camera)

MOTION: Be it resolved that the President, Vice President and the Membership Coordinator arrange to meet with Christine for her annual performance review as soon as possible.

Approved

- Louise Stevens – Announced her resignation from the Board after the 2017 AGM.

Date, Time, & Location of Next Meeting

18 October, 6:30pm, Cedar Hill Rec Centre

Meeting Adjourned: 8:25pm

Recording Secretary: Clare Martin (Secretary)

LIST of ATTACHMENTS for Board Minutes of 20 September 2017

Update Brief on VBDS Insurance: 19 September 2017 (click [here](#))

Report on VBDS Youth & Family Outreach: September 2017 (click [here](#))

Update Report on AGM Special Resolutions for 2017: 20 September 2017 (click [here](#))