

Victoria Ballroom Dance Society
Board of Directors Meeting
FINAL Minutes
Cedar Hill Rec Centre
Wednesday, 18 October, 2017
(Version #2 Approved by the Board on 15 November 2017)

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

Others Present: Christina Southern (Administrative Coordinator)

Regrets: Louise Stevens

Opening Business:

Call to Order: 6:30pm

Adoption of Agenda:

Approved

Potential Conflicts of Interest: None perceived

Review of Minutes:

Board Meeting 20 September

Approved

President's Report (Steve M) (see List of Attachments)

Reports of Committees & Officers

1. Treasurer's Report (Thomas)

a. Membership Dues for 2017-18:

MOVED by the Treasurer that at the 2017 AGM, the Board recommend approval of the following Ordinary Resolution #1, Setting Annual Membership Dues for VBDS

Be it resolved that effective immediately the annual dues for regular membership be set at \$70 per annum, and that the rate for eligible students and disabled persons be \$40, with the exception that members who are joining for the first time, or former members rejoining after an absence of more than 1 year from the expiration of their last membership year, may have their memberships pro-rated, such that if they join after January 1 the fee will be \$50 for regular members and \$25 for student/disability rate, and if they join after April 1 the fee will be \$35 for the full rate and \$25 for the student/disability rate.

Approved

b. Proposed resolution to appoint an auditor for the AGM

MOVED by the Treasurer that at the 2017 AGM, the Board recommend approval of the Ordinary Resolution #2, Appointment of an Auditor:

Be it resolved that the VBDS appoint no auditor for the 2016/17 fiscal year.

Approved

c. Motion re: Development Fund transfer/s for 2016-17 Balance Sheet

MOVED by the Budget and Finance Committee that the Treasurer be authorised to transfer an amount up to but not exceeding \$15000 from the VBDS Development Fund to the VBDS General Fund operating account, and that, subject to further consultation and advice from the VBDS Accountants, the VBDS Financial Statements for Fiscal Year

2016-17 be finalized accordingly, and be submitted to the Board at our November Meeting, for approval re circulation to the Membership. **Approved**

- d. Volunteer Bookkeeper recommendation that class fees include GST. It was confirmed that the intention of the Board is indeed that the class fees do include GST
- e. Directions to VBDS accountants re: Finalising 2017-18 Financials
MOVED by Treasurer – for a budget up to \$1000 to finalise the Financial statements for 2016-17. **Approved**
- f. Review of Proposed 2017-18 VBDS Budget – a review of the proposed 2017-18 budget was presented, and a few revisions have been recommended to the Budget and Finance Committee
- g. The Treasurer has purchased the following GICs: \$25,000 valid 11 October 2017 until 11 October 2018 at 1.65% per annum. \$75,000 valid 11 October 2017 until 11 May 2019 at 2.25% per annum. \$30,000 valid 11 October 2017 until 11 September 2020 at 2.5% per annum; consequently, as authorized by the Board, VBDS now has a total of \$130,000 invested in GICs, with different terms
- 2. Standards & Classes Committee (Steve, Douglas, Bob)
 - a. The Standards and Classes Committee received further communication from the instructors regarding their fees and the Committee is further discussing the options
 - b. The Standards and Classes Committee proposes an increase in Class fees of at least \$1 per class--hour, beginning in 2018
- 3. Dance Committee
 - a. The New Year's Dance planning is in full planning mode, the caterers are confirmed, graphics are being produced, and the theme has been decided upon. It is agreed that the Dance Committee have the tickets available to members no later than two weeks prior to the AGM and be available to members only in November, and opened up to general purchase 1 December.
- 4. Administrator's Report
 - a. Hours: 41.25 for month of September 2017
- 5. Promotions & Marketing (Steve –Chair)
 - a. Introduction to Ballroom Workshops are looking good for the next session.
 - b. Heavy promotion to Leads is working to improve gender balance
- 6. Youth & Family Outreach (Bob)
 - a. Actively committing to classes at Doncaster Elementary, and starting with Wanda again at Oak Bay High.
 - b. Senior Residences have shown an increased interest in holding classes. Bob is working on possible approaches and will report back.
- 7. Governance (Bob)
 - a. Society Act and AGM Resolutions
 - a.i. Target to release the preliminary Agenda and Proxy out in this week's newsletter, and the entire Resolution Package by the end of next week.
- 8. Committee on Social Dimension (Bob) -- no report this month

Other Business Arising from the Minutes

- Update on AGM preparations (Bob)
 - o Target to release the preliminary Agenda and Proxy out in the newsletter this week, and the entire Resolution Package by the end of next week.

- Update on recommended AGM resolutions from the Board
- AGM Preliminary Agenda
 - o **MOVED** that the Preliminary Agenda be approved by the Board to be released to the Membership (see List of Attachments) **Approved**
- Review of notices, documents, reports and other arrangements for 2017 AGM
 - o Deadline for confirmation of voting members 23 October.
 - o Nominations Committee – fairly positive responses thus far
 - o Clare and Chrissy to organise copies of the 2016 AGM Minutes (45) and Proposed Agenda (60)
- Update on the VBDS music system (Douglas)
 - o Continuing progress on the system

New Business

- Annual Society Report – Clare
 - o Now reported online after the AGM.
- AGM Agenda – as discussed above in Other Business
- 2017/2018 Membership List to be approved – deadline to confirm voting members 23 October. Approval to be addressed at the November Board meeting.

Date, Time, & Location of Next Meeting

15 November, 6:30pm, Cedar Hill Rec Centre

Meeting Adjourned: 8:15pm

Recording Secretary: Clare Martin, Secretary VBDS

LIST of ATTACHMENTS for Board Minutes of 18 October 2017

President's Report - Board Meeting of 18 October 2017 (click [here](#))

Preliminary Agenda for VBDS 2017 AGM - version #4 (click [here](#))