

BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, DECEMBER 13, 2017
CEDAR HILL RECREATION CENTRE

Directors in attendance: (Chair) Douglas Anderson, President, Thomas Webber, Vice-President, Linda Ryder, Secretary/Treasurer, Journey Candice Hood, Liz Frick, Steve Montgomery, Past President
Others: Christina Southern, Administrative Coordinator

CALL TO ORDER: 6:30 PM

Agenda adopted as Amended: Additions to New Business – President's Manual, Newsletter, appointment of Steve Montgomery to the Board for a 1 year term with voting rights

CONFLICT OF INTEREST: None declared

MINUTES of the November 15, 2017 Board Meeting

Approved as amended – Correction to name – Journey Candice Hood

BUSINESS ARISING FROM THE MINUTES:

Update from Douglas Anderson re: VBDS music system – two are working well and the third is still being worked on

REPORTS

President's Report

Wanda Kivitt will be returning January 2, 2018. Credit for two future classes will be offered for those classes missed due to her absence.

Membership is increasing. The goal is to increase each class by 2 participants so revenue from classes will cover administration costs. Half price is offered for lower level class for review when enrolled in a class at a higher level
Raymond Rusk was asked to announce this at practices for those members who are not aware of this policy.

Committee Terms of Reference, previously circulated to board members were discussed

- It was decided to keep the same committees as had previously been in place
- Each committee must be chaired by a board member and each committee chair is encourage to add members from the society to join the committee

Motion, Douglas Anderson to approve the Committee Terms of Reference – **Carried**

New Year's Dance Tickets

- 27 tickets sold to date
- May have another 7 seats sold
- Decorations \$529
- DJ \$450/500
- Catering \$1,500
- Hall \$990
- Ticket pricing to be rolled back to \$55, a refund to the three people who paid \$65
- 10 days left to promote
- Tickets will be sold at Wednesday practices
- Round table input from the board – majority wish to go ahead with the dance
- Door prize – to be offered

Coralee Theoret was elected to the board at the AGM in November 2016. She has not been attending meetings
Motion, Linda Ryder to rescind her directorship – **Carried**

Finance Committee – Chair Linda Ryder, Treasurer

Committee Members: Douglas Anderson, Thomas Webber

Terms of Reference

To advise the board on matters related to the financial health of the club. Topics include but are not limited to:

- Preparing an annual budget
- Reviewing revenue and expense streams against budget and reporting anomalies
- Providing recommendations for improved financial accountability

Members of the committee are free to consult with other members of the board, members of the VBDS and the general public as they see fit.

- The past treasurer, Thomas Webber presented a report to the directors recapping the society's financial position as at year end August 31, 2017
- The budget prepared by the Finance Committee was presented to the directors - Motion to approve, Linda Ryder – Carried
- Financial Statement were presented to the directors. Three months YTD revenue exceeds expenses by \$11,000.
- Is there a benefit to opening a savings account?

ACTION: Linda Ryder to research interest rates at Coast Capital

Community Outreach Committee – Chair Linda Ryder

Committee Members: Bob Adams

Terms of Reference

To advise the board on ways to improve the awareness of Ballroom Dancing in the Greater Victoria area.

- Dancing in the Schools
- Seniors demonstration program

Members of the committee are free to consult with other members of the board, members of the VBDS and the general public as they see fit.

- At **Doncaster Elementary School**, the plan for 2018 is that Wanda Kivitt will be overseeing 8 hours of Ballroom Dance classes, and 2 performances by Grade 3 and Grade 4 students. The performances are planned for the Performing Arts Festival in April (usually the last week), and at special school assembly for students and parents (usually in May). This year the students will be learning Paso Doble as the partner dance, and the Hustle Line Dance.
- At **Oak Bay High School**, Wanda will be teaching the Ballroom Dance Unit as part of the regular dance program at the school. We also hope to be able to re-start the **Ballroom Dance Club** at Oak Bay High again in 2018. This season we are looking at an 8 week course from January 23 to March 13 for students who join the Oak Bay Club. For a performance component, we are considering having the Club Members do a demonstration at a VBDS social dance (ideally in March, at our usual "Club Demonstrations"), and/or at a senior's residence in Oak Bay.
- We have also been approached by **Carlton House**, an independent living seniors' residence in Oak Bay, to help provide Ballroom Dance Lessons during day-time hours to residents. We are hoping to start on a trial basis twice a month in January and February. Depending on interest, we will likely start with partner dances Waltz and Foxtrot, with the possibility of doing Ballroom Line Dances if there is a significant imbalance of leads/follows. The programming at Carlton House will be organized on the basis of full cost-recovery for VBDS.
- The **Shoal Centre** in Sidney has also again expressed interest in securing our assistance teaching a series of Ballroom Line-Dance classes, and we will attempting to repeat the 2017 series again in 2018. This will also be done on the basis of full cost-recovery.

Dance Committee – Chair Liz Frick

Committee Members: Elaine Blevins

Terms of Reference

To advise the board on matters relating to dances sponsored by VBDS. Topics include but are not limited to:

- Organize Monthly Dances
- Organize New Year's Dance

Members of the committee are free to consult with other members of the board, members of the VBDS and the general public as they see fit.

E-mail – dance@vbds.org to be directed to Liz Frick

Governance Committee – Chair Thomas Webber

Committee Members: Liz Frick, Bob Adams

Terms of Reference

To advise the board on matters related to the structural health of the club. Topics include but are not limited to

- Reviewing Constitution to advise changes at our next AGM
- Establishing a Harassment Policy
- Reviewing other documentation

Members of the committee are free to consult with other members of the board, members of the VBDS and the general public as they see fit.

Marketing & Promotions Committee – Chair Steve Montgomery

Committee Members: Douglas Anderson, Linda Ryder

Terms of Reference

To advise the board on ways to promote VBDS to the Greater Victoria community with a view to increasing membership. Topics include but are not limited to:

- Provide input on items of interest for our Website and Facebook page
- Develop advertising and promotional campaigns on line and in print

Members of the committee are free to consult with other members of the board, members of the VBDS and the general public as they see fit.

Membership Committee – Chair Journey Candice Hood

Committee Members: Steve Montgomery

Terms of Reference

To advise the board on ways to enhance the members experience with VBDS

- Assist with Class Registrations
- Devise ways to improve membership retention year to year

Members of the committee are free to consult with other members of the board, members of the VBDS and the general public as they see fit.

ACTION: Journey Candice Hood to prepare a description of committee duties to be posted in the Newsletter in an effort to attract volunteers.

Standards & Classes Committee – Chair Douglas Anderson

Committee Members: Linda Ryder, Steve Montgomery

Terms of Reference

To advise the board on matters related to the course offerings of the club. Topics include but are not limited to:

- Establishing course offerings in Sessions 1 – 6
- Determining suitable halls
- Communicating with instructors on classes and halls

Members of the committee are free to consult with other members of the board, members of the VBDS and the general public as they see fit.

Office Administration - Christina Southern

- November hours worked - 86
- E-mail protocol – best times to reach Christina – Monday through Thursday 8 am – 12:00 pm
- Board members to respond to e-mails within 24 hours
- New board members are not familiar with Christina’s contract and duties and would like to review

ACTION: Christina – forward contract and job description to Liz Frick, Linda Ryder and Journey Hood for review

ACTION: Liz Frick, Linda Ryder, Journey Hood – meet with Douglas Anderson, President, to discuss after review

NEW BUSINESS

Dance Days - Similar to an Intro to Ballroom Dance Class - occurs at the end of January

- Organized by Dance Victoria – two weeks of free dance classes from all dance companies in town
- Requirements - two halls and two instructors (2 Saturdays)
- Cost \$230.00
- Last year 23 and 28 January
- Volunteers – Liz Frick, Thomas Webber

ACTION: Steve Montgomery to set up with Dance Victoria, and organize halls, instructors & volunteers

E-mail from Victor Golubkov offering to teach classes for VBDS

- Pros and Cons discussed by the directors
- Referred to Standards & Classes Committee for follow-up

ACTION: Douglas Anderson (Committee Chair) to contact Victor for a meeting

Change of class time at Les Passmore Centre for May 26, 2018

- The Centre has advised VBDS is unable to use that time slot
- Referred to Standards & Classes Committee to arrange another time

ACTION: Steve Montgomery to contact Les Passmore Centre

Intro to Ballroom Dance Classes January 5, 6, 12, 2018

- Promote on Facebook and in the Newsletter
- No posters
- Volunteers: Christina Southern for Jan 5, Douglas Anderson and Steve Montgomery for Jan 6, Liz Frick for Jan 12
- Volunteers need to arrive at Les Passmore Centre at 6:00 PM on the day they are volunteering
- Need to line up instructors

ACTION: Steve Montgomery – line up instructors

Registering VBDS as a legal entity – Victoria Ballroom Dance Society dba VBDS

Name search has been completed and VBDS has been accepted by BC Registry Services

Cost – search \$31.50, registration \$40.00

ACTION: Linda Ryder to mail registration form to BC Registry Services

Legal Checklist

- A record by month of all required filings and the person or committee responsible for filing
 - E.g. Annual Report, GST, SOCAN Re-Sound
 - To be monitored by Governance Committee

ACTION: Thomas Webber (Committee Chair) to report at each board meeting on completion of tasks

President's Manual

- Douglas Anderson, President, has a copy of the manual
- Vice-President, Thomas Webber – responsible for keeping up-to-date

ACTION: Douglas Anderson – forward manual electronically to Thomas Webber

ACTION: Thomas Webber – begin a review with reference to past and present board members for required content

Smile Card Program

This should be promoted in the Newsletter from time to time as space permits

Eric Jenkins has administered this in the past

ACTION: Douglas Anderson – speak with Eric to see if he wishes to continue administering the program

Newsletter

- Develop a template
- Different content each week
- Have a “Did you know?” section with a variety of content

ACTION: Marketing & Promotions Committee to research ideas and report to the board

Jive Line Cellular Phone

- Carrier Telus on a month-to month plan - \$45 + tax
- Messages and calls to be monitored by Christina Southern, Administrative Coordinator, for responses to inquiries and/or referral to board members as required

Cloud based Storage for documents

- Sync is set up and will be shared with board members
- This is a free space and is Canadian based
- Each committee can upload files and important documents to their folder

ACTION: Douglas Anderson to continue with set up and sharing with board members

Appointment of Steve Montgomery, Past President – ex-officio as voting board member

Motion Douglas Anderson to appoint Steve Montgomery as a director for a 1 year term with voting rights – Carried

Board Meetings will be held on the second Wednesday of each month at 6:30 PM

Next meeting – January 10, 2018

Location – Apt 6, 1241 Balmoral Road, Victoria, BC

ACTION: Christina – Please cancel our booking for this meeting at Cedar Hill Recreation Centre

Meeting adjourned at 9:40 PM