

**VICTORIA BALLROOM DANCE SOCIETY  
BOARD OF DIRECTORS' MEETING MINUTES  
WEDNESDAY, JANUARY 10, 2018 6:30 PM  
APT 6, 1241 BALMORAL ROAD**

Directors in attendance: (Chair) Douglas Anderson, President, Linda Ryder, Secretary/Treasurer, Journey Candice Hood, Membership Coordinator, Liz Frick, Director, Steve Montgomery, Past President (from Call to Order until 8:00 pm)

Directors Absent: Thomas Webber, Vice-President

Others: Christina Southern, Administrative Coordinator (from Call to Order until 8:00 pm)

**CALL TO ORDER:** 6:40 PM

AGENDA adopted as amended

DECLARATION OF CONFLICT OF INTEREST – None declared

**APPROVAL OF MINUTES** - December 13, 2017 Board Meeting Moved by Linda Ryder      Carried

**BUSINESS ARISING FROM THE MINUTES**

- a. Dance Days Calendar – Steve Montgomery
  - i. Didn't have time to prepare anything –
  - ii. **ACTION** – Secretary -Add to board calendar for Sept 2018 for reference to Marketing Committee Chair
- b. Victor Golubkov e-mail – Douglas Anderson
  - i. Sent an e-mail to Victor
  - ii. Will set up a meeting for January to discuss a Saturday class that will add to what VBDS already offers
- c. Registering "VBDS" as a legal entity – Linda Ryder
  - i. Received registration from BC Registry Services
  - ii. Unable to file with Coast Capital Savings until a letter is signed by the two Sponsors of the Society
  - iii. **ACTION** -Douglas Anderson to attend at Coast Capital Savings to be added as a sponsor
  - iv. **ACTION** – Linda Ryder to prepare the required letter and obtain signature of the two sponsors – Linda Ryder and Douglas Anderson. The letter and registration will then be e-mailed to coast Capital Corporate Division for filing.
- d. President's Manual – **ACTION** – Linda Ryder to contact Bob Adams to determine whether he has an electronic or printed version
- e. Insurance renewal-General Liability – Linda Ryder
  - i. Renewal complete and paid
  - ii. **ACTION** – Secretary add to calendar for Sept 2018 to allow time for review prior to renewal in December 2018
- f. Jive Line – Steve Montgomery
  - i. Christina will keep trace of the number of calls received and a decision will be made at the next meeting as to whether it is worthwhile continuing with this phone
  - ii. No invoices have been received to date, but a past due notice arrived by mail and was received by the Treasurer at the January 10, 2018 board meeting. **ACTION** Treasurer to contact Telus to determine where billings are being sent and to pay the outstanding amount.
- g. Sync Account opened by Liz Frick
  - i. password to be shared with board members for access to Sync
  - ii. **ACTION** Liz to share password

- h. WCB for instructors – Douglas Anderson
  - i. Will be used for WorkSafeBC calculations
  - ii. Information from Instructors
    - 1. Wanda does not have
    - 2. Liz does
    - 3. Taneya has not yet replied
    - 4. Will ask Victor

**REVIEW OF MINUTES** - Provisional approval of November 22, 2017 AGM Minutes – The board reviewed the minutes of the 2017 AGM, and they will be presented to the 2018 AGM for approval

**ACTION** – Secretary to upload MS Word version of Minutes to Sync

**BUSINESS ARISING FROM THE AGM MINUTES**

Transition of Society Bylaws

**ACTION** - Liz Frick to follow up with Bob Adams and Thomas Webber – Governance Committee

**ACTION** - Linda Ryder to send info to Liz re on line transition process

**COMMITTEE REPORTS:**

**Finance** - Chair Linda Ryder (Members Thomas Webber, Douglas Anderson)

**ACTION** - Christina Southern to provide a Membership List on a monthly basis to assist the treasurer in accurately assigning revenue to projects

**ACTION** – Linda Ryder – Research costs from Global Payments and Square to compare to the charges being made by First Data Canada

**MOTION** – Linda Ryder - VBDS submit an application to Desjardins Visa for a Corporate Credit card with a limit of \$500.00, to be used to for charges to the society where a credit card is required, e.g. Government filings and Authorize.net. Authorized users to be the president and treasurer.

Carried

**MOTION** – Linda Ryder There are no provisions in the Society Bylaws for signing officers on behalf of the society, therefore the board approves any two of the officers of the society (president, vice-president, secretary, treasurer, membership coordinator) may sign cheques and other legal documents on behalf of the society Carried

**Community Outreach** –Chair Linda Ryder (Members Bob Adams)

Nothing to report

**Dance** – Chair Liz Frick (Members Cathy Hodson, Steve Montgomery)

NY Dance –Reports have been uploaded to Sync

69 people attended

**ACTION** - Liz Frick Dragon – follow up for invoice

**ACTION** - Liz Frick Music – follow up for invoice

**ACTION** - Steve Montgomery – provide spreadsheet for revenue received at the dance

Monthly Dances

Drafting plans for upcoming dances

Perhaps a 25<sup>th</sup> anniversary dance in October

12 dances per year planned

**Governance** – Chair Thomas Webber (Members Liz Frick, Bob Adams)

No report as Thomas Webber was not in attendance

**Marketing & Promotions** – Chair Steve Montgomery (Members Linda Ryder, Douglas Anderson)

Steve Montgomery sent our mail chip e-mails regarding classes to existing members  
Steve Montgomery sent e-mails regarding intro classes that were held January 5, 6, 12  
For January 12 the Intro Classes will be held in auditorium at Les Pasmore Centre as the space previously used is too small and will not be available in the future  
Dance Practice Jan 12<sup>th</sup> will be moved to 8 pm  
This has been changed in Newsletters  
Steve Montgomery e-mailed to newsletter list (1100 people) re change of venue and time  
Future Intro Classes will be held in the auditorium  
A show of hands from Friday practice members will determine whether the Friday Practices should always be held at 8:00 pm, or just when the Intro Classes are in session, and then return to 7:00 pm for other Fridays as to what time is preferred for practices in the future

**Membership - Chair Journey Candice Hood (Members Steve Montgomery)**

Members Register – ensure the register is up to date with mailing and e-mail addresses  
Coordinate with Christina Southern  
Membership Retention Committee- don't need a separate committee –coordinate between Membership and Dance Committees for ideas  
**ACTION** - Journey Hood - organize volunteers for class registrations  
**ACTION** - Journey Hood - set the schedule for registrations for the first hour at Wednesday Practices

**Standards and Classes – Chair Douglas Anderson (Members Steve Montgomery, Linda Ryder)**

Communication Re: cancelled classes  
**ACTION** – Douglas Anderson to provide to the treasurer a list of members who had enrolled, including mail and e-mail addresses  
**ACTION** – Douglas Anderson – advise the treasurer whether the payments have been credited to future classes or whether refund cheques should be issued  
**ACTION** – Douglas Anderson – same procedure as above for the classes that were cancelled in December due to the absence of Wanda Kivitt

**OFFICE ADMINISTRATION – Christina Southern Hours 55.75 for December**

**NEW BUSINESS**

Victoria Ballroom Dance Society Policies and Procedures  
To be a supplement to the Society Bylaws  
To be maintained by the secretary in the Sync folder  
Society Signing Officers  
E-mail protocol  
Make subject line pertinent to body of e-mail  
Tabled review all vbds@ e-mails and to whom they are directed

Newsletter  
Who edits – tabled  
Frequency - tabled

Smile Card Program  
Promotion-tabled

Fundraising – Liz  
50/50 draw may be held at a dance – Licence required  
To support the organization and not a specific program

Board contact information

**ACTION** Linda Ryder (secretary) to gather information and up load to Sync  
Who has keys to each venue? – Where is the record held? – tabled  
Club Demonstrations March 2018 tabled due to Steve Montgomery's absence

**NEXT MEETING** - Wednesday, February 14, 2018 6:30 PM  
Location Cedar Hill Recreation Centre

**ADJOURNMENT 9:53 pm**