

**VICTORIA BALLROOM DANCE SOCIETY
BOARD OF DIRECTORS' MEETING MINUTES
TUESDAY, FEBRUARY 13, 2018 6:30 PM
CEDAR HILL RECREATION CENTRE**

Directors in attendance: (Chair) Douglas Anderson, President, Linda Ryder, Secretary/Treasurer, Journey Candice Hood, Membership Coordinator, Liz Frick, Director, Thomas Webber, Vice President

Directors Absent: Steve Montgomery, Past President

Others: Christina Southern, Administrative Coordinator

CALL TO ORDER 6:37 PM

AGENDA -adopted

DECLARATION OF CONFLICT OF INTEREST none declared

APPROVAL OF MINUTES – January 10, 2018 Moved by Journey Carried

BUSINESS ARISING FROM THE MINUTES

Business Arising from December 2017 Meeting

Linda - prepare calendar to record events and reports required – in progress

Doug - meet with Victor re: Classes

no meeting yet, he is still interested

Doug will follow up

Linda – registration of VBDS with Coast Capital – Linda to follow

Linda – President's Manual from Bob Adams – Doug to follow

Steve – provide access to treasurer for Jive line records - Completed

Doug – WCB Taneya and Victor – no response yet – Linda and Doug to follow

BUSINESS ARISING FROM AGM MINUTES

Transition of Society Bylaws

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

Liz to Transition on line

BUSINESS ARISING FROM COMMITTEE REPORTS

Finance

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

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

Linda & Doug to follow

Meet with Ben

Dance

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

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

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

Membership – referred to Standard & Classes

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

ACTION – Douglas Anderson to provide to the treasurer a list of members who had enrolled, including mail and e-mail addresses-class cancelled

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

BUSINESS ARISING FROM 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 – in progress

Standards and Classes – if someone takes a partial class they pay for one class more than they take

Class Cancelled by VBDS – Refunds to be issued by cheque

E-mail protocol

Make subject line pertinent to body of e-mail –

Tabled review all vbds@ e-mails and to whom they are directed - moved to new business

Newsletter

Who edits – Thomas

Frequency – weekly

Smile Card Program

Promotion-tabled –can a link be put in the newsletter back to web site?

Picture of back of card and send to Admin for record keeping

REPORTS

COMMITTEE REPORTS: Please report your committee member names, if changed

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

Motion: to reimburse Elaine Blevins for October 2017 Dance in the amount of \$120.00, considering the receipts have been lost. Moved Linda carried

Community Outreach –Chair Linda Ryder (Members Bob Adams) Thomas new chair

Dance – Chair Liz Frick (Members Cathy, Steve, Ildiko, Dale, John)

Positive feedback from Feb dances

Need two more people to set up tables

Has issued article for newsletter

St. Patricks Day Club Demo and Dance, March 17th

Meeting early March to start planning for NY Dance

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

Liz to transition constitution and by laws

Marketing & Promotions – Chair Steve Montgomery (Members Douglas Anderson) – Thomas –Newsletter Editor

Membership - Chair Journey Candice Hood (Members Steve Montgomery)

Intros are planned. Journey will organize volunteers for registration, and instructors

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

Core instructors are shifting and we may need some new instructors to cover classes

OFFICE ADMINISTRATION – Christina Southern 62.5 hours for January 2018

Computer in shop for repair

May need a new computer

NEW BUSINESS

VBDS Closed Competition/demos – March 17

Telus Society Line – Christina to track actual calls and report to the March meeting

D & O Insurance due Feb 17, 2018 Premium \$650 motion Linda. Carried

vbds@emails – Christina to update and send e-mails to just committee chairs

NEXT MEETING – Tuesday March 13, 2018 6:30 PM

Location: Cedar Hill Recreation Centre

ADJOURNMENT 8:15 pm