

**VICTORIA BALLROOM DANCE SOCIETY  
BOARD OF DIRECTORS' MEETING MINUTES  
TUESDAY, MARCH 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, Steve Montgomery, Past President

Directors Absent: Thomas Webber, Vice President

Others: Christina Southern, Administrative Coordinator

**CALL TO ORDER:** 6:33 PM

**AGENDA:** –adopted as amended

**DECLARATION OF CONFLICT OF INTEREST:** Steve Montgomery during discussion of researching Square costs to compare to First Data Canada costs.

**APPROVAL OF MINUTES** – February 13, 2018 Moved by Linda Carried

**BUSINESS ARISING FROM THE MINUTES**

Doug - meet with Victor re: Classes - no meeting yet

Linda – registration of VBDS with Coast Capital - -new account opened as an Incorporated Society and documents added for dba VBDS

**BUSINESS ARISING FROM COMMITTEE REPORTS**

Finance

**ACTION** – Linda Ryder – Research costs of Square to compare with the charges being made by First Data Canada

Linda & Doug to follow - They will meet with Ben at Victoria Symphony who use Square, to gather further information.

**REPORTS**

**COMMITTEE REPORTS:**

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

Financial statements circulated with Agenda

A meeting of the Finance Committee will be called prior to the next board meeting to review 6 month statements as compared to the budget.

Visa application to be amended and submitted to Coast Capital for one card in the name of the Treasurer with a limit of \$500.00 to be used as necessary for online payments for society registrations.

**Community Outreach** –Chair Thomas Webber (Members Bob Adams)

Thomas was absent so no report from him, but he is involved in the Community Outreach Program at Carlton House

Bob Adams reports:

The Carlton House classes are being taught by Wanda and run from January – April. VBDS received \$140.00 for each monthly session. Two payments have been received and two more for March and April are forthcoming.

Linda, as past chair of this committee submitted and received approval from the City of Victoria for Dancing in the Square for 6 weeks in July and August. Liz to research bands for music.

Linda submitted and received approval for the Smile Card Program for the next 12 months.

Information for both of these projects has been uploaded to the Community Outreach Folder in Sync  
**Dance** – Chair Liz Frick (Members Cathy Hodson, Steve Montgomery, Ildiko Fashway, Dale Morrissette, John Putters

March 17 - Club Demo – Neil Fleishman will MC  
Apr 7 Newcomer Dance  
Apr 21 Naden  
    Small dance floor  
    Over 50 need a second bartender, this has been booked  
    No rental fee  
    Music volunteer – Steve to follow  
Committee Meeting March 18<sup>th</sup> to start New Year's Dance planning

**Governance** – Chair Thomas Webber (Members Liz Frick, Bob Adams)  
New Bylaws have been transitioned on line and uploaded to Sync Governance Folder

**Marketing & Promotions** – Chair Steve Montgomery (Members Douglas Anderson) – Thomas –Newsletter Editor  
Intro promoted on Mail Chimp  
Marketing for Intros includes:  
1 week before the first workshop  
2<sup>nd</sup> e-mail day before first workshop  
3<sup>rd</sup> day before each Intro

Looking for volunteers to assist Steve with Marketing for Classes, Dances and Intros  
Liz and Journey expressed interest

**Membership** - Chair Journey Candice Hood (Members Steve Montgomery)  
Next Intros are March 23, 24 April 6 – Volunteers are organized  
Saturday Intros 4 – 5 pm not an ideal time and could be reviewed if attendance is low due to timing  
Doug and Journey will meet with Wanda to see how we can encourage ladies to lead – March 24 @ 10am

**Standards and Classes** – Chair Douglas Anderson (Members Steve Montgomery, Linda Ryder)  
Instructors increase has been agreed upon  
Restructure how we remunerate instructors – Doug to send out info to Standards and Classes  
In the fall what classes do we offer so classes there will be fewer cancellations due to lack of registration  
    Do we run all classes?  
    What is the number of participants for running a class to break even?  
Other venues available?

**OFFICE ADMINISTRATION** – Christina Southern 64.5 hours for February 2018  
There have been 6 messages on the VBDS phone since February 16<sup>th</sup>, Christina will continue to monitor

#### **NEW BUSINESS**

CDs – purchase new CDs for the society – moved by Journey up to \$200 CDN including shipping and handling be authorized      Carried      Doug to research what is available  
Doug moved reimbursement in the amount of \$109.00 to a member of the society who was preapproved to purchase DVDs on behalf of the society      Carried  
Planning & Reporting Checklist reviewed by the board. Linda will make the appropriate amendments and send out for further review. This will be uploaded to Sync.  
    This checklist will become an Agenda Item going forward, to be reviewed each month.

**NEXT MEETING** – Wednesday April 11, 2018      6:30 PM

Location: Cedar Hill Recreation Centre

**ADJOURNMENT 8:15 pm**