



**VICTORIA BALLROOM DANCE SOCIETY  
ANNUAL GENERAL MEETING  
8:00 P.M., WEDNESDAY, NOVEMBER 23, 2016  
CEDAR HILL REC CENTRE**

**MINUTES approved by the Membership on November 22, 2017**

**ROUTINE BUSINESS:**

Called to Order: 8:03 p.m. Quorum confirmed.

- 1) Adoption of the Agenda - **Adopted**
- 2) Report of the President (see Attachments)
- 3) Approval of Minutes (see Attachments)

Minutes of the last Annual General Meeting (Nov.25, 2015)

**Approved Unanimously**

Minutes of the last Extraordinary General Meeting (May 25, 2016)

**Approved Unanimously**

- 4) Business Arising from Minutes (Report Back on Resolutions from 2015 AGM)
- 4.a) Report on Governance (Bob Adams & Grace Wong-Sneddon)

Bob noted that there were a series of resolutions that were introduced at the 2015 AGM last year. About 8 of them had to do with different dimensions of the governance of the club. The Standing Committee on Governance was formed to basically look through those resolutions and also deal with any other matters that were in the general realm of governance, to bring them to the attention of the Board. So this is our verbal report back from the Board on what we have been doing with governance over the last year. There was a preliminary report on governance circulated shortly after the EGM in May, and a further Governance Committee report that was circulated before this meeting. Bob then provided a further verbal summary & update to the assembly (see Attachment dated 08 Nov 2016).

Grace Wong-Sneddon provided an update on preparations for VBDS transition to requirements under the new Societies Act, which will soon come into affect. The first thing we have to do is make some immediate changes to the online application of our requirement to register. There are some new provisions that we need to pay attention to: Bob alluded to the bylaws and whether we choose to re-write some of the bylaws - that would be up to the membership to decide, and the new Board to recommend. It is a big task and something to consider is how much is really required, and how much we keep of what we have now. There are some changes to pay attention to: one is some special resolutions in terms of the voting, some of it included participation at general meetings. The new Act also looks at stronger qualifications for new Directors. The good thing is that under this new Act, membership funded Societies like ours have fewer requirements. This doesn't mean that there isn't a lot of work ahead for the new Governance Committee, and any of those members that are interested. In preparation for the new Society's Act there have been a couple of workshops offered by different branches of the Ministry and other groups. Bob and I have already gone to some of these workshops. They are available through different organizations. Some of you will be interested in joining that. The most important thing to note is because of the new changes to the Act it would behoove the next Board to make sure that the agenda item of Governance is a major substantial item on your next AGM in 2017. There is a lot to cover and it's important for you all to know what the changes mean.

-Wayne S. asked why the changes are necessary and being required by the Government. Bob noted that the main objective was to bring the Society's Act into the 21 century, and out of the "paper age": changing requirements on how to keep records, on how to notifying members efficiently, on tightening control over monies, and on the tightening up of conflict of interest.

Much more specifically, the changes were targeted mainly at organizations much larger than VBDS, that annually manage & move funds in the millions. Grace noted that another objective was to establish more consistency across different societies, ensuring that they are all following basically the same rules.

#### **4.b) Report on Strategic Planning (Steve Montgomery)**

(See Attachments to the Minutes, "Long Term Planning Report for 2016 AGM")

#### **5) Report of the Treasurer (Grace Wong Sneddon)**

(See Attachments to the Minutes, "VBDS Income Statement" & "VBDS Balance Sheet")

As anticipated, there are no surprises from our early reporting in March at the planning meeting, or in May at our EGM Meeting. On page 2 of the Income Statement you will see we have a deficit this year of \$32, 221.62.

The deficit is a result of lower class enrollments and fewer memberships as shown on line 2 of the Income Statement, and a loss from Pacifica Ball and the New Years Eve Dance.

The expenses; rental of halls, payment to instructors, insurance, administration, insurance, Socan, utilities, all remain approximately the same.

I'd like to take a moment to thank Jim Pringle, our previous Treasurer and Bookkeeper. As some of you know he has had some health challenges, and as a result, we had to hire Obara and Co., an accounting firm to complete the bookkeeping for this year.

This year because of the changes, we have had to use larger buckets and much broader strokes to report the differences. This is a result of our changes and challenges to our personnel and our volunteers; it's also a result of our transition to our new reboot model.

I'd like to take you to one example of how we use a broader brushstroke and a larger bucket than we normally would have done in the past. If you look at page 1 of the Income Statement - note that Intro to Ballroom is zero (\$0). We know that Intro to Ballroom isn't zero, but some of the monies to Intro to Ballroom went into workshop fees, some of it went into Newcomer Dances, and some went into general Dances.

Despite the slight differences in reporting, we are very confident that our bottom line of our Income and Expenses, (the money in the bank accounts) are valid and correct.

Another reason why the deficit is \$32000 is that we spent \$4000 based on the memberships' approval to go ahead with the development of the new website. The cost of the website is actually more than that, and it has been amortized for this year and next year.

General funds, page 1 of the Balance Sheet, under Member's Equity at the very bottom we have \$20000. I want to bring your attention to this for several reasons.

1- This year we moved \$10000 from the Hodgson's fund into our general funds.

The reason is because the board decided that Wayne Hodgson was very keen to promote Ballroom Dance, and that is exactly what the website does. There is a tribute to Wayne Hodgson on the website.

2- Putting more monies into the General Funds was at the advice of our Bookkeeper, as it was needed to manage the cash flow. The cash flow was decimated by the losses, and we needed it to be able to operate the Society. This was a decision by the Board. There are more details in our income statement.

3- Class enrollments were down from last year

4- Membership numbers are also down from last year.

Our total income was actually higher than last year, and that is because we have the revenue from the Pacifica Ball. However, the direct expenses of our total class expenses, practice, and workshop expenses etc., cause the expenses to exceed the revenues. Under general expenses, we spent money on advertising, website, Paypal charges, office admin, insurance, office supplies, legal and consulting (Sharlene Smith who facilitated our VBDS meetings).

Printing and copying was less than last year.

License and dues a small increase because of Socan fees. Storage and telephone are relatively the same. Basically, there are only small differences in some our expenses other than the website and amortization expense.

-VBDS member asked how the membership numbers compare to last year. VBDS: Last year was 254, this year it is 276.

**NEW BUSINESS:**

1) Resolutions:

1.a) **Ordinary Resolution #1:** Setting Annual Membership Dues for VBDS

BE IT RESOLVED that effective immediately, the annual dues for regular membership be set at \$65 per annum, and that the rate for eligible students and disabled persons be \$35, 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 December 1 the fee will be \$45 for regular members and \$25 for the student/disability rate, and if they join after March 1 the fee will be \$25 for both the full rate and the student/ disability rate.

**Motion Carried**

1.b) **Ordinary Resolution #2:** Appointment of an Auditor.

BE IT RESOLVED that VBDS appoint no auditor for the 2015-16 fiscal year

**Motion Carried Unanimously**

2) Election of members of the Board

3) Announcement of the elected Board members

Louise Stevens

Coralie Theoret

Doug Anderson

Thomas Webber

**Formally Elected by acclamation.**

These newly elected Directors join continuing Directors Steve Montgomery, Clare Martin, and Bob Adams, who have one more year in their term on the VBDS Board of Directors.

4) Election of the President

5) Announcement of the elected President

- Steve Montgomery was elected by acclamation as President. **Approved Unanimously**

6) **Other business:**

a) General information and open discussion:

- suggestion that 5-week classes are too short

- WCS should be 6 weeks rather than 5

- good response to the 6-week format was noted

- noted that 1 hour class-format necessary due to our financial situation, and efforts will be made to lengthen the classes by 15 minutes if finances allow
- suggestion that 3-week classes should not start if registrations are too low
- the music system – Janet commended the talented and dedicated volunteers who run the practices and the music. Put it to the membership to step forward to help with music and other volunteer positions
- a request was made for regular Minutes of the Board
- question about accessibility and about how best to contact the Board
- Heather M. suggested that there be a practice for Pre-Bronze and Bronze; it was noted that we formally tried this, and Steve said he would investigate

7) Call to destroy ballots and adjournment of meeting

**No ballots used; Meeting Adjourned: 9:15pm**

Secretary: Clare Martin; Recording Secretary: Christina Southern

**ATTACHMENTS TO THE 2016 AGM MINUTES**

**President's Report for 2016 AGM**

**Minutes of the last Annual General Meeting (Nov.25, 2015)**

**Minutes of the last Extraordinary General Meeting (May 25, 2016)**

**Report of the VBDS Standing Committee on Governance**

08 November 2016

**Report of the VBDS Strategic Planning Committee**

**“Long Term Planning Report for 2016 AGM”**

23 November 2016

**VBDS Income Statement**

For the Period Ended August 31, 2016

**VBDS Balance Sheet**

As At August 31, 2016