

**VICTORIA BALLROOM DANCE SOCIETY
MINUTES – BOARD OF DIRECTORS' MEETING
TUESDAY, OCTOBER 9, 2018 at 6:30 p.m.
CEDAR HILL RECREATION CENTRE**

In attendance: Thomas Webber (A/President), Liz Frick (A/Secretary), Christina Southern (Administrative Coordinator)

Regrets: Journey Hood (Membership Coordinator), Steve Montgomery (Past President)

Guests: Bob Adams, (VBDS) Jean and Lisa (ROWI)

1. CALL TO ORDER

- The meeting was called to order at 6:36 pm

2. APPROVAL OF AGENDA

- “AGM planning item” moved to Governance Committee Report to accommodate invited guest Bob Adams. Agenda approved as revised.

3. DECLARATION OF CONFLICT OF INTEREST

- None declared.

4. APPROVAL OF MINUTES: September 11, 2018

- MOVED BY: Thomas Webber and SECONDED BY: Liz Frick to approve the minutes of September 11, 2018. CARRIED

5. NEW BUSINESS (part 1)

Royal Oak Womens’ Institute (ROWI) - Contract

- Representatives from ROWI provided an overview of ROWI and the contract options available to VBDS in relation to cancellation of bookings. ROWI is a volunteer organization and depends on the rental of its hall for revenues. Three options were presented.
 - Option 1 – would allow VBDS flexibility in bookings but would incur a higher rate of rental for the second hour booked (e.g. VBDS to commit to the first hour at \$24 and second hour at a higher rate of \$30; second hour subject to availability) plus pro-rated amounts for key-in and key-out times - 15 mins before and 15 minutes after class(es).
 - Option 2 - not feasible as advance notice of cancellation would not work for VBDS.
 - Option 3 - current contract. VBDS to commit to times booked at rate of \$24/hour plus pro-rated amount for key-in and key-out times. .

- The Board discussed class scheduling options under consideration by Journey, who is managing the class schedule. (e.g. providing practice time if a class is cancelled last minute and moving Newcomer classes to ROWI as they are generally well-subscribed so less likely to be cancelled.)

Action items: Board to follow-up with Journey on class schedule to determine/confirm best option. Board to advise ROWI of its decision (Option 1 or Option 3) by October 15th.

- All e-mails and correspondence for ROWI to be sent to: royaloakwihall@gmail.com
- ROWI also reiterated that earliest access time to the hall is 15 minutes prior to start of class (i.e. 7:15 pm for 7:30 pm class.) They also requested that people change their shoes in the foyer and not the hall as the floor has recently been replaced.

6. BUSINESS ARISING FROM THE MINUTES

- Confirmation / appointment of Nominating Committee members (as per Bylaws 24-27:)
 - Brian Evans and Liz Frick confirmed as members. A third member still to be confirmed.

Action items: Thomas to follow-up for third member for nominating committee and advise ASAP. Liz to collate info package for committee members.

- Correspondence outstanding - Request regarding viability of extending reach of our programs into Langford (tabled from Sept meeting)
 - Board expressed interest in exploring idea (e.g. offering Intro to Ballroom Workshops to determine interest in the region).

Action item: Liz to prepare draft response thanking the correspondent for the suggestion and advising that the Board will explore the idea and forward to the new Board for further consideration after the AGM in November.

- Tabled and outstanding items from previous meetings (for info)
 - Board reviewed list of tabled and outstanding items from previous meetings. List will be maintained and updated by Secretary after each meeting.

7. REPORTS

- Calendar of Events – October
 - Review year-end Financial Statements – Finance Committee completed in September

8. COMMITTEE REPORTS

- Finance – Thomas Webber (A/Treasurer)
 - No report. Thomas advised there is a time lag in preparation of the monthly reports and that the September balance sheet will be available in November.
- Community Outreach – Thomas Webber (Chair), Bob Adams
 - No report. It was noted that VBDS members continue with ongoing demos and projects.
- Dance – Liz Frick (Chair), Cathy Hodson, Dale Morrissette, John Putters, Ildiko Fashoway, Steve Montgomery
 - Attendance at the September dance was approx. 40 people. Liz to talk to Steve M for advice on marketing dances and encouraging more leads to attend.
 - The next dance is the Hallowe'en dance on October 27.
 - Planning is underway for the 25th anniversary dance and demos on November 17th.
- Governance – Thomas Webber (Chair), Bob Adams, Liz Frick

Annual General Meeting (AGM) planning

- Bob Adams joined the meeting to discuss the work underway by Governance Committee pertaining to proposed resolutions.
- Board reviewed key dates for completing tasks related to the AGM.
- The ordinary resolutions concerning membership dues and appointment of an auditor will be included on the agenda as required.
- Regarding special resolutions, it was agreed that the Governance Committee will provide a progress report to members (verbal and written report) indicating progress on the review of bylaws for consistency with the Societies Act. Governance Committee has been consulting with members with experience in this area and will work towards preparing special resolutions for consideration at the 2019 AGM.

Action item: Governance Committee to prepare a Progress Report for inclusion in 2018 AGM.

- Marketing and Promotions – Vacant (Chair)
 - No report.
- Membership – Journey Hood (Chair)

- No report. Journey unable to attend meeting.
- Standards and Classes – Journey Hood (A/Chair), Steve Montgomery
 - No report. Journey unable to attend meeting.

9. OFFICE ADMINISTRATION

- Christina Southern (office administrator) - 70.5 hours. It was noted that Chrissy’s contract is up for renewal in mid- October.

Action item: Thomas, as A/President to meet with Chrissy to discuss contract for coming year. Thomas to then send his recommendation to other board members for input/comment.

10. NEW BUSINESS (part 2)

- Appointment of honorary members
 - As per Bylaw 4(d) it was **MOVED BY** Thomas and **SECONDED BY:** Liz to appoint honorary members, as follows, retroactive to September 2018:

Instructors: Wanda Kivitt, Elizabeth Smailes, Taneya Spielman, Dean Stroeder

Contractors: Christine Southern, Barbara Gordon

CARRIED

Action item: Chrissy to update web site with honorary members and advise the new instructors/contractors (Dean and Barbara) of their appointment as honorary members.

- Correspondence received
 - Request for demo/workshop at Christmas party on Dec 21/18 at Swann’s in Victoria: Thomas is coordinating a demo and possible workshop.
 - Request from VBDS for copy of 2017 provisionally approved AGM minutes – Minutes to be posted on the VBDS web site and member advised (Liz to follow-up)
 - Request from out of town visitor for December dance and class dates - Chrissy has responded with dates.
 - Emails to “no-reply” – Chrissy advised that a number of individuals have responded to “no reply” e-mails.
It was suggested that a “fix” for this be addressed at a future meeting. In the interim, Chrissy is reviewing the emails received to date and will check the “no-reply” mail box on a regular basis until a fix is found.
- Signatories for Coast Capital Savings account
 - It was agreed that Liz Frick, as A/Secretary be added as a signatory on the Coast Capital Savings account.

Action item: Thomas/Liz to coordinate a date/time to add Liz to signature card on account.

11. NEXT MEETING

- **Date of next regular monthly meeting: Tuesday, November 13, 2018**

12. ADJOURNMENT - meeting adjourned at 8:43 p.m.

Minutes approved by the Board of Directors at the November 13, 2018 meeting.