

**VICTORIA BALLROOM DANCE SOCIETY  
MINUTES – BOARD OF DIRECTORS MEETING  
TUESDAY, NOVEMBER 13, 2018 at 6:30 p.m.  
CEDAR HILL RECREATION CENTRE**

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

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

**Guest:** Bob Adams

1. CALL TO ORDER: at 6:37 p.m.
2. APPROVAL OF AGENDA – as presented.
3. DECLARATION OF CONFLICT OF INTEREST - none declared.
4. APPROVAL OF MINUTES: of October 9, 2018 - Approved as written.
5. BUSINESS ARISING FROM THE MINUTES
  - AGM planning
    - Status of Nominations – Brian Evans and Bob Adams assisting with nominating committee work.
    - President's Report – Thomas preparing report - in progress
    - Treasurer's Report - Report from last fiscal year was reviewed and approved by Finance Committee in Sept. 2018.
    - Governance Committee Progress Report – (see Committee Reports below)
    - Preparation for meeting – Attachment outlining the main tasks was reviewed. Journey (Membership Coordinator) advised that she is not available to attend the AGM.

*Action items:*

- *Chrissy to contact Carmen Galong or Roberta Adams for assistance at membership/entry table at AGM.*
- *Liz to send materials for the AGM (agenda, minutes, resolutions, etc.) to Chrissy for copying.*
- Signatories to Coast Capital Savings Credit Union account
  - Thomas contacted Zachary at Coast Capital to make arrangements to update sponsors and update signatories to the VBDS account. This requires contacting Linda Ryder in Tanzania and Doug Anderson to authorize.

*Action item:*

- *Thomas to follow-up with Zachary at Coast Capital to confirm process and obtain forms required to change sponsors and signatories on VBDS account by November 28.*
6. REPORTS
    - Tabled and outstanding items from previous meetings: reviewed
    - Calendar of Events – November: reviewed
      - GST Return – CRA
      - Keith Honeyman Memorial Award – Nominating Committee for 2019 award

*Action items:*

    - *Thomas to discuss GST Return – CRA with Barb Gordon, bookkeeper*
    - *BF for new Board: to establish Nominating Committee for 2019 Keith Honeyman Memorial Award recipient.*

7. COMMITTEE REPORTS

- Finance – Thomas Webber (Treasurer)
  - Thomas suggested new Board review expenses (e.g. phone) and whether it is still needed.
  - Thomas asked Chrissy to contact Bookkeeper, Barb Gordon to explain entries related to web site expenses and insurance expenses. It was also suggested that Barb be asked to attend either the December or January meeting of the Board to provide an overview of her work.
- Community Outreach – Thomas Webber (Chair), Bob Adams
  - Bob Adams presented the Community Outreach Report and Interim Budget for board approval (attached). It was noted the Seniors program is generally offered on a cost recovery basis but the Schools program incurs a cost each year. The value of reaching out to school aged kids to expose them to dance as an art form was discussed and it was noted that both activities are consistent with the VBDS constitution. The Board agreed to continue working with Instructor Wanda Kivitt on the Seniors program and Schools programs at Doncaster and Oak Bay schools.

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- MOVED BY: THOMAS WEBBER to approve a budget of up to \$1,500 for community outreach for the seniors and schools programs.  
SECONDED by Liz Frick. CARRIED
- Dance – Liz Frick (Chair), Cathy Hodson, Dale Morrissette, John Putters, Ildiko Fashoway, Steve Montgomery
  - Hallowe'en dance, although a really good dance, only had 29 in attendance as there were numerous other Hallowe'en dances in Victoria that Saturday. Dance Committee to seek help on marketing when new Board is in place.
  - Ticket sales for the New Year's Eve dance have been slow. Chrissy to check with venue to find out latest date to cancel venue, if necessary. Members to be advised and refunded, if the dance is cancelled.
- Governance – Thomas Webber (Chair), Bob Adams, Liz Frick
  - The Board reviewed the penultimate draft of the Governance Committee Progress Report prepared for the AGM (re bylaws approved by the membership in November 2017). A thank you e-mail to members who have provided input will be prepared and sent. Governance Committee Progress Report will be circulated to members prior to the AGM.
- Marketing and Promotions – Vacant (Chair)
  - No report
- Membership – Journey Hood (Chair)
  - A membership list as of October 28, 2018 has been prepared for the AGM. Current list of members also prepared for Thomas for the President's Report.
- Standards and Classes – Vacant (Chair), Journey Hood, Steve Montgomery
  - No formal report although it was noted that four Session 2 classes were cancelled due to low enrolments - 2 WCS and 2 Advanced Variations.
  - Schedule for Session 3 classes has been prepared by Journey and marketing of Session 3 classes will begin the first week of December.

*Action items:*

  - *BF for new Board: Finance Committee to review expenses (e.g. is phone still needed?);*
  - *BF for new Board: Marketing Committee to advise Dance Committee on how to better promote monthly dances.*
  - *Chrissy to invite Barb Gordon, Bookkeeper to December or January meeting to review her role and explain expenses related to the web site and insurances.*
  - *Final version of the Governance Committee Progress Report to be provided to members at the AGM.*
  - *Bob Adams to prepare thank you e-mail to members that have assisted Governance Committee with bylaws review.*

8. OFFICE ADMINISTRATION

- Christina Southern (office administrator) - 76.75 hours.
- Chrissy's contract has been renewed for two years.
- Board to explore options to update Chrissy's version of MS Word as she is currently using former president, Douglas Anderson's licence. Also, Liz, as Secretary, will also need MS Word for laptop used for VBDS work as not all Board members can open documents using Open Office on their devices.
- Coast Capital is not able to provide a credit card for VBDS (see previous meeting minutes). It was suggested that the Board investigate other options so Board members do not have to use personal credit cards for ongoing Board expenses related to web site, music, etc.

*Action item:*

- *Liz to explore purchasing options for MS Word and report back to the Board at the next meeting.*
- *BF for new Board: Treasurer/Finance Committee to explore other options for VBDS credit card for ongoing expenses.*

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9. NEW BUSINESS

- Storage locker: List of people with access to the VBDS storage locker was reviewed and updated.
- Competition rounds: Board was advised that Victor has decided not to continue the competition rounds which are held after the competitors practice on Sundays. Competitors would like to keep the session going and requested Board approval to continue it under VBDS, on a cost recovery basis. The Board agreed to the request.
- Committee Terms of Reference: was reviewed for presentation to the new Board at next month's meeting.

*Action item:*

- *Liz to send updates to Kit at Adams Uptown Storage for storage locker access.*
- *Chrissy to contact Les Passmore Centre to reserve the one hour time slot after the competitors practice on Sundays for the Competition Rounds. Chrissy / Neil to coordinate rental payment (cost recovery).*

10. NEXT MEETING

- Proposed date (regular monthly meeting): Tuesday, December 11, 2018

11. ADJOURNMENT

- Meeting was adjourned at 8:26 pm.

Minutes approved by the Board at the December 11, 2018 meeting.