

Victoria Ballroom Dance Society
Board of Directors
MINUTES OF MEETING
Tuesday, December 11, 2018 at 6:30 pm
Cedar Hill Recreation Centre

In attendance: Steve Montgomery (President), Liz Frick (Secretary), Thomas Webber, Lynne Jordon, Rolands Muiznieks (via teleconference), Christina Southern (Office Administrator)

1. CALL TO ORDER
 - Meeting was called to order by the President and Chair at 6:37 p.m.
2. APPROVAL OF AGENDA
 - Agenda approved, with the addition of President's Report.
3. DECLARATION OF CONFLICT OF INTEREST
 - None declared
4. APPROVAL OF MINUTES: November 13, 2018 meeting
 - MOVED BY: Thomas; SECONDED BY: Lynne to approve the minutes, as written.
 - CARRIED
5. WELCOME NEW BOARD MEMBERS AND ORIENTATION
 - Steve welcomed new board members Lynne and Rolands to the Board. Introductions of all board members by round table.
 - Liz provided an overview of the Officers of the Board: President, Vice-President, Treasurer, Secretary and Membership Coordinator (as per Part 8, VBDS Bylaws).
 - Committee Terms of Reference (handout) circulated.
 - Appointment of Officers – the Board agreed to the following:
 - President: Steve Montgomery, as acclaimed at November 2018 AGM
 - Vice-President: Liz Frick
 - Treasurer: Thomas Webber
 - Secretary: Liz Frick
 - Membership Coordinator: Lynne Jordon
 - Appointment of Committee Chairs/Members – the Board agreed to the following:
 - Standards and Classes: Steve M (Chair), Lynne J
 - Budget and Finance: Thomas W (Chair), members TBD
 - Community Outreach: Thomas W (Chair), Bob Adams
 - Dance: Liz F (Chair), committee members from last year continuing
 - Governance: Thomas (Chair), Bob Adams, Lynne
 - Marketing and Promotions: Rolands (Chair – to be confirmed), Steve M
 - Membership: Lynne (Chair), members TBD
 - Existing and new committee members will be sought, where needed.

6. PRESIDENT'S REPORT

- Steve indicated outlined a number of goals for the year and indicated his focus would be on how to build VBDS from the “ground up”.
- Areas of focus include recruitment of volunteers (Steve, Liz and Bob Adams have started to put together a list of small to medium size tasks for each of the VBDS committees and hope that this will make volunteering more palatable for members), standards and classes (getting classes back on track), dances (adding newcomer segment) and the music system (continuing the work underway by members over the last few weeks).

7. BUSINESS ARISING FROM THE MINUTES

- Confirmation of Board decisions - October and November meetings.
 - Community Outreach budget of \$1,500 (from Nov 13/18 meeting)
MOVED BY: Lynne and SECONDED BY: Liz to approve a budget of up to \$1,500 for community outreach for the seniors and schools programs. CARRIED
 - Competition rounds (from Nov 13/18 meeting) – Board was advised in November that Victor has decided not to continue the competition rounds held after the competitors practice on Sunday. Competitors would like to keep the session going and requested Board approval to continue it under VBDS on a cost-recovery basis. The Board approved/confirmed this request.
 - Appointment of honorary members (Oct 9/18 meeting): As per Bylaw 4(d)
MOVED BY Liz and SECONDED BY: Thomas 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

8. REPORTS

- Tabled and outstanding items from previous meetings: reviewed and updated.
 - Regarding Bambora/authorize.net, Steve noted that the Board previously approved the expenditure to purchase the POS payment system; that authorize.net is the preferred platform for online payments via the VBDS web site; and that VBDS receives a reduced rate for in-person online payments using the POS.
 - Inquiry from Langford resident to expand VBDS activities to the Western Communities will be discussed in January 2019.
 - Regarding music-related expenditures during 2017/2018 fiscal year:
As noted in the March 2018 and July 2018 meeting minutes, although the Board approved \$200 and \$300 respectively for music, it is clarified that in actuality, the Board only spent just over \$100 towards music in the form of instructional DVDs during the 2017/18 fiscal year.
- Calendar of Events – December: filing of annual report.

Action item: Liz to file VBDS annual report and update the board of directors listing on BC Registry Societies Online.

9. COMMITTEE REPORTS

Budget and Finance – Thomas Webber (Treasurer), members TBD

- Thomas described the monthly reporting process and provided October's income statement and balance sheet. Income statements are generally two months in arrears and balance sheet provides a snapshot of where the club stands to date.
- Thomas is working with Bob Adams to find a couple of members preferably with financial backgrounds to sit on the committee.
- Signatories to the VBDS' account were discussed. Current signees on the chequing account are Liz and Thomas. To ensure operational efficiency it was agreed that Steve Montgomery be added to the account.

MOVED BY: Lynne and SECONDED BY: Thomas that Steve Montgomery be added as a signee on the VBDS account. CARRIED

***Action item:** Thomas to arrange for Steve Montgomery to be added as a signee to the VBDS account.*

Community Outreach – Thomas Webber (Chair), Bob Adams

- No report for this month.

Dance - Liz Frick (Chair), Cathy Hodson, Ildiko Fashoway, John Putters, Dale Morrisette

- 25th Anniversary dance on Nov 17/18 was a memorable and inspiring evening with over 135 people in attendance. Special recognition to Bob Adams, MC, Neil Fleischmann, music and the Dance Committee for a job well done.
- Christmas dance will be held on Dec. 15/18 with a special performance by VBDS members of Charlie's Angels.
- Planning for the VBDS New Year's Eve (NYE) dance continues. The Board confirmed the decision to proceed with the NYE dance as discussed previously by Board, but not documented as such, in the October and November meeting minutes.
- Board provided suggestions for the monthly dances including: having a speaker say a few words at each dance (i.e. welcome, thank you, etc.) and reintroduce Newcomers (up to/ including pre-bronze) for first hour of dance (i.e. 7-8 pm) starting in January, with a goal of potentially establishing a separate Newcomers Dance and Newcomers Dance Committee.

Governance – Thomas Webber (Chair), Bob Adams, Lynne Jordon

- Thomas provided a handout describing the role of the Governance Committee for the new board members.
- Provisional approval of 2018 AGM minutes – The draft minutes from the AGM were discussed. It was agreed that provisional approval of the minutes be deferred to the January 2019 meeting so that Thomas can explore the issue raised at the AGM regarding discrepancies between the 2016/17 and 2017/18 financial statements.

***Action item:** Thomas to report back to the Board at the January meeting on his findings related to the 2016/17 and 2017/18 financial statements.*

Marketing and Promotions – Rolands Muiznieks (Chair – to be confirmed), Steve Montgomery

- Steve indicated he would do Facebook advertising for the remaining sessions 3, 4, 5 and 6.
- Steve asked Rolands to assume the Chair of the Marketing and Promotions Committee noting that much of the marketing and promotions is done on the computer and can be done from anywhere. Steve indicated he could then focus on promotions face-to-face with people.

Action item: Steve and Rolands to meet in January to discuss Marketing and Promotions.

Membership – Lynne Jordon (Chair), committee members to be confirmed

- Lynne was confirmed as Chair of the Membership Committee and provided with a copy of the November membership list.
- Intro to Ballroom Workshop helpers Maureen Kearns, Sue McConachie and John Putters are already arranged by former board member, Journey.

Action item: Additional committee members to assist with Membership Committee and class registrations will be sought.

Standards and Classes – Steve M (Chair), Lynne J; one other VBDS member to be confirmed.

- Steve advised that a meeting of Standards and Classes was held on Dec. 2 with instructors Wanda Kivitt and Elizabeth Smailes to discuss issues with the class schedules this year; specifically pricing of Newcomers classes and succession from Newcomers to Intermediate.
- It was noted that this year, Newcomer classes had been priced at the same level of all other classes. To make the Newcomers classes more enticing and affordable, it was agreed by all that the fee for Newcomers be changed from \$12 per class to \$10 per class and the length of the session be changed to 11 weeks.
- How to bridge the gap from Newcomer to Intermediate was also discussed by the Committee. One suggestion is to combine Newcomer 1 and 2 syllabus to be covered in one 11 week Newcomer Class. Liz S and Wanda agreed to work on this over the Christmas period.
- Steve also advised that a Newcomer 2 class will be added on Monday nights at St. Nicholas Church hall.

Action item: Standards and Classes Committee to follow-up with instructors on proposed changes to the Newcomer syllabus.

10. OFFICE ADMINISTRATION

- Christina Southern (office administrator) - 71.25 hours

11. NEW BUSINESS

- Music systems: Work is underway to address the updates to the VBDS music systems by Steve/Raymond. A new monitor is required.

MOVED BY: Steve and SECONDED BY: Thomas that Raymond Rusk is approved to spend up to \$130 (2018/19 fiscal year) for the purchase of a TV monitor for the purpose of replacing a screen for our existing music system. CARRIED

- Keith Honeyman Memorial Award Recipient - Nominating Committee – to be discussed at the January 2019 meeting.

***Action item:** Steve to advise Raymond of approval of up to \$130 to purchase a new monitor for the VBDS music system.*

11. NEXT MEETING

- Proposed date (regular monthly meeting): Wednesday, January 9, 2019 at 6:30 pm.

12. ADJOURNMENT – meeting adjourned at 8:44 p.m.

The minutes were approved by the Board, as written at the January 9, 2019 meeting.