

Victoria Ballroom Dance Society - Board of Directors
Minutes of meeting
Wed., Jan. 9, 2019 at 6:30 pm at Cedar Hill Recreation Centre

In attendance: Steve Montgomery (President and Chair), Liz Frick (Secretary), Thomas Webber, Rolands Muiznieks, Lynne Jordon, Christina Southern (Administrative Coordinator)

1. CALL TO ORDER – The President and Chair called the meeting to order at 6:34 pm.
2. APPROVAL OF AGENDA – Agenda was approved with the addition of “MS Word” under item 8, Office Administration.
3. DECLARATION OF CONFLICT OF INTEREST – None declared
4. APPROVAL OF MINUTES – Moved by Lynne to approve the December 2018 Board meeting minutes. CARRIED
5. BUSINESS ARISING FROM THE MINUTES
 - 2018 AGM minutes (from Dec 2018)
 - Thomas and the VBDS bookkeeper have reviewed the 2016/17 statements prepared by Obara & Company and the 2017/18 financial statement prepared by the former VBDS treasurer. The statement prepared by Obara & Company is accurate. It appears that changes were made after the statement was finalized so when comparing figures, they do not align.
 - *Thomas will work with the VBDS bookkeeper to make the necessary adjustments to 2017/2018 statement to resolve the discrepancies.*
 - *Provisional approval of 2018 AGM minutes deferred to the February meeting pending a final report on the financial statements.*
 - Correspondence (from Aug & Oct 2018)
 - Correspondence from Beverley Lambert regarding viability of extending VBDS into Langford was discussed. It was noted that E&R Ballroom already offers dance classes at Juan de Fuca rec centre and that Bear Mountain Resort had contacted VBDS to consider its facility for a dance.
 - The Board discussed exploring possibly offering an Intro to Ballroom dance workshop in the region.
 - *Liz to draft a response to Beverley Lambert outlining options for Langford discussed by the Board.*
 - *Chrissy and Steve to follow-up with Bear Mountain Resort for information on their facility and fees for a possible dance.*
 - Establish Nominating Committee for 2019 Keith Honeyman Memorial Award Recipient
 - The Board discussed potential nominees, including long standing VBDS members and volunteers Neil Fleischmann and Eric Jenkins and more recent VBDS member and volunteer, Liz Frick.

MOVED by: Thomas and SECONDED by: Rolands that Neil Fleischmann, Eric Jenkins and Liz Frick be asked to serve on the Nomination Committee for the 2019 Keith Honeyman Memorial Award. CARRIED

- *Liz to follow-up with Neil Fleischmann and Eric Jenkins regarding the Nomination Committee for the Keith Honeyman Memorial Award.*
- Tabled and outstanding items from previous meetings
 - Smile card –A volunteer is required to oversee the Smile Card program. This task involves promoting the program and recording card holders. A nominee name was suggested and will be contacted.

It was also suggested that an e-mail specifically on the Thrifty Smile Card program be drafted.

- *Thomas to contact volunteer to coordinate the Smile card program.*
- *Chrissy to draft an e-mail to members (separate from newsletter item) promoting the Smile Card program, once a Coordinator is confirmed.*
 - Volunteer recognition – a couple of options for recognition of all VBDS volunteers was discussed. It was noted that National Volunteer week is April 7 – 13. It was also suggested that a recognition event could be added to the June dance.
- *Liz and Steve to check on option venue for a volunteer recognition event at the June dance.*
 - Jive line – The Board discussed the costs/benefits of the Jive line (telephone) and how communications have evolved over time with most people connecting via e-mail, web site, Facebook, etc. It was noted that the Jive line costs over \$43 a month and receives very little use. Although all promotional material includes the number, some promotional materials are due for updating and reprinting so references to the Jive line could be removed.

MOVED by: Rolands and SECONDED by: Steve to immediately terminate the line with Telus. CARRIED

- *Chrissy and Steve to follow-up with Telus to terminate the Jive Line.*
 - Credit Card – The Board discussed the need for a low interest, low cost credit card for miscellaneous and online expenditures such as Annual Report Filing Fee, authorize.net etc.
- *Thomas to follow-up with Coast Capital Savings to explore credit card options and report back to the Board.*

6. REPORTS

- President's Report – Steve reported on progress being made on the music system, Intro workshops, Board committees and Newcomer syllabus. Please see attached report.
- *Steve will follow-up with instructors Liz and Wanda about the Newcomer 1 and 2 syllabus.*
- Calendar of Events – January

- SOCAN and Re-Sound – Invoices received (for payment of royalties for using music at practices, dances, workshops) and will be reviewed and forwarded for payment.
- City of Victoria – Dancing in the Square – Grant Application: The Board agreed to a format similar to 2018 to include seven Monday nights starting July 8, with four bands, three DJs, and instructor for seven nights, for a total cost of \$2750. Liz to complete and submit application.
- *Thomas will review and submit SOCAN and Re-Sound invoices for payment.*
- *Liz to submit application to City of Victoria for 2019 Dancing in the Square before January 20, 2019.*

7. COMMITTEE REPORTS

- Standards and Classes – Steve Montgomery (Chair) – see President’s Report.
Require additional members for the committee. Committee makes decisions on classes, meets with instructors in June, and plans classes for the new year.
Rolands agreed to be on the committee with Steve and Lynne.
- Membership – Lynne Jordon (Chair) – Sue McConachie and Maureen Kearns have agreed to be on the membership committee.
There are currently 249 VBDS members.
Registration process was discussed. Lynne recommends promoting online registrations.
- Finance – Thomas Webber (Treasurer) – the current balance sheet and income statement were reviewed.
Thomas is working with Bob Adams to confirm members for the Finance Committee. Committee to develop budget, conduct 6 month review and provide advice on GICs.
- Governance – Thomas Webber (Chair) – no report this month.
- Community Outreach – Thomas Webber (Chair) – Activities ongoing at Carleton House (seniors program). A new request from Central Middle School (schools program) was received and is proceeding. VBDS will be invoicing the school for \$325 for instruction.
- Dance – Liz Frick (Chair) - Approximately 79 people attended the Christmas dance on Dec 15/18. The performance by “Charlie’s Angels” was well received and really added to the evening.

Over 55 tickets were sold for the New Year’s Eve dance. Although there was a minor issue with the sound system at the beginning of the dance, it was resolved quickly and didn’t interfere with people’s enjoyment of the evening. Special thanks to Dance Committee members (Cathy, John, Ildiko, Liz and Dale) who did an outstanding job with the coordination, set up, decor and preparation of the appetizers/refreshments. Although costs are higher for New Year’s Eve, the ticket price was kept down by having a volunteer DJ (Criena), utilizing decorations purchased for the 25th Anniversary dance and preparing the appetizers ourselves (Ildiko and Cathy). John acted as M/C and also set up a digital countdown clock which really added to the evening.

Plans are underway for the next dance on January 19/19 at Les Passmore Centre. Dance Committee members are willingly taking on a greater role with dance coordination and Cathy will be taking the lead on coordinating the January dance.

Dance Committee will be meeting on Sunday, Jan 13/19 to clean and organize the storage locker.

- Marketing and Promotions – Rolands Muiznieks (Chair) – no report.
- *Steve and Rolands to meet to discuss use of Mailchimp for marketing and promotions.*

8. OFFICE ADMINISTRATION

- Christina Southern (office administrator) – 41.5 hours
- MS Word Options – Chrissy is using a version licenced to former president, Doug Anderson and Liz (in secretary role) utilizes Open Office for Word documents which not all Board members can open.

Options to purchase MS Office for Board related business were discussed. Request deferred to next meeting in order to get more information.

- *Chrissy to provide further info on options for MS Word for February 2019 meeting.*

9. NEW BUSINESS

- Newsletter submissions – A suggestion was made to include something about dance etiquette in the newsletter.
- *Dance etiquette item to be added to weekly newsletter.*
- *Further discussion on newsletter submissions to be discussed at next month's meeting.*
- Newcomer Welcome Package – topic introduced for further discussion.
- *Newcomer Welcome Package to be discussed at next month's meeting.*

10. NEXT MEETING

- Wednesday, February 13, 2019, Cedar Hill Recreation Centre

11. ADJOURNMENT – 8:26 pm

Meeting minutes were approved by the Board, as amended, at the Feb 13, 2019 meeting.

Attachment 1

PRESIDENTS REPORT VBDS BOARD MEETING JANUARY 9, 2018

Happy New Year fellow Board Directors! I have quite a few successes to report from the Holiday period... A few things have progressed with the VBDS music system – Raymond purchased a tv (approved at the December Board meeting) and he has got 2 of the 3 systems working with the 3rd system close to being usable. Both Neil Fleischman & Ciena are working on providing music for the 3 music systems which should be ready very soon. This is a huge step forward from past years.

The New Year's Dance was a very positive evening, I will leave it to Liz to give more details about the evening.

Our Intro Workshops have had a very good response with FB marketing & advertising playing a big part alongside mail chimp email marketing. I discovered that the final mailchimp email for Intro Workshops were not promoting the Newcomer Classes over the last year. This is a critical component of the marketing that I set up in previous years. I am hoping that the changes with adding the Facebook advertising back and making important adjustments will make a significant difference to our results.

We have not yet got the results from Liz and Wanda with regards to combining Newcomer 1 and 2 so for now we will continue to run Newcomer 1 and 2 Classes.

I am pleased to say that we managed to find 2 people to join the Membership Committee and Lynne and myself will continue to look for a couple more. We all need to talk with members and find out who would like to help out as a volunteer even if it's only 10-15 minutes each month.

Liz, Bob and I will work more extensively on our plan for what small jobs need to be done on each of the VBDS Committees, now that the holiday season is over. If it takes us until September to formulate committees, so be it. I see this year as a progression to building towards what we can achieve next year.