

VICTORIA BALLROOM DANCE SOCIETY

Minutes – Board of Directors meeting
Wednesday, February 13, 2019 at 6:30 p.m.
By teleconference

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

1. Call to Order - at 6:40 p.m.
2. Approval of Agenda – approved as written.
3. Declaration of Conflict of Interest – none declared.
4. Approval of Minutes: January 16, 2019
MOVED BY: Lynne to approve minutes, as amended. CARRIED
5. President's Report
 - No written report.
 - Steve indicated his focus this past month has been sorting out challenges with the class schedule (i.e. classes from previous sessions overlapping; starting and finishing at different times.)
 - Class Schedule for Session 4 has been published.
6. Committee Reports
 - Standards and Classes – Steve Montgomery (Chair)
 - John Putters has agreed to sit on the Standards and Classes Committee.
 - A meeting of committee members to be called in the next couple of weeks.
 - Cancellation of classes due to the weather was discussed. The solution for each class will vary. *The Board agreed to put a notice in the newsletter to advise members that the Board is working on solutions related to class cancellations due to weather.*
 - An issue concerning class registrations and class lists was noted. *Lynne and Steve will investigate and ensure Chrissy receives info in timely manner.*
 - Membership – Lynne Jordon (Chair)
 - The three week Viennese Waltz and Paso Doble classes have been profitable for the Society but a number of challenges with registrations were noted.
 - Also noted was the number of times Steve and Lynne had to attend classes to register people. This issue has been exacerbated by the staggered classes.
 - To promote online registration, it was suggested that members be given a financial incentive to register online. *It was agreed that incentives to promote online registrations be discussed by the Standards and Classes committee.*

- *It was also suggested that Standards and Classes and Membership discuss what we do and how to continue to attract people who are no longer taking VBDS classes.*

Finance – Thomas Webber (Treasurer)

- Balance sheet ending Dec 31, 2018 and Income statement beginning of fiscal to end of Dec 31, 2018 were reviewed.
- Regarding the financial statements from the 2018 AGM, Thomas has recommended that adjustments be made to the current year's financial statements to reconcile the discrepancies between the VBDS and Obara and Company financial statements. *It was agreed that Thomas would draft a motion to that effect and circulate to Board members by e-mail.*
- Thomas advised there was a NSF charge back in amount of \$320 (membership and class registration). *Thomas will call the individuals involved immediately to ask them how they would like to pay.* No NSF charges were incurred by VBDS.
- Thomas is still working with Bob to recruit Finance Committee members. A draft terms of reference for the Committee has been prepared.

Governance – Thomas Webber (Chair)

- No report this month.

Dance – Liz Frick (Chair)

- January dance had a good turnout; approximately 53 people in attendance. Next dance scheduled for Feb 16th and will have the theme Hollywood Night. Robin Evans has agreed to lead the taxi dance which is a mixer.
- Dance Committee spent a couple of hours one Sunday to clean out the storage locker; there is still work to be done but it is now easier to access supplies and decorations.

Community Outreach – Thomas Webber (Chair)

- Thomas reported that the session at Central Middle School was successful with two very large groups of enthusiastic kids. Seniors program at Carleton House continues.
- Further to last month's discussion on the Smile Card, it was suggested that the Cards be made available once a month at Wednesday and Friday practices. Class reps will also be asked to promote the Smile Cards during class announcements.
- *Thomas to communicate this change, as appropriate.*
- *A revised e-mail notification to members about the Smile Card program to be drafted.* The page about Smile Cards on the VBDS web site was noted.

Marketing and Promotions – Rolands Muiznieks (Chair)

- The application for Dancing in the Square was submitted to the City of Victoria in January. The City provided confirmation of receipt and will advise of decision in February.
- Steve provided an overview of stats and type of advertising on Facebook. Lots of marketing takes place between Facebook and the Mail chimp e-mails.

7. Business Arising from the Minutes

Provisional approval of AGM minutes

- Following discussion of the financial statements as noted earlier in the meeting, it was MOVED BY: Rolands and SECONDED BY: Thomas to provisionally approve the minutes from the 2018 Annual General Meeting. CARRIED
Liz to send the provisionally approved minutes to Chrissy for posting on the VBDS web site.

Correspondence – Beverley Lambert and Langford options

- Deferred to next month.

Newsletter submissions

- Brief discussion about what is included in the weekly newsletter and what is sent to class reps for announcement at classes.
- *Newsletter to be discussed further at the next meeting.*
- *Class rep emails to be revised to focus on promotion of VBDS activities and instructor dances, promotion of Smile Card (once a month) etc.*

Keith Honeyman Memorial Award Nominations Committee

- Nominations Committee received 3 nominees for the Keith Honeyman Memorial Award from the membership.
Committee will meet to review nominations and advise the Board of its decision.

Newcomer Welcome Package

- Deferred to future meeting.

Options for MS Word

- Chrissy reported that Office 365 which includes Word, Excel, Outlook, Powerpoint, Publisher, and Access is \$109/year and can have up to 6 users. Can purchase monthly (\$11/month) or annually.

MOVED BY: Steve to purchase MS Office 365 package for one year for \$109.

SECONDED BY: Lynne

CARRIED

Chrissy to proceed with purchase of MS Office 365 package.

VBDS automatic payments

- It was noted that some automatic payments could be debited from the VBDS account but not all (e.g. authorize.net requires payment by credit card).
- *Thomas to follow-up with Zac at CCSCU to see if it's possible to get a VBDS a credit card with the VBDS president's name on it and if we could update each year if/when president is changed.*
- *Thomas to also check with Zac to see if the CCSCU credit card has it's own insurance.*

8. New Business

Calendar of events – WorksafeBC

- Thomas has not seen an invoice yet.
- *Thomas to talk to Bob Adams about requirements (i.e. payroll and labour contract report) and also ask Barb for records prepared by Linda from last year.*

Eastern Star - An Evening of Dance, May 11/19

- Thomas reported that he responded to an email about an Eastern Star Fundraiser but has not heard anything back from the organizer.

Videoing at practices

- A member has complained about someone videoing with a phone at Wednesday practice.
- It was noted that cell phones have made this common place and that there are differences in terms of levels of comfort between the generations.
- One suggestion was to ask the member who raised the issue to talk to the person who was videoing directly.
- *It was also suggested that Governance Committee may want to explore. Thomas to raise with Bob A.*

9. Office Administration

- Christina Southern (Office Administrator) – 60.25 hours

10. Next Meeting

- Proposed date: Wednesday, March 13, 2019

11. Adjournment at 8:15 pm

Minutes were approved by the Board of Directors at the March 13, 2019 meeting.