

VICTORIA BALLROOM DANCE SOCIETY

Minutes – Board of Directors meeting
Wednesday, April 10, 2019 at 6:30 pm
Cedar Hill Recreation Centre

In attendance: Liz Frick, Vice President and Secretary (Chair), Thomas Webber, Lynne Jordon and Rolands Muiznieks

Regrets: Steve Montgomery (President)

1. Call to Order - at 6:30 pm
2. Approval of Agenda - approved as amended. Addition of Smile Cards and Microsoft Office 365 under Business Arising from the Minutes and Batteries for Wireless Keyboards, Royal Oak contract and Les Passmore Centre rules under New Business.
3. Declaration of Conflict of Interest - none declared.
4. Approval of Minutes: from March 13, 2019 meeting - approved as written.
MOVED BY: Lynne and SECONDED BY: Rolands CARRIED
5. President's Report - no report this month. Steve Montgomery away.
6. Committee Reports
 - Standards and Classes – Steve Montgomery (Chair) - Lynne reported that Saturday's NC1 class was cancelled due to insufficient numbers. Two people moved to NC2 and one person moved to the NC1 class on Thursday.
 - Busy month coming up for registrations as there are classes starting every week. It was suggested that online registration be encouraged and that a message be added to the web site to include the classes@vbds.org email address to the online registration text as members are not able to register online after the first day of classes. *Chrissy/Liz to review current wording on web site and revise, as appropriate.*
 - Membership – Lynne Jordon (Chair) - Intro Workshops finished last week. Still working on membership drive.
 - Finance – Thomas Webber (Treasurer) - Monthly income statement and balance sheet reviewed.
 - A number of question were raised for follow-up: Was New Year's Eve dance invoice received? (*Liz/Chrissy to investigate*). What does amount for First Data fee entail? (*Steve M to explain at future meeting*). Is revenue from Intro to Ballroom Workshops accurate? (*Thomas/Barb to explore*).
 - *Thomas/Barb to also explore options for reinvesting GICs that are coming due and moving them over to the incorporated society account.*
 - It was reported that Thomas/Chrissy collated numbers for payment of Resound and Socan invoices for 2018. Payment in the amount of \$25.03 was made for Resound and \$78.46 for Socan.
 - The annual fee for forwarding mail to Chrissy's address is due May 1. Board members advised that last year, it was decided that it is more economical to have mail forwarded to Chrissy than to have her spend time driving to and from post office to pick up the mail. *Thomas will pay the Canada Post invoice and submit for reimbursement.*
 - Draft motions concerning discrepancies between the two VBDS financial statements prepared for the fiscal year ending August 31, 2017 were presented:

- MOTION # 1 - BE IT RESOLVED THAT as a result of the Board's investigation into the variance between the 2016/17 fiscal financial statement as prepared by Obara & Company and the corresponding adjusted financial statement as prepared by the then Treasurer Linda Ryder (for the period ending August 31, 2017), the Board agrees that the Obara & Company statement stands as is.

MOVED BY: Liz; SECONDED by: Rolands

CARRIED

- MOTION # 2 - BE IT RESOLVED THAT as a result of the Board's approval that the Obara & Company financial statement stands as is, the variance encountered between the two financial statements in the amount of \$707.21 be reflected in the fiscal financial statement for the year ending August 31, 2018, thereby adjusting reducing the 2017/18 fiscal year end loss by the same amount.

MOVED BY: Thomas; SECONDED BY: Lynne

CARRIED

- Governance – Thomas Webber (Chair) - Calendar of events item: review bylaws for possible amendment for AGM. *Thomas to follow-up with Bob Adams to begin the bylaw review process in preparation for the 2019 Annual General Meeting.*
- Dance – Liz Frick (Chair) - There was a good turnout of newcomers at the St Patrick's Day dance on March 16. Approximately 59 people in total attended.
- Plans are underway for the April 27th dance at Cedar Hill Rec Centre which will include presentation of the Keith Honeyman Memorial Award (KHMA), demos by the competition dancers, and a merengue mixer. In addition to the usual Facebook and newsletter advertising, all former KHMA recipients will be contacted and invited to the dance.
- Dancing in the Square - Liz has been in contact with Connie Dunwoody of MC2 and is awaiting confirmation of their availability for the three live music gigs, as discussed at last month's meeting. Liz has also made initial contact with VBDS instructors to check for their availability to conduct workshops.
- Community Outreach – Thomas Webber (Chair) - Nothing to report.
- Marketing and Promotions – Rolands Muiznieks (Chair) - Nothing to report.

7. Business Arising from the Minutes

- Smile Card: new password required to access the VBDS account. Projects for this year to include membership drive and promotions (including Facebook advertising and Dancing in the Square.) *Lynne will make Smile Card application for this year.*
- Microsoft Office - a formal objection to the Board's decision to purchase MS office for \$109 annually was received from VBDS member Steve Hutchings. As the purchase had not yet taken place, the Board and Office Administrator conducted further research and determined that the free software Open Office is sufficient for the Secretary to use along with Adobe (PDFs) but is not sufficient for the Office Administrator. The Board confirmed its decision to purchase an annual subscription to Microsoft Office 365 but with the modification that it be for single use. *The Board will investigate options to see if VBDS qualifies for a discounted price as a non-profit before acquiring the new software.*

8. New Business

- Calendar of events – see Governance item above.
- Batteries for wireless keyboard. A request to purchase spare batteries (AAAs) for the three wireless keyboards was received. *It was agreed that Thomas will purchase batteries (packs of 4) and provide to Raymond.*
- Les Passmore Centre (LPC) Washrooms - LPC has asked that members use only the washrooms in the auditorium by the stage. Announcements will be made at classes and other events and an item included in the newsletter.

- Royal Oak contract - the new contract for year beginning September 1 has been received. Rental has increased from \$24/hour to \$25/hour. It was noted that the contract includes “actual use” time including 15 minute key in/key out time for hall usage; similar to last year’s contract.
Chrissy to email draft contract to Standards and Classes Committee to review and provide input and will also provide last year’s contract for info.

9. Office Administration

- Christina Southern (Office Administrator) – 66.75 hours

10. Next Meeting

- Proposed date: Wednesday, May 8, 2019 at 6:30 pm

11. Adjournment - meeting adjourned at 8:03 pm.

Minutes were approved by the Board at the May 8, 2019 meeting.