

## VICTORIA BALLROOM DANCE SOCIETY

Minutes – Board of Directors meeting

Wednesday, June 12 2019 at 6:30 pm

Cedar Hill Recreation Centre

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

**Guest:** Bob Adams

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1. Call to Order - at 6:32 p.m.
  2. Approval of Agenda - approved with addition of domain renewals and Smile Card.
  3. Declaration of Conflict of Interest - none declared.
  4. Approval of Minutes: from May 8, 2019 meeting - approved with typo/corrections.  
MOVED BY: Rolands and SECONDED BY: Lynne CARRIED
  5. President's Report
    - Work has been ongoing with instructor Wanda Kivitt to schedule classes over the summer.
  6. Committee Reports
    - Standards and Classes – Steve Montgomery (Chair)
    - See President's Report above.
    - Membership – Lynne Jordon (Chair)
    - Membership and Dance Committees to work together on September potluck dance.
    - Membership Committee would like to reach out to past members. It was suggested members invite friends and past members to events. This would include the September potluck dance. Also to include a survey link in mailchimp e-mail.
    - Finance – Thomas Webber (Treasurer)
    - Statements to end of May reviewed. Net income down slightly but still to the good by \$1,482.43.
    - Board discussed closing the unincorporated account (Shelbourne branch) as GICs mature and agreed to transfer \$25,000 to the checking account to cover expenditures through to the fiscal year end. Remaining \$87,000 in GICs will be transferred to the incorporated account (Oak Bay) as GICs mature. As previously discussed, GICs to be staggered - 6, 12 and 18 month terms.
    - Discussion on low risk, short terms bonds ensued. Interest higher but is not guaranteed. *Thomas will ask Coast Capital for a rate sheet on GICs and other instruments available to a non-profit society.*
    - It was noted that Barb (bookkeeper) will be away from June 20 until mid-July.
    - Governance – Thomas Webber (Chair), Bob Adams
    - The Governance report from the November 2018 AGM was provided as background which outlines priorities for consideration for this year's AGM. It was noted that the call for resolutions normally goes out well in advance (mid-September).
    - Priorities identified for consideration this year include:

- i) examine model bylaws for notices for general meetings (e.g. allowing for e-mail and web site notifications); member numbers - need to specify how and when members are counted (i.e. need over 250); and timing and nature of notices to bring the bylaws in line with the *Societies Act*.
- ii) who has signing authority and whether that should be in the bylaws.
- iii) Governance committee to look through the model bylaws to see if there are ways to bring the VBDS bylaws in line with the model bylaws where it makes sense.
- A question was asked about fundraising. It was noted that it is okay to fundraise but that VBDS can't issue tax receipts as the society is not a charity as defined by the Government of Canada.
- Dance – Liz Frick (Chair)
- Plans in progress for the June 22nd members and volunteers recognition dance. To date, just over 40 people have RSVP's. Hoping for a good turnout. Board members are encouraged to attend. First hour will include Newcomers' portion, followed by Cha cha mixer. Steve will say a few words of appreciation and appetizers/mix and mingle will take place at approximately 8:30 pm. A Quickstep line dance will be led by Diane D.
- Dates for summer dances have been set - July 27 and Aug 24.
- Plans for a September potluck and dance to be determined. As noted, Dance Committee will work with Membership Committee on this event. Dates for fall dances still to be determined.
- Saanich Commonwealth Place has been reserved for the New Year's Eve dance.
- Community Outreach – Thomas Webber (Chair), Bob Adams
- Report on Community Outreach activities circulated to Board members outlining program activities: schools programs at Doncaster and Central Middle Schools and seniors programs at Carlton House.
- Budget for this year was \$1,500 net cost. Anticipate that the program will come in under budget at approx. \$1,100. Both the schools and seniors homes contribute to the cost of the program.
- Anticipate a similar budget will required for next year. Doncaster and Central Middle School (CMS) will likely run next year as instructor contacts are keen. Not known if the program at Carlton House, Oak Bay will run in upcoming year.
- Suggestions for next year: end of year recitals and competitor demos to be included at schools programs. 2018/19 was Central Middle School's first year so no recital was held. Diane and Thomas did a demo at CMS. Suggest a demo also be arranged for Doncaster next year too.
- Marketing and Promotions – Rolands Muiznieks (Chair)
- Dancing in the Square. See comments below.
- Folkloria - Rolands contacted Folkloria but slate was full. Will consider for next year, if appropriate.

## 7. Business Arising from the Minutes

- Microsoft software application - Office 365 installed on Chrissy's system. Software was not free but provided to VBDS at a discounted price as a non-profit.
- Smile card - no official word that Smile Card was approved this year but payment advice has been received.
- Domains - VBDS has an old domain for Dance Pacifica that hasn't been used for a number of years. Board discussed and agreed to terminate and stop paying for the domain (approx. \$30/year). If required in the future, web site would likely be associated with VBDS' web site. *Chrissy to follow-up and cancel old Dance Pacifica domain.*

- Dancing in the Square - update
- Update on bookings of instructors, band, DJs, etc. provided. Liz advised she is not able to be at each event (due to household move) and requested assistance.
- Steve agreed to DJ and MC the first event and will find two other VBDS volunteers to assist at the following two events. Bob Adams to ask Neil if he would do DJ for the workshop for the night he is booked to teach.
- VBDS to send invoice for \$1,900 to Sarah Turner, Cultural Coordinator at City of Victoria for expenses related to the event (i.e. for music and instructors). *Liz to follow-up with bookkeeper (Barb) to prepare invoice for City of Victoria.*
- *Liz to send info on Dancing in the Square to Chrissy to include on Facebook, web site and in the weekly newsletter.*

#### 8. New Business

- Calendar of events – Renew Events Manager Pro (related to website and schedules and classes). *In progress. Chrissy is working with Danielle on this.*
- Domains - *Liz to add domain renewals to calendar.*
- Correspondence - email about Kelly C's attendance at practice. If/when he next comes to a practice, Board members (Rolands or Lynne) to talk to him and ask him politely to leave.

#### 9. Office Administration

- Christina Southern (Office Administrator) – 76.5 hours

#### 10. Next Meeting

- Proposed date: Wednesday, July 17, 2019 at 6:30 pm. *Chrissy to check on availability of venue.*

#### 11. Adjournment - at 7:51 p.m.

Minutes were approved by the Board at the July 17, 2019 meeting.