

VICTORIA BALLROOM DANCE SOCIETY

Minutes – Board of Directors meeting

Wednesday, May 8, 2019 at 6:30 pm

Cedar Hill Recreation Centre

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

1. Call to Order - at 6:34 pm
2. Approval of Agenda - with the addition of the following items:
Folkloria and Renewal of Bookkeeper's contract to New Business, and
Fundraising to Marketing and Promotions.
3. Declaration of Conflict of Interest - none declared.
4. Approval of Minutes: from April 10, 2019 meeting - approved as written.
MOVED BY: Lynne; SECONDED BY: Rolands CARRIED
5. President's Report - no report this month.
6. Committee Reports
 - Standards and Classes – Steve Montgomery (Chair) - Session 6 is in place. Work on next year's schedule to align classes to be done between now and September.
 - Drop-in for Line Dance class has been well received. WCS class starts on May 23rd.
 - Membership – Lynne Jordon (Chair) - Membership is fairly healthy but Lynne would like to explore membership tactics for new and also former members. New members continue to be recruited for membership and classes from the Intro Workshops. For former members, Lynne suggested conducting a short survey with questions to explore why former members did not renew; what would make them join again and what could VBDS do to make membership more attractive. Specific questions to be determined.
 - *Chrissy to investigate if it's possible to do a survey via Mailchimp and follow-up with Lynne.*
 - Finance – Thomas Webber (Treasurer) - Balance sheet and income statement to March 31/19 received. Total revenue just under 63,000. Total expenses \$57,306.62. Net income is \$5,579.64. Term deposit coming due shortly. It was suggested that the \$75,000 term deposit be split into 3 X \$25,000 with staggered terms (e.g. 1 for 6 months, 1 for 1 year, and 1 for 18 months). *Thomas to follow-up on renewal of term deposits with Barb (bookkeeper).*
 - Governance – Thomas Webber (Chair) - will contact Bob to discuss governance issues related to the *Societies Act* and VBDS bylaws.
 - Dance – Liz Frick (Chair)
 - A successful dance in April to honour this year's Keith Honeyman Memorial Award recipient - Bob Adams. Nearly 100 people in attendance. Demos from competition dancers and merengue mixer well received.
 - Next month's dance planned for May 18 (Victoria Day long weekend).
 - June's dance moved from June 15 to June 22 so as not to conflict with John de Pfyffer's Saturday dance in June, which has already been advertised.
 - Dancing in the Square - request for approval for funding for DJs at a rate similar to last year's (\$75 per session) was agreed, if needed.
 - Community Outreach – Thomas Webber (Chair) - no update.

- Marketing and Promotions – Rolands Muiznieks (Chair)
- Folkloria - Request for VBDS participation at Folkloria reviewed.
- *Rolands to contact Folkloria to book VBDS demos on June 8 and 9 and then advertise/promote through our newsletter. All dancers welcome.*
- Fundraising - Shoe swap booked for Friday, June 14 on stage at Les Passmore Centre. Agreed to expand to dance wear as well.
- Brief discussion on other fundraising opportunities ensued. *Lynne to contact Bob Adams to find out more about past and potential fundraising activities.*

7. Business Arising from the Minutes

- Smile Card - Lynne has sent a list of tangible items to Thrifty's in support of VBDS application for Smile Card program this year. It included sandwich boards, signage, banners, volunteer recognition, music and DJs.
- Microsoft software application - Liz was asked to provide a copy of VBDS incorporation certificate in support of VBDS' application. Certificate sent this week. Should hear within 10 business days if VBDS is approved.

8. New Business

- Calendar of events – none identified for May.
- Thomas advised the Bookkeeper contract comes due at the end of August. *Liz to add Bookkeeper contract to the Calendar for August and provide a copy of current contract to Thomas to review.*
- Volunteer leads - Some difficulties getting volunteer leads this session. Steve previously coordinated in the past but hasn't been involved this year. It was suggested that when leads move to NC2, they be encouraged to volunteer as leads for NC1 classes. *It was also suggested that there be a short orientation session/conversation. Looking for a volunteer to lead this.*
- Volunteer recognition - at upcoming dance discussed. *Dance Committee (Liz) to work with Membership Committee (Lynne) to coordinate volunteer recognition and potluck at upcoming dances.*
- Registration - Looking ahead, Lynne would like help (i.e. small group) to explore ways to streamline the registration process and raise awareness about the process with our members. An item for discussion/confirmation is whether people can register online after the first class. *Chrissy/Lynne to investigate.*
- Practice DJ - It was noted a music volunteer is needed for the May 24th practice as Raymond will be away.

9. Office Administration

- Christina Southern (Office Administrator) – 49.75 hours

10. Next Meeting

- Proposed date: Wednesday, June 12, 2019 at 6:30 pm

11. Adjournment - meeting adjourned at 7:59 pm

Minutes approved by the Board of Directors at the June 12, 2019 meeting.