

VICTORIA BALLROOM DANCE SOCIETY

Minutes – Board of Directors meeting
Wednesday, July 17, 2019 at 6:30 pm
Cedar Hill Recreation Centre

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

1. Call to Order - at 6:29 pm
2. Approval of Agenda - approved with addition of Smile Card under Business Arising and POS and authorize.net under New Business.
3. Declaration of Conflict of Interest - none declared.
4. Approval of Minutes: from June 2019 meeting -
MOVED BY: Lynne and SECONDED BY: Thomas to approve minutes as written. CARRIED
5. President's Report - Steve reported that the summer classes have been well attended and profitable to run.
6. Committee Reports
 - Standards and Classes – Steve Montgomery (Chair) - Lynne and Steve will begin working on the interim fall class schedule.
 - Fees for classes discussed and whether to offer an incentive for those who register in advance online. This will help facilitate coordination of volunteer leads and reduce volunteer hours.

MOTION: THAT EFFECTIVE FOR SESSION 1 2019, online registrations are offered at the current rate. A higher class fee applies for all other registrations.
MOVED BY: Lynne and SECONDED BY: Rolands. CARRIED
 - Membership – Lynne Jordon (Chair) - Plans underway for a fall shoe sale. Liz and Lynne to discuss and coordinate with a fall dance.
 - Survey questions regarding membership have been drafted and method to distribute questions to be explored. *Chrissy/Lynne to investigate.*
 - Finance – Thomas Webber (Treasurer) - Financial statements delayed as bookkeeper has been on vacation. Will forward to Board as soon as available.
 - Further to discussion at the June board meeting, Thomas visited Coast Capital and provided a GIC rate sheet for the Board to review. Suggestion made that GICs be set up to rollover automatically. *Thomas to action.*
 - Governance – Thomas Webber (Chair) - further to discussions at the June board meeting, Governance Committee is consulting with members with governance expertise to assist with preparation of resolutions for the Annual General Meeting in November.
 - Dance – Liz Frick (Chair)
 - Volunteer Recognition and June dance event was well received with over 80 people in attendance.
 - Summer dances scheduled for July 27 and August 24 at LPC.
 - Dates for fall dances have been booked. Plans for potluck in September to be discussed with Membership Committee, and plans for class demos dance for Spring 2020 to be discussed with Standards and Classes Committee.
 - Recent volunteers to be recruited to assist with dance committee.

- Community Outreach – Thomas Webber (Chair) - no update
- Marketing and Promotions – Rolands Muiznieks (Chair) - no update

7. Business Arising from the Minutes

- Dancing in the Square - has been well attended. Board members are encouraged to attend.
- Smile card - approval for smile card received. Need to facilitate purchase of items discussed (e.g. signage, banners, sandwich boards, brochures, etc.) *Steve and Chrissy to follow-up.*

8. New Business

- Calendar of events
 - July: Review Bookkeeper Contract (due end of August). *Steve and Thomas to meet with Barb and renew contract.*
 - Aug: Membership Renewal Notices - discussed
 - Aug: Run membership numbers (as at Aug 31st) - discussed
- Correspondence:
 - Inquiry from Steve Hutchings requesting information about the board's approval and cost of the POS and authorize.net was received and discussed. *Thomas to provide response.*
 - Invitation to advertise in Dance Victoria received and discussed. It was noted this is an opportunity to raise the profile of VBDS including the Intro Workshops.
 - MOTION: THAT VBDS create a 1/4 page ad at the rate of \$475 for the 2019/2020 Dance Victoria Program.
 MOVED BY: Liz and SECONDED BY: Thomas. CARRIED
Chrissy to prepare a design for a 1/4 page ad and submit to Dance Victoria.

9. Office Administration - Christina Southern (Office Administrator) – 43.75 hours

10. Next Meeting

- Proposed date: Wednesday, August 14, 2019 at 6:30 pm

11. Adjournment - 8:03 pm.

Minutes were approved by the Board at the August 14, 2019 meeting.