

VICTORIA BALLROOM DANCE SOCIETY

Minutes – Board of Directors meeting
Wednesday, September 11, 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

1. Call to Order - at 6:37 p.m.
2. Approval of Agenda - approved as written
3. Declaration of Conflict of Interest - none declared
4. Approval of Minutes: from August 2019 meeting - approved as written.
MOVED BY: Thomas and SECONDED BY: Lynne CARRIED
5. President's Report
 - It was noted that Newcomer and Intermediate classes were held during the summer.
 - Pleased to report that there was a large turnout for the first Intro workshop held in September. It was suggested that modifying the workshop from 2 to 3 dance styles may have contributed to the increased numbers as well as holding classes during the summer.
 - Thomas has advised he will be resigning from the Board after the Annual General Meeting (AGM) in November but will ensure a smooth transition of his duties as treasurer.
 - Updates to the VBDS brochure, sandwich boards and banners (with Thrifty Smile Card funding) still to be done. *Chrissy to update brochure and send to Steve for proofing and ordering; also banners and sandwich boards.*
6. Committee Reports
 - Standards and Classes – Steve Montgomery (Chair)
 - Registration for memberships and classes is progressing well. More registrations for Newcomers anticipated after this Friday's Intro workshop.
 - Membership – Lynne Jordon (Chair)
 - Report on membership numbers as of Aug 31/19 was sent to Lynne for info. This date (end of dance year) has been selected as annual date for reporting membership numbers and to facilitate comparison from year to year.
 - Finance – Thomas Webber (Treasurer)
 - August statement not yet available as the bookkeeper is working on the year end materials. *Thomas will pass along the August statement on to Board members as soon as they're available.*
 - As discussed at the previous meeting, the majority of GICs are now on deposit at CCSCU Oak Bay branch.
 - Bookkeeper's contract has been renewed for another year at the same hours/rate as last year.
 - Thomas re-enrolled VBDS with Canadian Payment Services to reflect incorporated society checking account (Oak Bay branch) and has created a new user ID and password.
 - Governance – Thomas Webber (Chair)
 - Governance Committee is working on proposed resolutions for the AGM.

- BE IT RESOLVED THAT the date for the VBDS Annual General Meeting for 2019 be set for Wednesday, November 20;
- BE IT FURTHER RESOLVED THAT the deadline for submission of Special Resolutions be set for end-of-day Sunday, October 27, and the deadline for submission of Ordinary Resolutions be set for end-of-day Wednesday, November 6th.

MOVED BY: Thomas and SECONDED BY: Lynne

CARRIED

- Dance – Liz Frick (Chair)

- Summer dances, coordinated by Dance Committee, were well attended with approx. 50 people at each dance.
- Plans are in progress for the Potluck dinner and dance on September 21st.
- Dance committee continues to work on its goals of being less wasteful and more environmentally friendly.
- Dance Committee discussed plans for NYE dance in July. Format will be similar to last year's dance including ticket price but with increase in price by \$5/ticket after Dec 1. Music will be provided by Criena H. and catering by Dance Committee. Volunteers will be recruited to help with catering, set up and take down. Tickets will be printed and available for sale in early October. Dance Committee will make every effort to make the event cost-recovery or revenue generating, similar to the previous two years. Board suggested an honorarium of \$100 for the DJ for the New Years Eve dance.

- Community Outreach – Thomas Webber (Chair) - report to be provided

- Community Outreach Committee has been approached by a number of schools (3 existing plus one more) and seniors centres and has request a budget of \$1,800 for this fiscal year. Last year, the budget request was for \$1,500.
- MOTION REQUESTED ON BEHALF OF THE COMMUNITY OUTREACH COMMITTEE:
 THAT the VBDS Board provisionally approve an interim budget for the VBDS Community Outreach Program for a Net Expenditure in Fiscal 2019-20 of up to \$1800, and recommend that a similar amount be included in the budget to be approved by the new Board following the 2019 AGM (based on Estimated Costs of \$3600, and Estimated Revenues of \$1800).

MOVED BY: Thomas and SECONDED by: Lynne

CARRIED

- Marketing and Promotions – Rolands Muiznieks (Chair)

- No report.

7. Business Arising from the Minutes

- Survey Monkey Strategy - Points for clarification: objective and audience. For example:
 - Objective - what motivates people to join VBDS? What is the benefit of being a member? (e.g. classes, dances, social events, etc.)
 - Who we should survey and what lists are available?
- *Membership Committee (Lynne, Chair) to work with Steve and Chrissy to determine appropriate audience, timing and questions for survey.*

8. New Business

- Calendar of events - September
 - AGM planning - Board/Governance Committee - to be discussed at October meeting
 - Review Year-end Financial Statements - to be done as soon as reports are ready.
 - Appoint Nominating Committee - Board suggested approaching a number of members for their interest on serving on the nominating committee including Thomas, Crena and Bob. *Steve to follow-up with Bob.*
 - Planning for marketing dances - is on track; *Can be deleted from Calendar of Events list. Liz to action.*
- Correspondence: Inquiry from Rob Forbes requesting Salsa Dancers for the musical Matilda has been addressed. Steve suggested Rob contact Christina Morrison, at UVIC for volunteers as she is involved with the Salsa community in Victoria.

9. Office Administration

- Christina Southern (Office Administrator) – 52.5 hours

10. Next Meeting

- Proposed date: Wednesday, October 16, 2019 at 6:30 pm. *Chrissy to revise room booking with Cedar Hill Rec Centre, if possible.*

11. Adjournment - at 8:04 p.m.

Minutes approved at the October 16, 2019 meeting.