



**25<sup>th</sup> ANNUAL GENERAL MEETING  
8:00 P.M., WEDNESDAY, NOVEMBER 28, 2018  
CEDAR HILL RECREATION CENTRE**

**MINUTES**

**APPROVED by the membership at the 2019 AGM on November 20, 2019**

**ROUTINE BUSINESS:**

The meeting was called to order by Thomas Webber, VBDS President and Chair, at 8:01 p.m.

The Chair introduced Board members Liz Frick and Steve Montgomery, Office Administrator Christina Southern and acknowledged the contribution of VBDS member Bob Adams to the Board.

1. Confirmation of attendance and quorum
  - Number of members in attendance: 39
  - Number of proxies: 2
  - Quorum: Confirmed

2. Adoption of the agenda

**MOTION:**

THAT the agenda be adopted, as written. (Neil Fleischmann/Lynne Jordon) CARRIED

3. Approval of the minutes of the last Annual General Meeting (November 22, 2017)

**MOTION:**

THAT the minutes of the November 22, 2017 Annual General Meeting be approved, as written. (Eric Jenkins) CARRIED

4. Business arising from the minutes
  - None.

5. Reports

- a. Report of the President - Thomas Webber
  - Thomas provided an overview of VBDS Board activities of the past year and acknowledged and thanked the volunteers who have assisted with VBDS activities.

- An update on the administrative staff assisting the Board was provided. Office Administrator, Christina Southern's contract has been renewed and the Board has acquired the services of Barbara Gordon as bookkeeper.
  - Board member resignations were noted: Douglas Anderson (in September), Linda Ryder (in October) and Journey Hood (in November).
  - Current VBDS membership is just over 225.
  - Suggested areas for attention in the coming year include: music update, promotion of membership, class registration process, and establishment of a new finance and budget committee. Report attached.
- b. Report of the Treasurer - Thomas Webber
- Thomas advised he assumed the role of Treasurer after Linda Ryder resigned in October 2018 to volunteer in Tanzania for two years. Thomas provided an overview of the financial statement prepared by Linda and noted that although total revenue was down from the previous year, expenses were also down. A shortfall of approximately \$8,000 for 2017/18 was noted. (See attached report).
  - Thomas advised that VBDS member Steve Hutchings had brought to his attention that some figures in the 2016/17 financial statement did not match figures in the 2017/18 comparison. Thomas advised that the differences are not that great, that the bottom line does not change and that the differences noted may be due to a re-grouping of numbers or to Excel formulas. Thomas indicated he would explore this.
- c. Governance Committee Progress Report – Liz Frick
- Liz provided an overview of the work of the Governance Committee and plans for the coming year. Governance Committee will continue its review of the VBDS bylaws for alignment with the new *Societies Act* and will consult, as needed, with VBDS members with expertise in this area. See report attached.

## **NEW BUSINESS:**

### **6. Resolutions**

- a. Ordinary Resolution #1: Setting annual membership dues for the VBDS  
(submitted by the Board)

### **MOTION:**

BE IT RESOLVED that effective immediately, the annual dues for regular membership be set at \$70 per annum, and that the rate for eligible students and disabled persons be \$40 per annum, with the exception that members who are joining for the first time, or former members rejoining after an absence of more than 1 year from the expiration of their last membership year, may have their memberships pro-rated, such that if they join on or after March 1, the fee will be \$35 for regular members and \$30 for eligible students and disabled.

- It was noted that the fees are similar to last year but that the proposed motion provides for a pro-rated fee schedule with two intakes – September 1 and March 1.
- It was noted that in the past, January has been a month with a large intake of new members. As increasing membership is a priority, it was suggested that having a pro-rated fee schedule with three intakes will help achieve this goal.

PROPOSED AMENDMENT:

- Amendment by Steve Montgomery: to continue with the pro-rated fee schedule with three intakes similar to the previous year. CARRIED

AMENDED MOTION:

BE IT RESOLVED that effective immediately, the annual dues for regular membership be set at \$70 per annum, and that the rate for eligible students and disabled persons be \$40 per annum, with the exception that members who are joining for the first time, or former members rejoining after an absence of more than 1 year from the expiration of their last membership year, may have their memberships pro-rated, such that if they join after January 1 the fee will be \$50 for regular members and \$30 for eligible students and disabled, and if they join after April 1 the fee will be \$30 for regular members and for eligible students and disabled.

MOVED BY: Thomas Webber on behalf of the Board

CARRIED

b. Ordinary Resolution #2: Appointment of an auditor (*submitted by the Board*)

MOTION:

BE IT RESOLVED that the Victoria Ballroom Dance Society not appoint an auditor for the 2017/18 fiscal year.

MOVED BY: Thomas Webber on behalf of the Board

CARRIED

7. Election of members of the Board

- Nominating Committee (Brian Evans, Liz Frick and Bob Adams) submitted the following motion:

BE IT RESOLVED that the following VBDS Members in good standing be acclaimed as Directors for a two-year term on the Board of the Victoria Ballroom Dance Society:

Rolands Muiznieks

Lynne Jordon

Steve Montgomery

Thomas Webber

And BE IT FURTHER RESOLVED that, as usual, the VBDS Board of Directors have power to second and approve additional Directors during the course of the year.

The Chair called for nominations from the floor. None were received

MOTION recommended by the Nominating Committee for acceptance by the Membership:  
CARRIED

8. Announcement of the elected Board members

- The following members were acclaimed as members of the board.
  - Rolands Muiznieks
  - Lynne Jordon
  - Steve Montgomery
  - Thomas Webber
- Board members in attendance – Lynne, Steve and Thomas - introduced themselves to the membership and highlighted what they hoped to contribute over the coming year.

9. Election of the President

MOTION:

THAT Steve Montgomery be acclaimed as president of the Victoria Ballroom Dance Society for the usual one year term until 2019 Annual General Meeting.

MOVED BY: Thomas Webber

CARRIED

10. Announcement of the elected President

- Steve Montgomery was acclaimed as VBDS president for a one year term.

11. Other business

a. General information and open discussion

- An overview of the Society's Community Outreach activities (the schools program and seniors programs) was provided.
- Board members efforts to maintain operations of the Society over the past number of years was recognized and acknowledged.
- Memberships, classes and scheduling were discussed. Suggestions made included: checking for membership at practices and dances, exploring what percentage of members take classes and what percentage join for other benefits of membership (e.g. attending practices, dances, etc.), exploring why people choose VBDS vs another dance instructor or organization.
- It was noted that offering classes has always been the biggest form of recruitment for the club.
- It was suggested that information on class lists should be available earlier.
- It was suggested that the Membership Committee consider these suggestions and bring forward for discussion at the Board

12. Call to destroy ballots and adjournment of meeting

- No ballots were used.
- The meeting was adjourned at 9:18 pm.

Recording Secretary: Liz Frick

Office Administrator: Christine Southern

VBDS Presidents Report  
November AGM 2018

A heart-felt welcome everyone at this, the VBDS 2018 Annual General Meeting!

I would like to first take a moment to introduce your dedicated hard working VBDS Board of Directors who have all volunteered their valuable time and energy for you the membership! (Liz Frick and Steve Montgomery).

Long time member Bob Adams continues to astound us all with his tireless contributions and energy assisting and guiding Liz and I over this past year. Bob is an extremely valuable asset to VBDS and he continues as a leader with the Governance Committee and Youth & Outreach Schools Program! THANK YOU BOB!

1. Dance Committee Report: Chaired by Liz Frick:

- In 2018, Dance Committee has hosted 14 VBDS dances including 3 separate Newcomers dances.
- Recent highly successful 25<sup>th</sup> Anniversary Dance and demo with a 140 member and guest turnout. Provided a memorable connection with many past members and guests. Historical posters added a nostalgic touch. Hoping to extend the success and passionate feeling into future events.
- Special acknowledgement and appreciations to Bob Adams, Neil Fleischmann and Robin Evans who assisted Dance Committee with the VBDS 25<sup>th</sup> Anniversary dance.
- Recognizing all of the volunteers who organize and coordinate the monthly dances including Dance Committee members Liz Frick (Chair), Cathy Hodson, Ildiko Fashoway, John Putters and Dale Morrisette; music volunteers Criena Henly, Journey Hood, Steve Montgomery and Neil Fleischmann; and Diane Duruisseau and Dave Killion who have expertly and enthusiastically led the line dances.
- Special thanks to Vicky Killion for arranging the Chief and Petty Officer's Mess event in Esquimalt for the April 2018 dance and to Cora Constantino who has assisted at the door.
- For the coming year, dance dates for the next six months have been set and Dance Committee welcomes your input on themes for the New Year and ideas to make the dances engaging for all levels and members of the club.

2. Ongoing New for this Year:

- Christina Southern's contract as Administrative Support renewed and extended for two years.
- Barbara Gordon – Book keeper  
Commenced Sept 1, 2018 recommended by and working with Linda Ryder (using SAGE Accounting Program). She is on contract up to 6 hours per month at \$40/ hour.

3. Board Member Situation: i.e., VBDS Board Resignations

- Doug Anderson – September, 2018
- Linda Ryder – October, 2018 (2 year volunteer posting in Tanzania)

- Journey Hood – November, 2018

We will be looking for at least 4 nominees going into next year. We will need to fill the majority of the positions on the board; seeking a mix of both experienced and newer members.

Our bylaws state that the officers and one or more other persons shall comprise directors of the society. Our Bylaws state that the minimum number of directors is 5, although this year, but six is our recommendation.

The Officers of the board are:

- **President**
- **Vice President**
- **Secretary** - Liz willing to act as secretary
- **Treasurer**
- **Membership Coordinator**
- **One other director** - (i.e. Dance Coordinator)

Duties of the officers are outlined in the bylaws.

#### 4. Improvements Needed:

- Marketing: Membership is down to about 225 (was over 400) as at November 14<sup>th</sup>, 2018. We need to expand our efforts in this area via Website, Brochures, Demos – lots of options and opportunities. Borrow from the successes of the recent past.
- Music: We have an annual budget for new fresh music and a review/upgrade of the music system and selection – work is underway thanks to Crena and Rob; others encouraged to get involved.
- Finance & Budget Committee: Not in place as yet going forward for 2018-19. Can use last years as an example (Doug, Linda and Thomas). Need a three person committee to review, recommend and report on this at least semi-annually. Keeps us on target and ensures better time and funds management. Makes recommendations and reports directly to the Board.
- Class Registration Process: turnout, small classes, and cancelations. Need a Committee to manage this at membership and class registration times. Helps to target problem areas, cancellations and managing hall and instructor costs.

Respectfully submitted by: Thomas Webber

November 28, 2018

**VICTORIA BALLROOM DANCE SOCIETY**

**FINANCIAL STATEMENTS**

**FISCAL YEAR ENDING AUGUST 31, 2018**

(Unaudited – See Notice to Reader)

## **NOTICE TO READER**

We have compiled the statement of financial position of the Victoria Ballroom Dance Society as of August 31, 2018 and the statements of revenues and expenditures and changes in net assets for the year then ended.

These are unaudited financial statements.

RESPECTFULLY SUBMITTED by:

Linda Ryder, Treasurer

Douglas Anderson, (former) President

Thomas Webber, Vice-President

**Finance Committee, Victoria Ballroom Dance Society**

September 10, 2018



<b>Victoria Ballroom Dance Society</b>		
<b>Balance Sheet As at 08/31/2018</b>		
<b>ASSET</b>		
<b>Current Assets</b>		
Cash Floats	200.00	
Chequing Bank Account	5,159.66	
VBDS Incorporated Chequing Account	8,642.04	
Term Deposit @2.25% Due May 11 2019	75,000.00	
Term Deposit @1.65% Due Oct 11 2018	25,000.00	
Term Deposit @2.5% Due Sep 11, 2020	30,000.00	
Accrued Interest - Term Deposits	2,537.66	
Cash and Term Deposits		146,539.36
Prepaid Insurance		770.94
Prepaid Expenses		1,050.00
<b>Total Current Assets</b>		<b>148,360.30</b>
<b>Capital Assets</b>		
Equipment -General	9,023.04	
Accum. Amort. - Equipment General	-5,718.92	
Net Equipment - General		3,304.12
Music, Tapes & CD's	8,815.58	
Accum. Amort. - Music, Tapes & CS's	-8,312.29	
Net Music, Tapes & CD's		503.29
Trophies	4,125.00	
Accum. Amort. - Trophies	-4,125.00	
Net Trophies		0.00
Dance Pacifica Risers	1,400.00	
Accum. Amort.-Dance Pacifica Risers	-1,259.04	
Net Dance pacifica Risers		140.96
Dance Pacifica Signage	1,391.00	
Accum. Amort.Dance Pacifica Signage	-1,391.00	
Net Dance Pacifica Signage		0.00
Website Development	8,748.02	
Accum. Amort. - Website Development	-4,655.64	
Net Website Development		4,092.38
<b>Total Capital Assets</b>		<b>8,040.75</b>
<b>TOTAL ASSET</b>		<b>156,401.05</b>
<b>LIABILITY</b>		
<b>Current Liabilities</b>		
Accounts Payable		1,453.05

Unearned Revenue		5,168.72
GST Charged on Sales	6,441.14	
GST Paid on Purchases	-5,902.08	
GST Filed	412.97	
GST Owing/Refund		952.03
<b>Total Current Liabilities</b>		<b>7,573.80</b>
<b>TOTAL LIABILITY</b>		<b>7,573.80</b>
<b>EQUITY</b>		
<b>Member's Equity</b>		
Retained Earnings - Prev Year Gen		9,501.67
Member's Equity - Development Fund		137,482.31
Member's Equity - Pacifica Fund		2,497.45
Member's Equity - Hodgson Fund		7,232.26
Current Earnings - General Fund		-7,886.44
<b>Total Member's Equity</b>		<b>148,827.25</b>
<b>TOTAL EQUITY</b>		<b>148,827.25</b>
<b>LIABILITIES AND EQUITY</b>		<b>156,401.05</b>

<b>Victoria Ballroom Dance Society</b>					
<b>Comparative Income Statement</b>					
	Actual 09/01/2017 to 08/31/2018		Actual 09/01/2016 to 08/31/2017		Percent
<b>REVENUE</b>					
<b>Revenue</b>					
Class Fees		49,207.96		61,609.67	-20.13
Membership Fees		19,720.00		23,110.00	-14.67
School Program Fees		1,439.00		1,357.00	6.04
Intro to Ballroom Dance		2,150.00		1,515.00	41.91
Monthly Dance Revenue		5,380.37		8,798.00	-38.85
New Year's Dance Revenue		3,795.00		7,525.00	-49.57
Competitors Practices		1,561.00		990.00	57.68
Community Outreach		730.00		0.00	0.00
Misc. Revenue		11.61		5.83	99.14
Dancing in the Square		2,700.00		500.00	440.00
<b>Net Revenue</b>		86,694.94		105,410.50	-17.75
<b>Other Revenue</b>					
Interest Income		2,551.13		32.93	7,647.13
Interest Income		0.00		167.08	-100.00
Thrifty Food Affinity Card		1,603.16		1,527.68	4.94
<b>Total Other Revenue</b>		4,154.29		1,727.69	140.45
<b>TOTAL REVENUE</b>		90,849.23		107,138.19	-15.20
<b>EXPENSE</b>					
<b>Payroll Expenses</b>					
WCB Expense		122.45		129.23	-5.25
<b>Total Payroll Expense</b>		122.45		129.23	-5.25
<b>Direct Expenses</b>					
Music Licences		927.18		179.57	416.33
Classes - Hall Rental	16,020.55		20,265.01		-20.94
Classes - Instructors	31,598.07		39,291.23		-19.58
Classes - Supplies	0.00		68.20		-100.00
<b>Total Class Expenses</b>		47,618.62		59,624.44	-20.14
Dancing in the Square		2,892.00		1,198.00	141.40
Dance Practice - Hall Rental	10,459.24		10,839.26		-3.51
Dance Practice - Instructors	1,078.25		1,072.50		0.54
<b>Total Practice Expenses</b>		11,537.49		11,911.76	-3.14
Intro to Ballroom Dance Hall Rent	285.00		357.15		-20.20
Intro to Ballroom Dance- Instructors	537.00		644.00		-16.61

Intro to Ballroom Dance - Promotion	343.52		75.45		355.29
Total Intro to Ballroom Dance Exp.		1,165.52		1,076.60	8.26
Monthly Dance - Hall Rental	1,988.19		2,060.74		-3.52
Monthly Dance - Music/Band	109.98		125.00		-12.02
Monthly Dance - Supplies	825.30		756.08		9.16
Dance Promotion	0.00		250.00		-100.00
Total Monthly Dance Expenses		2,923.47		3,191.82	-8.41
New Year's - Hall Rental	950.31		1,170.04		-18.78
New Year's - Banquet Catering	1,527.07		958.66		59.29
New Year's - Decorations	679.10		187.21		262.75
New Year's - Music	175.00		2,200.00		-92.05
New Year's - Supplies	308.64		1,021.48		-69.79
Total New Year's Dance Expenses		3,640.12		5,537.39	-34.26
School Program - Instructors	1,283.50		1,567.50		-18.12
Community Outreach	851.89		0.00		0.00
Total Outreach Program		2,135.39		1,567.50	36.23
<b>Total Direct Expenses</b>		72,839.79		84,287.08	-13.58
<b>General &amp; Administrative Expenses</b>					
Accounting & Legal		1,040.00		2,825.00	-63.19
Advertising General		568.03		2,731.63	-79.21
Amortization		2,717.28		2,717.28	0.00
Bank Charges		55.00		0.00	0.00
Board and AGM Expenses		427.98		1,588.89	-73.06
Board of Directors Meetings		222.61		0.00	0.00
Canadian Payment Services Charges		0.00		210.40	-100.00
Courier & Postage		166.00		162.00	2.47
Collective POS Charges		0.00		432.09	-100.00
First Data Service Charges		1,987.34		937.70	111.94
Authorize.Net		315.14		154.26	104.29
Insurance		1,873.31		966.75	93.77
Office Administration		12,363.65		14,143.43	-12.58
Office Supplies		329.23		1,019.04	-67.69
Licenses & Dues		70.00		80.00	-12.50
Music/DVD/CD		98.44		0.00	0.00
Paypal Service Charges		0.00		1,086.50	-100.00
Refunds for Previous Year Classes		0.00		416.45	-100.00
Rent - Storage		2,234.00		2,214.00	0.90
Telephone		640.29		706.35	-9.35
Website Expenses		665.13		1,075.90	-38.18
<b>Total General &amp; Admin. Expenses</b>		25,773.43		33,467.67	-22.99
<b>TOTAL EXPENSE</b>		98,735.67		117,883.98	-16.24
<b>NET INCOME</b>		-7,886.44		-10,745.79	-26.61

Victoria Ballroom Dance Society				
Project Income Summary 09/01/2017 to 08/31/2018				
<b>Classes</b>				
	4200	Class Fees	49,207.96	
	5502	Classes - Hall Rental		16,020.55
	5503	Classes - Instructors		31,598.07
			49,207.96	47,618.62
<b>REVENUE minus EXPENSE</b>			<b>1,589.34</b>	
<b>Intro to Ballroom Dance</b>				
	4204	Intro to Ballroom Dance	2,150.00	
	5516	Intro to Ballroom Dance Hall Rent		285.00
	5517	Intro to Ballroom Dance- Instructors		537.00
	5518	Intro to Ballroom Dance - Promotion		343.52
			2,150.00	1,165.52
<b>REVENUE minus EXPENSE</b>			<b>984.48</b>	
<b>Monthly Dances</b>				
	4205	Monthly Dance Revenue	5,380.37	
	5521	Monthly Dance - Hall Rental		1,988.19
	5522	Monthly Dance - Music/Band		109.98
	5525	Monthly Dance - Supplies		825.30
			5,380.37	2,923.47
<b>REVENUE minus EXPENSE</b>			<b>2,456.90</b>	
<b>New Year's Dance</b>				
	4206	New Year's Dance Revenue	3,795.00	
	5531	New Year's - Hall Rental		950.31
	5532	New Year's - Banquet Catering		1,527.07
	5533	New Year's - Decorations		679.10
	5534	New Year's - Music		175.00
	5535	New Year's - Supplies		308.64
			3,795.00	3,640.12
<b>REVENUE minus EXPENSE</b>			<b>154.88</b>	
<b>Practice</b>				
	5511	Dance Practice - Hall Rental		10,459.24
	5513	Dance Practice - Instructors		1,078.25
			0	11,537.49
<b>REVENUE minus EXPENSE</b>			<b>-11,537.49</b>	
<b>School Program</b>				
	4202	School Program Fees	1,099.00	
	5541	School Program - Instructors		1,283.50
			1,099.00	1,283.50
<b>REVENUE minus EXPENSE</b>			<b>-184.50</b>	
<b>Community Outreach</b>				
	4208	Community Outreach	1,070.00	
	5542	Community Outreach		851.89
			1,070.00	851.89
<b>REVENUE minus EXPENSE</b>			<b>218.11</b>	

<b>Victoria Ballroom Dance Society</b>					
<b>Comparative Income Statement</b>					
<b>Actual to Budget</b>					
	<b>Actual 09/01/2017 to 08/31/2018</b>		<b>Budget 09/01/2017 to 08/31/2018</b>		<b>Percent</b>
<b>REVENUE</b>					
<b>Revenue</b>					
Class Fees		49,207.96		67,500.00	-27.10
Membership Fees		19,720.00		27,000.00	-26.96
School Program Fees		1,099.00		1,700.00	-35.35
Intro to Ballroom Dance		2,150.00		2,500.00	-14.00
Monthly Dance Revenue		5,380.37		9,000.00	-40.22
New Year's Dance Revenue		3,795.00		7,000.00	-45.79
Competitors Practices		1,561.00		1,000.00	56.10
Community Outreach		1,070.00		0.00	0.00
Misc. Revenue		11.61		0.00	0.00
Dancing in the Square		2,700.00		3,000.00	-10.00
<b>Net Revenue</b>		<b>86,694.94</b>		<b>118,700.00</b>	<b>-26.96</b>
<b>Other Revenue</b>					
Interest Income		2,551.13		2,500.00	2.05
Thrifty Food Affinity Card		1,603.16		2,000.00	-19.84
<b>Total Other Revenue</b>		<b>4,154.29</b>		<b>4,500.00</b>	<b>-7.68</b>
<b>TOTAL REVENUE</b>		<b>90,849.23</b>		<b>123,200.00</b>	<b>-26.26</b>
<b>EXPENSE</b>					
<b>Payroll Expenses</b>					
WCB Expense		122.45		150.00	-18.37
<b>Total Payroll Expense</b>		<b>122.45</b>		<b>150.00</b>	<b>-18.37</b>
<b>Direct Expenses</b>					
Music Licences		927.18		500.00	85.44
Classes - Hall Rental	16,020.55		20,000.00		-19.90
Classes - Instructors	31,598.07		43,000.00		-26.52
Classes - Supplies	0.00		300.00		-100.00
Total Class Expenses		47,618.62		63,300.00	-24.77
Dancing in the Square		2,892.00		3,050.00	-5.18
Dance Practice - Hall Rental	10,459.24		12,500.00		-16.33
Dance Practice - Instructors	1,078.25		1,000.00		7.83
Total Practice Expenses		11,537.49		13,500.00	-14.54
Intro to Ballroom Dance Hall Rent	285.00		750.00		-62.00
Intro to Ballroom Dance- Instructors	537.00		1,500.00		-64.20
Intro to Ballroom Dance - Promotion	343.52		0.00		0.00

Total Intro to Ballroom Dance Exp.		1,165.52		2,250.00	-48.20
Monthly Dance - Hall Rental	1,988.19		2,500.00		-20.47
Monthly Dance - Music/Band	109.98		600.00		-81.67
Monthly Dance - Supplies	825.30		1,200.00		-31.23
Total Monthly Dance Expenses		2,923.47		4,300.00	-32.01
New Year's - Hall Rental	950.31		1,000.00		-4.97
New Year's - Banquet Catering	1,527.07		3,000.00		-49.10
New Year's - Decorations	679.10		300.00		126.37
New Year's - Music	175.00		500.00		-65.00
New Year's - Supplies	308.64		500.00		-38.27
Total New Year's Dance Expenses		3,640.12		5,300.00	-31.32
School Program - Instructors	1,283.50		1,600.00		-19.78
Community Outreach	851.89		0.00		0.00
Total Outreach Program		2,135.39		1,600.00	33.46
<b>Total Direct Expenses</b>		<b>72,839.79</b>		<b>93,800.00</b>	<b>-22.35</b>
<b>General &amp; Administrative Expenses</b>					
Accounting & Legal		1,040.00		1,000.00	4.00
Advertising General		568.03		2,000.00	-71.60
Amortization		2,717.28		0.00	0.00
Bank Charges		55.00		0.00	0.00
Board and AGM Expenses		427.98		500.00	-14.40
Board of Directors Meetings		222.61		500.00	-55.48
Courier & Postage		166.00		200.00	-17.00
First Data Service Charges		1,987.34		2,500.00	-20.51
Authorize.Net		315.14		1,200.00	-73.74
Insurance		1,873.31		2,000.00	-6.33
Office Administration		12,363.65		14,000.00	-11.69
Office Supplies		329.23		1,100.00	-70.07
Licenses & Dues		70.00		150.00	-53.33
Membership Expenses		0.00		100.00	-100.00
Music/DVD/CD		98.44		0.00	0.00
Rent - Storage		2,234.00		2,200.00	1.55
Telephone		640.29		700.00	-8.53
Website Expenses		665.13		1,000.00	-33.49
<b>Total General &amp; Admin. Expenses</b>		<b>25,773.43</b>		<b>29,150.00</b>	<b>-11.58</b>
<b>TOTAL EXPENSE</b>		<b>98,735.67</b>		<b>123,100.00</b>	<b>-19.79</b>
<b>NET INCOME</b>		<b>-7,886.44</b>		<b>100.00</b>	<b>-7,986.44</b>

**VBDS Governance Committee**  
Report to the 2018 AGM of the Victoria Ballroom Dance Society  
21 November 2018

**PROGRESS REPORT**

At the 2017 Annual General Meeting (AGM) last year, the Governance Committee recommended that Members approve a re-vamped Constitution and set of Bylaws, amended so as to meet the minimum requirements of a new *Societies Act* (under which VBDS is legally incorporated), and so as to take advantage of some of the new provisions allowed under the new *Act*. As part of this, the Committee recommended that VBDS should become a “Member Funded Society” under the *Act*, a new category of society created by passage of the *Act* in 2016.

At the AGM last year, several amendments to the Resolutions recommended by the Committee were discussed and approved. Subsequently, the new VBDS Constitution and Bylaws, as amended, was approved by Members, and have since been formally filed with the government registry, as required. The current Constitution and Bylaws are available on-line, on the VBDS website (via the drop-down, “About VBDS”).

While the current Constitution and Bylaws (Revised as of 22 Nov 2017) meet the minimum requirements of the current *Societies Act*, there are a number of new provisions in that *Act* that may, in the long run, be of some value to our club, and may be in the overall interests of Members were they to be adopted. Some of these provisions, in the *Act* itself and in the *Regulations* since proclaimed under the *Act*, may allow for more flexibility and/or efficiency in conducting the business of the club.

The approach to this that the Committee has recommended to the Board is that we should continue to gradually and systematically review the new *Societies Act*, and its *Regulations*, on a regular basis over the next few years, to check for additional areas where the club might want to consider incrementally updating or revising our Bylaws (and perhaps other policies), in line with provisions and changes in the new *Act* and the Regs. This should proceed in careful consultation with Members or others with specialized interest in the field, to try to ensure that, on balance, the advantages of any proposed changes are expected to outweigh any disadvantages, at least over time.

Some examples of areas for possible further review (a number of which have come up in the past) would include (but are not necessarily limited to):

- (i) “notices” required for General Meetings (both timing & nature of notices, perhaps allowing for email notifications);
- (ii) explicit provisions re “signing authority” that might be incorporated in the Bylaws (in line with the “Model Bylaws” included in the *Regulations*);
- (iii) further improvement & clarity re “Conflict of Interest” policies and other Director/Board responsibilities;
- (iv) “categories of VBDS membership”, including their various rights, benefits, & obligations (re Part 2, Bylaw Clause #4);
- (v) securing greater clarity in the Bylaws on amendments allowable at our general meetings;
- (vi) securing greater clarity in the Bylaws on chairing general meetings of the society (in line with the “Model Bylaws” included in the *Regulations*);
- (vii) provisions & procedures for disciplining, sanctioning &/or removing Directors and Members, in line with provisions in the *Act* (especially re Part 2 of our Bylaws, Clauses #7 & 8);
- (viii) reviewing other provisions in the “Model Bylaws” that it may be in the long-term interest of VBDS to adopt (eg, changes to arrangements for “proxies”).

Currently under review by the Committee are possible Special Resolutions that might be introduced at the 2019 AGM related to items (i) and (ii) listed above. Some potential wording for these amendments has now been circulated to several Members with background and expertise related to these two matters, who have worked closely with the Governance Committee in past years. Initial comments and suggested edits are being reviewed by the Committee, and the pros and cons of various options for change are being assessed. It is planned that these consultations will continue in the 2018-19 year, and that some detailed recommendations on these matters should be ready for consideration at the AGM in 2019.