

VICTORIA BALLROOM DANCE SOCIETY

Minutes – Board of Directors meeting
Wednesday, November 13, 2019 at 6:30 pm
Cedar Hill Recreation Centre

Attendees: Steve Montgomery (President and Chair), Liz Frick (Secretary), Thomas Webber, Lynne Jordon, Rolands Muiznieks (via teleconference), Christina Southern (Administrator)

1. Call to Order - Meeting called to order at 6:32 p.m.
2. Approval of Agenda - approved with addition of Correspondence Sent item under Membership Committee report.
3. Declaration of Conflict of Interest - none declared.
4. Approval of Minutes: from October 2019 meeting - approved with one amendment.
MOVED BY: Lynne SECONDED BY: Thomas CARRIED
5. President's Report - as it is the last monthly Board meeting before the Annual General Meeting (AGM), Steve thanked Board members for their hard work and efforts this past year. He indicated it's been an honour to work with everyone on the Board this past year and although small in numbers, he appreciated the positive efforts of Board members and acknowledged the considerable work achieved.
6. AGM planning and preparation
 - o Business arising from the minutes - Variances between 2017/18 and 2016/17 financial statements: Variance of \$707.21 in revenue. Thomas will speak to this item at the AGM indicating that an accounting correction has been made to the financial statement, year ending Aug 31/19.
 - o Report of the President in progress. Steve to complete for presentation at the AGM.
 - o Report of the Treasurer - financial statements year ending August 31, 2019 received and reviewed by the Board. Thomas to present at the AGM.
 - o Draft Governance Committee Progress Report received and will be finalized. Thomas to speak to it at the AGM.
 - o Nominating Committee Report - Report of potential nominees for appointment to the Board was provided. Committee this year was composed of Lynne, Thomas, and Jacqueline Chubb. Lynne to speak to it at the AGM.
 - o Lynne indicated that the Nominating Committee also wished to hold an informal meet and greet before the AGM, open to all members, to provide information on the Board, committees, volunteering, etc.
 - o It was then suggested that the Board may wish to provide a monthly update in the newsletter or in the form of poster boards to inform members about the work of the Board, its members and committees. For future consideration.
7. Committee Reports
 - Standards and Classes – Steve Montgomery (Chair)
 - o Report on registrations for Session 2 provided. Positive numbers, particularly in Newcomer 2 level, which will bode well for future classes.
 - Membership – Lynne Jordon (Chair)
 - o Feedback was provided on correspondence sent last month to a non-member regarding attendance at VBDS practices. Lynne to follow-up further with a current VBDS member who has indicated a willingness to accompany the individual in question - to discuss

possible options. *Lynne to follow up with the non member and a sponsor to discuss possible options.*

- Finance – Thomas Webber (Treasurer)
 - September 2019 income statement and balance sheet received and reviewed.
 - A request to add two WDSF instructional DVDs to the library discussed. (Quickstep and Viennese Waltz figures.) *Request was deferred to a future Board meeting to be discussed.*
- Governance – Thomas Webber (Chair)
 - See AGM planning and preparation above.
- Dance – Liz Frick (Chair)
 - Fall Harvest dance in October coincided with a gala hosted by Adam Hanna so our efforts focused on promoting to Newcomers. Approximately 50 people attended the dance.
 - Purchase of supplies for this fiscal year (red, fabric table cloths and natural colour LED candles) completed. These items will be mixed and matched with the supplies bought last year (white and black, fabric table cloths and pink LED candles and lights) thereby reducing the amount of single use or throw-away decorations.
 - November dance and shoe sale scheduled for Nov 23 at LPC.
- Community Outreach – Thomas Webber (Chair)
 - Possible schools program at Lambrick Secondary is not proceeding.
 - Seniors Demo Program - Michael Kittel and Rolands will be organizing a brainstorming session to discuss continuing the program (demos at Seniors' homes) formerly coordinated by Robin Evans. The hope is to come up with a plan to start up again in the Spring. Will likely be a simpler format. As before, there will be minimal or no financial burden on VBDS.
- Marketing and Promotions – Rolands Muiznieks (Chair)
 - Steve indicated that VBDS member Brian Mason has indicated an interest in assisting with the VBDS web site. As there is not much work associated with the web site, *Steve to follow-up to see if he would be interested in assisting with marketing and promotions such as Facebook advertising.*

7. Business Arising from the Minutes

- Items for further discussion (from past year): Newcomer Welcome Package - to be deferred for discussion at a future meeting by the new Board.

8. New Business

- Calendar of events - November
 - GST return - CRA - *Thomas to discuss with Barb.*
 - Keith Honeyman Memorial Award - appointment of nominating committee. Deferred to next month for the new Board.

9. Office Administration

- Christina Southern (Office Administrator) – 74.75 hours

10. Next Meeting

- Proposed date: Wednesday, December 11, 2019 at 6:30 p.m.

11. Adjournment - 8:13 p.m.

Minutes were approved by the Board at the December 11, 2019 meeting.