

VICTORIA BALLROOM DANCE SOCIETY

Minutes – Board of Directors meeting
Wednesday, December 11, 2019 at 6:30 pm
Cedar Hill Recreation Centre

Attendees: Lynne Jordon (President and Chair), Ron Cain, Liz Frick (Secretary), Cathy Hodson, Brian Mason, Steve Montgomery (Past President), Rolands Muiznieks

Guests: Thomas Webber

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1. Call to Order - meeting was called to order by the Chair at 6:34 p.m.
 2. Approval of Agenda - approved, as amended.
 3. Declaration of Conflict of Interest - None declared. Origin of agenda item described. Was introduced approximately 3 years ago.
 4. Appointment of Timekeeper - new standing agenda item to help manage and track time of each discussion item. Ron agreed to act as timekeeper for the December meeting.
 5. Appointment of new Board Directors - Lynne advised that Betty and Henry Choy have agreed to stand as treasurer and finance committee chair on the Board. Thomas will help assist with transition.

MOVED BY: LYNNE and SECONDED BY: LIZ to appoint Betty and Henry Choy to the VBDS Board of Directors for a term of two years. CARRIED

6. Welcome to new Board Directors

Lynne welcomed the new directors - Ron, Cathy and Brian - to the Board. Introductions were done by round table.

7. Approval of Minutes

- o The November 2019 meeting minutes were reviewed.

MOVED BY: Lynne and SECONDED BY: Steve to approve the minutes, as written.
CARRIED

- o Record of amendments to the October 2019 minutes - to add names of attendees at the meeting and to add honorary members approved by e-mail motion.

MOVED BY: Lynne and SECONDED BY: Rolands to approved the amended October 2019 minutes. CARRIED

8. Business Arising from the Minutes

- o Newcomer welcome package - to be referred to the membership committee to review.
- o NYE Dance handout - An overview of the proposed VBDS dance calendar/benefits of membership handout (prepared by member John P and board member Liz F) was provided.
- o Follow-up with John de Pfyffer (previous correspondence) - Rolands will be meeting with John in the upcoming week to explore/discuss issues and how we can work together as a dance community. *Rolands to provide follow-up to the Board at a future meeting.*

9. President's Report - Lynne Jordon

Lynne presented a card and gift to Thomas, on behalf of the Board, to thank him for his efforts and service to the Board.

Lynne indicated that in 2020 she would like to further develop the Committees of the Board. She advised a number of people have indicated an interest in serving on Committees, including Finance and Standards and Classes. Governance Committee's work on reviewing and amending the bylaws is ongoing. For example, the section on Nominations Committee is to be reviewed for consistency with the Notice of Meetings changes approved at the November 2019 AGM.

For Board correspondence, [as per bylaws] Lynne would like all Board responses to be sent by the Secretary (i.e. single board response) and asked directors to funnel responses to Liz to manage/track.

Lynne indicated she would like the Board to look strategically and identify priorities for the upcoming year.

10. Committee Reports and confirmation/appointment of Committee Chairs

Lynne circulated the Committee Terms of Reference to Board members and advised the following individuals have agreed to serve as committee chairs. Some reports of committee activities provided.

- Standards and Classes - Lynne, President and Chair
Session 3 Class schedule has been published. Lynne would like to plan out the year (whole of 2020) to give our instructors the dates. Steve M will continue to assist with this committee.
- Membership - Lynne/Liz, Membership Co-Coordinators
Lynne will continue on the committee and will work with Liz as co-Coordinator. Cathy will assist with class registrations and members Maureen and Sue assisting with Intro Workshops. *Lynne to contact member Linda Cain for interest in serving on this committee.*
- Finance - As noted, Betty and Henry Choy are appointed to the Board to assist with Finance matters. [After the meeting, it was confirmed that Betty would serve as Treasurer and Henry as chair of the Finance Committee.] *Thomas will meet with Betty and Henry and assist with the transition.*
- Governance - Ron Cain, Chair
Lynne and member Bob Adams will continue on this Committee. A question was asked about development of a harassment policy. *Ron to explore with Governance Committee.*
- Dance - Liz Frick, Chair
Existing/continuing members are: Cathy H, John P, Brian M and Lawrence G. Crien's contribution to music was also acknowledged.

Approximately 54 people attended the November dance. Comparison of dance revenues (year ending Aug 31/2019 to year ending Aug 31/2018) shows revenues from dances increased by approximately \$1000 this past year.

Sale of NYE dance tickets going well with approximately 62 tickets sold as of Dec 11th. Cathy was acknowledged for the work she has done to solicit door prizes from local businesses. Donations for five door prizes received so far. Thank you letters will be sent to all donors after the event. *Liz/Cathy to followup.*

Suggestions for dances/themes in 2020 to be developed by Dance Committee. The Board suggested Dance Committee look into the logistics for holding 50/50 draws and introducing dance cards. *Liz to follow-up with Dance Committee.*

- Community Outreach - Rolands, Chair
Michael Kittel is working on starting up the seniors demos program again. Bob Adams will be continuing with the Dancing in the Schools program.

- Marketing and Promotions - Brian Mason, Chair
Ron will also assist as Facebook administrator and with creating a Meet Up group.

Brian indicated he will explore logistics at venues such as Victoria Public Market and Hillside Centre to see if they would be interested in ballroom demos. He also indicated he has been in touch with Shaw TV and that it would be possible to create a half hour community program to highlight some community-oriented VBDS activities.

Brian indicated he will be assisting Chrissy with the newsletter, data entry etc.

Lynne advised that gift certificates are available for membership and classes. e.g. for Christmas gifts and suggested that a Facebook post be added.

11. Confirmation/appointment of Board Officers and Signing Officers for the VBDS bank account

- o President - Lynne Jordon (appointed as President at the AGM)
- o Vice-president - Rolands Muiznieks
- o Membership Coordinator - Lynne Jordon/Liz Frick, Co-Coordinators
- o Secretary - Liz Frick
- o Treasurer - Betty Choy

Two of three officers of the Board are required to sign on VBDS Credit Union account transactions.

Liz, as an existing signing officer, will facilitate the update to include the following signing officers: Lynne, President, Betty, Treasurer and Liz, Secretary.

12. AGM follow-up

- o Review of draft AGM minutes for provisional approval by the Board - the Board reviewed the draft minutes and agreed to add a chart to the section on membership fees, for clarification purposes.

MOVED BY: Lynne and SECONDED BY: Ron to provisionally approve the minutes of the November 2019 AGM, with the addition of a table to clarify the section on membership fees.
CARRIED

- o Filing of Annual Report with BC Registry - Following the AGM, the Society is required to file an annual report with the BC Registry. Filing fee is \$40.
Liz to file the annual report online with BC Registry.
- o Revision to Bylaws - Bylaw 14, as approved by the membership at the AGM - Liz will update the bylaws to reflect the amendment to Bylaw 14 approved by the membership at the November 2019 AGM.
Governance Committee to confirm when the updated bylaws are ready for filing with the BC Registry.

13. New Business

- Calendar of events - BF from last meeting
 - o GST return - CRA - *Henry and Betty to follow-up with Thomas/Barb on this item.*

14. Board Correspondence

The Board responded to two pieces of correspondence this month.

- o Jim Head - former member's suggestion to reduce the price of annual membership fee.
Forwarded to Membership Committee to review.

- o Steve Hutchings - concern about the reporting of the General, Development, Hodgson and Pacifica funds on the 2019 financial statement.
Forwarded to Finance Committee to address.

15. Office Administration

- Christina Southern (Office Administrator) – 48 hours
- SYNC (VBDS e-file storage system) - will do an orientation next meeting.

16. Next Meeting

- Proposed date: Wednesday, January 8, 2020 at 6:30 p.m. SYNC orientation at 6:00 p.m.

17. Adjournment - The meeting was adjourned at 7:54 p.m.

The minutes were approved by the Board of Directors at the January 8, 2020 meeting.