

VICTORIA BALLROOM DANCE SOCIETY

Board of Directors meeting - Wednesday, January 8, 2020 at 6:30 pm
Cedar Hill Recreation Centre

Directors: Lynne Jordon (President and Chair), Ron Cain, Betty Choy, Henry Choy, Liz Frick (Secretary), Cathy Hodson, Brian Mason, Steve Montgomery, Rolands Muiznieks

Regrets: Steve Montgomery; Ron Cain

MINUTES

1. Call to order - at 6:32 p.m.
2. Approval of agenda - with addition of one item: VBDS storage locker.
3. Declaration of conflict of interest - none declared.
4. Appointment of timekeeper - Henry
5. Approval of minutes - December 2019 meeting -
MOVED BY: Henry AND SECONDED BY: Lynne to approve the minutes of the December 11, 2019 minutes. CARRIED

6. Business arising from minutes

- Nomination Committee for the Keith Honeyman Memorial Award (KHMA) - brought forward from the November 2019 meeting.

An overview of the KHMA award and the process for establishing a committee and soliciting nominations was provided. It was:

MOVED BY: Rolands and SECONDED BY: Liz to establish a nomination committee for the 2020 Keith Honeyman Memorial Award. Members of the Committee will be Rolands (VP), Steve (Past President), Betty (Treasurer) and Cathy (Membership Coordinator). CARRIED

KHMA Nomination Committee to prepare a notice for the newsletter requesting nominations from the membership for the this year's award recipient.

7. Presidents Report

- Lynne would like the membership to know that Board meetings are open to attend.
- Lynne would also like the Board to report on its activities in the newsletter and asked that respective Board members write up brief updates as needed.

8. Committee Reports

Standards and Classes - Lynne

- Rod Mitchell has joined the Standards and Classes committee. The committee will meet on Jan. 11, 2020 with instructors Wanda Kivitt and Elizabeth Smailes to look at the Session 3 class schedule offerings and plan up to summer 2020. It was noted that the pre-bronze and intermediate classes are well-subscribed this session but some

adjustments to/cancellations of other classes may be needed.

Lynne to advise Chrissy of any revisions to the class schedule for Session 3, following the meeting.

Membership - Lynne/Liz

- Membership committee consists of VBDS directors Lynne, Liz, and Cathy and two VBDS members Maureen and Sue. A meeting of the committee to be scheduled shortly.
- It was suggested that a membership check be conducted at a practice in the near future.

Finance - Henry/Betty

- An explanation of the Income Statement and Balance Sheet and the relationship between the two reports was provided.

November statements look reasonable compared to October numbers with increased revenues and expenses.

Total equity in Oct was \$151,673; in November it was \$150,617. We could potentially be in deficit again this year. This will be discussed further in a future meeting.
- Knowledge transfer meeting with Betty, Henry, Lynne, Barb (bookkeeper) and Thomas was held. Next steps include documenting the process at a high level to provide background for the Finance Committee and for any newcomers that come on board.
- Top priority for the Finance Committee is building the budget. Actuals will be used to build baseline along with conversations with each of the committees. It was agreed that the reporting frequency for the budget would be quarterly, with leeway given for bookkeeper/treasurer holidays, when needed.
- The Calendar of Events item GST CRA was discussed. Bookkeeper makes the submission at VBDS year end. *Liz will move "GST CRA" item to August on the Board's Calendar of Events.*
- It was noted that the Telus account (jive line) hasn't been cancelled. As agreed previously by the Board, it was
MOVED BY: Henry and SECONDED BY: Brian to cancel the VBDS Telus account.
CARRIED
Betty will follow-up to cancel the Telus account.

Governance - Ron

- No report this month.

Dance - Liz

- 2019 Wrap-up: Two dances were held in December - the Christmas dance on Dec. 14 and the New Year's Eve dance. Approx. 80 people attended the Christmas dance and 88 people were at the New Year's Eve dance.

- Acknowledgment and special thanks to the competitive dancers for the Latin and Standard demos at the Christmas dance and to VBDS DJ, Crena and the Dance Committee - Liz, John, Cathy, Brian and Lawrence - who worked hard on both dances, but especially New Year's Eve which was a celebration as well as a dance.
- Plans for 2020 Dances: The January dance will be held on Jan 18th and will have a "Celebrating Chinese New Year" theme.
- Dance Committee would like to schedule class demos for the February 15th dance as this date aligns well with the end of Session 3 classes. Lynne will follow-up with our instructors.
- The plan for the March dance is to hold another potluck dinner.
- In April, the plan is to have the presentation of the Keith Honeyman Memorial Award for 2020 at the dance. Maybe a demo by the competitive dancers, if they're available.

Community Outreach - Rolands

- Seniors outreach program - Rolands and Michael Kittel met and are working on arranging six performances starting in the fall 2020. The plan is to find 8 or 9 pairs at the Bronze level and above to do demos. This should yield 5 or 6 pairs per time. Michael is contacting the seniors homes to determine interest in having dance demos.
- Schools outreach program. Wanda is teaching classes at Doncaster Elementary. and Oak Bay high school again this year. Discussions also underway with Central Middle School to find a suitable time.

Marketing and Promotions - Brian

- Demos: Brian reported that Hillside Centre advised they do not have the facilities for a ballroom demo.
- Another potential venue/activity suggested by Henry and Betty was discussed. Approach for this would be to contact HR managers to see if there is interest in providing a lunchtime ballroom session for staff in the building.

Lynne to work with Brian to prepare a proposal/backgrounder for this and other demos and to initiate a conversation with the owners of the venue to determine their interest.

- Facebook: Steve has provided Brian with info on Facebook promotions.
Brian to explore ways to reduce costs associated with Facebook advertising.

9. New Business

- Feedback from December President's and Boards' December messages - The Board will explore suggestions received including dance etiquette (newsletter), name tags, volunteers greeters or dance hosts at practices. Hand-held microphone to better hear announcements at VBDS dances and practices to also be explored.

- Business Cards - Board discussed updating and re-ordering VBDS business cards. Cards to include info about VBDS and space for board members to write their name and contact info.
- Storage Locker - *Liz to coordinate update to the list of members with access to the VBDS storage locker by e-mail.*

10. Calendar of Events

- Socan and Re-Sound - S&C and Finance committees to action, when appropriate.
- Application for Dancing in the Square - Application deadline is January 15th. *Brian agreed to coordinate 2020 Dancing in the Square. Liz to liaise with Brian.*

11. Board Correspondence

- Correspondence received
Thank you card & letter from the BC Cancer Foundation regarding VBDS donation received.
- Correspondence sent -
Thank you letters to 9 businesses/organizations for donation of NYE door prizes

12. Office Administration - 43.75 hours

- Technical issues with mailchimp, e-mail distribution lists and web site to be reviewed in collaboration with Chrissy.

13. In-camera (to discuss legal, property or personnel matters)

- At 7:49 p.m., it was MOVED BY: Lynne and SECONDED BY Henry to move the meeting in-camera. CARRIED
- At 8:15 p.m., it was MOVED BY: Lynne and SECONDED BY: Henry to rise and report out of in-camera. CARRIED

MOTION:

- MOVED BY: Liz and SECONDED BY: Henry to appoint Cathy Hodson as Membership Coordinator. CARRIED

14. Next meeting - Feb 12/20 at 6:30 p.m.

15. Adjournment - meeting adjourned at 8:19 p.m.

The minutes were approved by the Board at the February 12, 2020 meeting.