

## VICTORIA BALLROOM DANCE SOCIETY

Board of Directors meeting – Wednesday, February 12, 2020 at 6:30 p.m.  
Cedar Hill Recreation Centre

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

Members in attendance: Jacqueline Chubb, Diana Drake, Steve Hutchings, Michael Kittel, Judy Larush, Rod Mitchell, Dale Morrisette

---

### MINUTES

1. Call to order – at 6:30 p.m. The Chair welcomed and introduced the VBDS members in attendance at the meeting.
2. Approval of agenda – MOVED BY: Henry Choy to approve the agenda, as written. CARRIED
3. Declaration of Conflict of Interest – none declared.
4. Appointment of timekeeper – Henry
5. Presentation – The Board allocated 10 mins on the agenda (5 mins for the presentation and 5 mins for questions) to hear a presentation from VBDS member Steve Hutchings. The proposal presented by Steve H suggested changing the VBDS business model to allow non-members to attend classes and practices and authorizing a fee-for-service to generate a new revenue stream.

The Board had questions concerning the logistics and whether the proposal aligns with the VBDS constitution.

The Chair thanked Steve Hutchings for his presentation and indicated that the Board would take the proposal under advisement. *Assigned to the Finance and Membership Committees.*

6. Approval of minutes – January 8, 2020 meeting – minutes received.  
MOVED by Henry Choy and SECONDED BY: Steve Montgomery to approve the minutes, as written. CARRIED
7. Business arising from the minutes
  - VBDS Business Cards – Re-vamp of business cards is currently in process (Brian).  
*Membership Committee will work with Brian and Chrissy to finalize the design.*
  - VBDS name tags – It was noted that the existing design of name tags is very business like.  
*Cathy and Henry to explore/consider alternate design ideas for the VBDS name tags and report back to the Board.*
  - Storage locker access – Liz indicated that member access to the VBDS storage locker has been updated (primarily Board officers and Dance Committee members).  
Contract with the storage company was also updated.

Dance Committee has cleaned out and organized monthly dance supplies to make more space.  
*A further clean-out of the locker to be pursued but is a lower priority item at this time.*

- Keith Honeyman Memorial Award – Rolands reported the Nomination Committee received three nominees: Robin Evans, Raymond Rusk and Thomas Webber.  
*The Nomination Committee will meet to review the nominations and recommend a recipient for the award.*

8. President's Report – Lynne indicated she would like to hold a strategic budget planning session for Board members in April and asked for volunteers to help organize. Betty, Henry and Liz agreed to assist with planning for the session.

9. Committee Reports

- Community Outreach (Rolands) – Written report received. It was noted that the budget for this fiscal year for Community Outreach activities has already been approved by the Board.
- Dance (Liz) – Written report received.
- Finance (Betty/Henry)
- Finance Committee Update - written report received.
- Income statement and balance sheet as at 12/31/2019 received.  
MOVED BY: Henry and SECONDED BY: Betty to approve the income statement and balance sheet as at 12/31/2019. CARRIED
- Briefing Note concerning VBDS year-end financial statements investigating a VBDS financial statement reporting error related to General Fund retained earnings and the Development Fund equity balance received. This error was brought to the attention of the Board by VBDS member Steve Hutchings.
- Finance Committee reviewed the financial statements from fiscal year ending 2015-16 to 2018-19 inclusive, along with approved resolutions authorizing transfer of funds and bookkeeping entries taken/not taken and is recommending that the Board authorize the Treasurer to make the correcting entries (prior period adjustments) to reflect the Board's intention to access funds from the Development Fund that should have been recorded in previous fiscal years but weren't.
- The Board deferred a motion to approve until Friday, Feb 14, 2020.
- A revised briefing note entitled “VBDS Feb 13 Briefing note to include additional \$1.5K Final” was circulated to Board members by email on Feb. 13, 2020 and an email vote conducted on Feb. 14, 2020.  
MOVED BY: Henry Choy and SECONDED BY: Lynne Jordon  
To approve this VBDS Briefing Note re: VBDS Financial Statement Reporting Error dated February 13, 2020. CARRIED
- Governance (Lynne) – Written report received.
- Marketing and promotions (Brian) – Written report received.
- Steve M provided an overview of Facebook advertising including target audiences and metrics used (e.g. # of people that land on an ad; # of unique clicks or unique individuals, # of reactions

to a post, # people the ads are reaching.) Info is also available for previous sessions.

- Membership (Lynne) – Written report regarding honorary membership and the appointment of John de Pfyffer as an honorary member received.

MOVED BY: Cathy Hodson and SECONDED BY: Rolands to appoint John de Pfyffer as an honorary member of VBDS until August 31, 2020.

CARRIED

Steve Montgomery opposed

- Standards and Classes (Lynne) – Written report received and proposed motions considered.

MOVED BY: Lynne Jordon and SECONDED BY: Betty Choy

THAT all levels of classes with 4-6 students will run only if students agree to an additional fee of \$20/ student.

CARRIED

MOVED BY: Lynne Jordon and SECONDED BY: Betty Choy

THAT classes be cancelled or merged in advance of the first class whenever possible to avoid additional costs associated with instructor time and hall rental.

CARRIED

MOVED BY: Lynne Jordon and seconded by Betty Choy

THAT VBDS will issue refund cheques in extenuating circumstances only; all other requests for refunds will be via credit note and refund cheques will not be issued.

CARRIED

10. New Business – none

11. Bring Forward items (formerly Calendar of Events)

- Worksafe BC: Item has been completed by Bookkeeper.
- Review GIC renewal dates (ref: August 2019 minutes): *Treasurer to review.*

12. Board Correspondence

- Taporowski – request for a demo at the Odd Fellows Lodge on Douglas St. Neil Fleischmann visited the site. VBDS will do a demo there on February 29<sup>th</sup>. *Neil to be provided with rack cards for handout.*

13. Office Administration – 59.75 hours

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

- At 7:41 p.m., it was MOVED BY: Henry and SECONDED BY: Lynne to move the meeting in-camera. CARRIED
- At 7:47 p.m., it was MOVED BY Rolands and seconded by Liz to rise and report out of in-camera. CARRIED

15. Next meeting – March 11, 2020 at 6:30 p.m.

16. Adjournment – Meeting was adjourned at 7:49 p.m.

The Board approved the minutes at the March 11, 2020 meeting.