

VICTORIA BALLROOM DANCE SOCIETY

Board of Directors meeting – Wednesday, March 11, 2020 at 6:30 p.m.
Cedar Hill Recreation Centre

Directors in attendance: Betty Choy, Henry Choy, Liz Frick (Secretary), Cathy Hodson, Lynne Jordon (President and Chair), Brian Mason

Regrets: Steve Montgomery, Rolands Muiznieks

Administrator: Christina Southern

Members in attendance: Jacqueline Chubb, Liz Smailes, Ron Smailes

MINUTES

1. Call to order – The Chair called the meeting to order at 6:32 p.m. and welcomed the members in attendance.
2. Approval of agenda – It was
MOVED BY: Betty Choy to approve the agenda, as written CARRIED
3. Declaration of Conflict of Interest – None declared.
4. Appointment of timekeeper – Henry
5. Approval of minutes – February 12, 2020 meeting – minutes were received. It was
MOVED by Brian Mason and SECONDED BY: Henry Choy to approve the minutes, as written.
CARRIED
6. Business arising from the minutes
 - VBDS name tags – name tags for members was discussed. It was suggested that a design that people will want to wear, that is fun, colorful, cool etc. is needed. Cathy agreed to e-mail a picture of her square dance club name tag to Board members as an example of another club's name tag. Discussion to continue next month.
 - The Chair recognized VBDS honorary member Elizabeth Smailes who suggested it would be good to have name tags for classes making it easier for instructors to learn the names of our students.
7. President's Report – Written report received.
 - Report primarily about strategic budget planning and included recommendations from the Strategic Budget Planning Task Group that met to discuss the upcoming planning sessions and the member presentation received last month.

MOVED BY: Lynne Jordon and SECONDED BY Henry Choy

THAT VBDS Directors need to examine the VBDS budget a whole, to consider options for revenue generation and reduction of expenses, gather information on VBDS membership drop, class size fluctuations, effectiveness of promotion efforts on membership and class registration, and other community outreach.

THAT focus group sessions be set up to gather member and non-member input via small group facilitated discussions on Wednesday, April 1st at the Cedar Hill Recreation Centre.

THAT the proposal to allow non-members to attend practices and classes for additional fees not be pursued based on financial and other risks. CARRIED

8. Treasurer's Report – Income Statement and Balance Sheet as at 01/31/2020 received.
- The Treasurer noted that adjusting entries as agreed at the February meeting have been made on all statements from September to January. Treasurer also noted there was a modest increase in all revenue streams as of January – classes, memberships and intros.

MOVED BY: Betty Choy and SECONDED BY: Henry Choy to approve the income statement and balance sheet as at January 31, 2020. CARRIED

9. Committee Reports
Community Outreach (Rolands) – No report this month.

Dance (Liz) – Written report received.

- Board members asked to provide input on format this year's New Year's Eve dance as bookings need to be done early. A brief discussion ensued. *Board members to provide feedback to Liz by the end of March.*
- As a cautionary measure, the potluck dinner for the March dance will be postponed.

Finance (Betty/Henry)

- Finance Committee Update - written report received.
- Stats on the methods of payment (POS, website and ATM deposit) reviewed.
- [Authorize.net](#) discussed. Finance Committee suggests IT support in the area of security and risk management is needed. *Suggest asking for a volunteer from the dance community to assist with annual security and risk management review.*
- *Committee chairs reminded to submit budget forecasts to inform strategic budget planning.*

Governance (Lynne) – No report this month.

Marketing and promotions (Brian) – Written report received.

- Given the COVID-19 situation, the Board agreed to defer the March 25 pop-up session planned for the Atrium.
- Introduction to Ballroom Workshops discussed. Hall booking to be changed to starting time of 6:00 pm so as to welcome people at 6:15 pm and start class at 6:30 pm. Sign-up form to also be revised to include survey question – how did you hear about VBDS workshop.
- *Chrissy to revise booking with Les Passmore Centre to reflect earlier start time; Brian and Chrissy to change advertising and update sign-up form with survey question.*

Membership (Lynne) – Written report received.

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

MOVED BY: Lynne Jordon and SECONDED BY: Betty Choy THAT as of April 1, 2020 15% of class fee (minimum \$10) be charged as an administrative fee and deducted from refunds for classes. CARRIED

10. New Business

- Budget request of \$100 to purchase/update VBDS West Coast Swing (WCS) music was considered.

MOVED BY: Brian Mason and SECONDED BY: Henry Choy THAT \$100 is approved to purchase/update VBDS's West Coast Swing music. CARRIED

11. Bring Forward items (formerly Calendar of Events)

- Thrifty Smile Card application: Suggestions for use of funding from the Smile Card program discussed. Some potential projects suggested are further signage, membership drive, parent and child lessons, expanding school programs, new microphone, participation in health and wellness promotions, supporting competition dancers, advertising in senior magazines, demonstrations at local markets (e.g. Moss St., Sidney, James Bay, Art Gallery), and promotional items such as pens. *Liz and Lynne to assist Brian with this year's application.*
- NYE dance – discussed in Dance Committee Report.

12. Board Correspondence

- Received from Raymond Rusk – COVID-19: addressed as a newsletter item.
- Received from Emma Hickey – School dance program: to be referred to Community Outreach and Marketing and Promotion committees for consideration.
- Sent to John de Pfyffer: honorary membership

13. Office Administration – 62.75 hours

- Ongoing issue concerning number of subscribers/e-mails with free version of Mailchimp noted.

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

- At 7:30 p.m., it was MOVED BY: Lynne Jordon and SECONDED BY: Henry Choy to move the meeting in-camera. CARRIED
- At 7:40 p.m., it was MOVED BY Liz Frick and seconded by Brian Mason to rise and report out of in-camera. CARRIED

15. Next meeting – April 8, 2020 at 6:30 p.m.

16. Adjournment – Meeting was adjourned at 7:45 p.m.

The minutes of the March 11, 2020 meeting were approved at the April 8, 2020 board meeting.

VICTORIA BALLROOM DANCE SOCIETY
Board of Directors - Teleconference meeting
Friday, March 13, 2020 at 5:30 pm

MINUTES

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

The Board convened by teleconference at 5:30 p.m. to discuss VBDS response to the COVID-19 situation.

March Dance

The Board unanimously agreed to cancel the VBDS monthly dance on March 21, 2020.

Practices

The Board agreed that practices continue and that people be encouraged to make a personal choice whether or not they wish to attend.

The Board will monitor how many people are attending practices.

If recreation centres, close, then practices will be cancelled.

Classes

The Board agreed that classes would continue for the time being with the proviso that those students who don't want to continue, would be eligible for a credit for missed classes.

It was noted that the COVID-19 is a dynamic situation and that the Board will likely need to review this decision in the near future.

The meeting adjourned at 6:30 p.m.

The minutes of the March 13, 2020 teleconference meeting were approved at the April 8, 2020 board meeting.

VICTORIA BALLROOM DANCE SOCIETY

Board of Directors - Teleconference meeting
Monday, March 16, 2020 at 4:00 pm

MINUTES

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

The Board convened by teleconference at 4:00 p.m. to discuss update to VBDS response to the COVID-19 situation.

Classes

To guide the Board's decision-making, the Board reviewed the following three options :

- Suspend classes for 3 weeks (Tuesday, March 17 - April 3) and resume classes without re-registration on April 5th, if possible, with classes ending April 26.
- Cancel remaining Session 4 Classes and credit all students currently enrolled with 3 lessons.
- Keep classes going for as long as possible. At present, venues remain open and instructors prefer this approach.

MOVED BY: Lynne Jordon and SECONDED BY: Henry Choy THAT VBDS suspend classes for three weeks (Tuesday, March 17-April 3) and resume classes without re-registration on April 5th, if possible, with classes ending April 26, 2020. CARRIED

Practices

To guide the Board's decision-making, the Board reviewed the following options:

- Suspend Wednesday and Friday practices for 3 weeks (March 18, 20, 25, 27, April 1, 3) as these have over 10 students (US limiting gatherings of 10 or more)
- Keep Silver and above practice on Sunday running as these have only a handful of couples dancing and always with same partner. Keep Competitor's practice and Rounds running on Sunday at the same location
- Keep all practices running as dancers can self select whether they want to attend and venues are still open.

MOVED BY: Liz Frick and SECONDED BY: Rolands Muiznieks THAT VBDS suspend all practices for three weeks beginning March 18 through to April 5, 2020. CARRIED

Administrator hours

- It was agreed that Lynne, as president, speak to Chrissy, VBDS administrator about reduced hours over the next 3 weeks while classes and practices are suspended.

The meeting adjourned at 4:45 p.m.

The minutes of the March 16, 2020 teleconference meeting were approved at the April 8, 2020 board meeting.