

**VICTORIA BALLROOM DANCE SOCIETY**  
Board of Directors meeting – Wednesday, May 13, 2020 at 6:30 p.m.  
Zoom Video Conference

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

Regrets: Steve Montgomery

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**MINUTES**

1. Call to order – at 6:32 p.m.
2. Approval of agenda – it was MOVED BY: Henry Choy and SECONDED BY: Cathy Hodson to approve the agenda, with addition of “Masks” under New Business. CARRIED
3. Declaration of Conflict of Interest – None declared.
4. Appointment of timekeeper – Henry Choy appointed.
5. Approval of minutes – April 8, 2020 meeting – minutes received.  
MOVED by Henry Choy and SECONDED BY: Rolands Muiznieks to approve the minutes, as written. CARRIED
6. Business arising from the minutes
  - COVID-19 response and planning – A plexiglass portable screen and protocols for observing public health recommendations are being considered as part of a restart plan for VBDS. (e.g. checking people in, hall capacity and limiting numbers of people, placement of chairs, couples vs. singles options, hand washing/sanitizing and social distancing.)
7. President's and Executive Committee Report – written report received.
  - Budget strategic planning has been impacted by COVID. Extensive updates being provided in the newsletter. Donations, both cash and in-kind have been received in response to the pandemic. *Betty and Henry to work on setting up e-transfer for donations and will work with Liz to track/respond to donations received.*
8. Treasurer's Report – Income Statement and Balance Sheet as at Mar 31/20 received.
  - Major expenses are the instructor fees, hall rental, admin costs. One item that needs clarification is the revenues from competitors practices. The following motion was proposed:  
  
MOVED BY: Lynne Jordon and SECONDED BY: Henry Choy THAT Neil Fleischmann be asked to provide a support schedule for the 2019/20 competitor practices and that a separate coding line be added to the budget for competitors practices. CARRIED

It was further:

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

9. Committee Reports

a) Community Outreach (Rolands) – Written report received.

- City of Victoria is still reviewing its summer programming options. Rolands will follow-up with Sarah Faria at City of Victoria again on Dancing in the Square application and possibilities for other ways to proceed (e.g., such as line dancing in the street.)

b) Dance (Liz) - Written report received.

- Plans for outdoor summer dance still being pursued, within public health guidelines.
- Liz stepping down as Dance Coordinator but will continue as Dance Committee for time being. *Lynne to solicit volunteers for Dance Coordinator.*

c) Finance (Betty/Henry)

- Finance Committee Update – written report received.
- Budget forecast planning – ongoing. Various scenarios are being explored. Forecast will be modified as planning progresses and surveys of students regarding session 4 classes are conducted.
- Board to explore possibility of a review of online registration and payment system.

d) Governance (Lynne) – Written report received.

- Governance Committee with input from VBDS members Chris Siver, Grace Sneddon and Alan Taylor discussed the impact of the Covid pandemic on the VBDS membership year. The VBDS Board of Directors does not have the authority to extend the membership year, as the membership year is stated in the Society bylaws and membership fees are set at the Annual General Meeting. The Board agreed to thank members for their support and let them know that their membership fees help make a lasting contribution to the future of the club.
- Governance Committee has identified 5 priorities as noted in the report. Ron Cain will return to the chair of the committee in August.
- Two documents - confidentiality agreement and conflict of interest form – will be forwarded to the Board for signature. *Lynne forward to the Board to review and sign.*

e) Marketing and Promotions (Brian) – Written report received.

- Thrifty's fundraising smile card application has been submitted with Betty as contact. Funds generated will be used largely for promotional items and wireless microphone.
- Work on survey form to send to approx. 130 students in progress. (i.e. all people who are registered in a class.)
- Newsletter going well. Getting contributions from members.

f) Membership (Cathy/Liz/Lynne) – Written report received.

- Julie Taylor will also be joining the membership committee.
- New name tag design and cost were approved for an initial order for nine Board members, committee volunteers, and three instructors. Follow-up needed regarding cost recovery.

g) Standards and Classes – Written report received.

- Zoom classes with Wanda will also be considered if there is sufficient interest for this format which will require a \$20/month cost for the Zoom account.
10. New Business
    - Masks – It was suggested that we ask members to volunteer to sew face masks so they could then be sold as a fundraiser.
  11. Bring Forward items (formerly Calendar of Events)
    - none identified.
  12. Board Correspondence
    - Thank you letter to Susan Kerr
    - Hutchings: Long Term Planning Committee
    - Rusk: CHR and Covid-19
    - Taylor: Suggestions for startup after COVID-19
    - Hutchings – 2019 Financial Statements
  13. Office Administration – 0 hours in April.
  14. In-camera (to discuss legal, property or personnel matters)
    - It was MOVED BY: Henry Choy and SECONDED BY: Cathy Hodson to move the meeting in-camera at 8:20 p.m. CARRIED
    - The Board rose out of in-camera session at 8:25 p.m.
  15. Next meeting – June 10, 2020 at 6:30 p.m. [Later revised to Thursday, June 11, 2020 at 6:30 p.m.]
  16. Adjournment – Meeting was adjourned at 8:26 p.m.

The minutes were approved by the Board at the June 11, 2020 meeting.