

**VICTORIA BALLROOM DANCE SOCIETY**  
Board of Directors meeting – Thursday, June 11, 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, Steve Montgomery, Rolands Muiznieks

On leave: Ron Cain

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**MINUTES**

1. Call to order – at 6:35 p.m.
2. Approval of agenda – Two additions to the agenda: “Capital Assets” under Finance Committee report and “Competitors Practice” under Business arising from the minutes.  
MOVED BY: Henry Choy and SECONDED BY: Rolands Muiznieks to approve the agenda, with the additions noted above. CARRIED
3. Declaration of Conflict of Interest – None declared.  
*Secretary to add “conflict of interest declaration” and “confidentiality agreement” to the Board's annual BF calendar and will diarize to follow-up with Ron Cain when he returns to the Board in August.*
4. Appointment of timekeeper – Henry Choy
5. Approval of minutes – May 13, 2020 meeting – minutes received.  
MOVED by Rolands Muiznieks and SECONDED BY: Betty Choy to approve the minutes, as written. CARRIED
6. Business arising from the minutes
  - COVID-19 response and planning – updated tracking sheet received. Thanks to Brian for constructing the vinyl barrier (aka sneeze guard).
  - Nametags: The Board agreed to defer ordering nametags due to current fiscal situation but will *revisit when the new dance year begins (BF for late August/September).*
  - Competitors practice: Neil agreed to provide a report of revenues and expenditures for 2019 and the first part of 2020 for the Finance Committee. *Lynne to follow-up with Neil for report.*
7. President's and Executive Committee Report – written report received.
  - Executive Committee met to discuss financial and COVID-19 issues. (e.g. Re Session 4 refunds, donations and credit notes; also gift certificates.)
  - It was noted that a decision will be required before fiscal year end (August 31) so that monies are recorded in the appropriate year. Session 4 students will be contacted again in early August.

- Although it has been difficult to find halls, summer practices and lessons will resume tomorrow with new Covid protocols at 2 new locations. The online payment system has been disabled; payment now being accepted by e-transfer, POS (over the phone) and cash or cheque.
- The Board is reviewing the on-line payment system – see item 10.

8. Treasurer's Report – Income Statements and Balance Sheets as at Apr 30 and May 31, 2020 received.

- It was noted that some expenses have been recovered (e.g. venues sending cheques back) and that the administrative and general expenses are significantly reduced. Insurance and storage are the two of the larger, fixed expenses.
- A number of general donations have been received, as well as donations for face masks. Some session 4 students have indicated that they will donate fees if classes do not resume in September.
- Insurance coverage was discussed. *Henry agreed to call the insurance agent to add the two new venues – Centennial United Church and Brentwood Bay Community Hall – to the coverage and to ask about pandemic coverage.*
- The Board recognized the generosity of members making donations to VBDS during these extenuating circumstances. It is greatly appreciated as VBDS is not a charitable organization so is not able to issue income tax receipts. A brief discussion ensued and it agreed that VBDS would continue to be open to receiving voluntary donations. Further information on VBDS financial position, including operating and other funds will be provided in the year end financial statements.
- As the Board is meeting regularly via Zoom and the free platform is not sufficient due to the time limit of 40 minutes, the Board agreed to set up a monthly subscription at approx. \$20/month, if necessary.

MOVED BY: Betty Choy and SECONDED BY: Brian Mason to approve the income statements and balance sheets as at April 30, 2020 and May 31, 2020. CARRIED

9. Committee Reports

a) Community Outreach (Rolands) –

- Rolands has been in contact with the City of Victoria and advised that Centennial Square will not be available for the traditional Dancing in the Square this summer. He has completed a survey and is waiting to hear back from the City about their plans for programming this summer. A possibility would be line dancing with appropriate social distancing. Rolands requested 2-3 weeks lead time from the City to allow time to organize.
- Rolands has also been in contact with the Municipality of Saanich and is exploring Mt. Tolmie and other possible venues.

b) Dance (Liz)

- Liz will liaise with Dance Committee next week on proposed logistics for a Summer Dance including the new protocols under COVID, looking at venue, maximum capacity, forms of payment, entry and exit from the dance floor, styles of dance, seating, decoration and

refreshments.

- *Liz will prepare a proposal for the Board to consider at or before the next meeting.*

c) Finance (Betty/Henry)

- Finance Committee Update
- Capital Assets – Henry provided an overview of VBDS capital assets and recommended that adjusting entries be made to the balance sheet to fully amortize the items as noted.

MOVED BY: Henry Choy and SECONDED BY: Lynne Jordon THAT THE Treasurer direct the bookkeeper to make the necessary year-end adjusting entries to fully amortize music, tapes & CD's and the Pacifica risers.

CARRIED

- Henry has been in touch with Canada Revenue Agency (CRA) regarding requirement to file a T1044 and will file the necessary forms, for 2019 and previous tax years.
- Interview for new bookkeeper will be held on Monday, June 15.
- Work continues on setting up processes for recording revenues and expenditures for recoverable programs.
- Given the reduction in expenditures, receipt of donations and re-start of some classes, the financial projection for this fiscal year may be better than initially projected.

d) Governance (Lynne)

- No report this month.

e) Marketing and Promotions (Brian)

- Sneeze guard completed for a cost \$25.
- Primary focus has been the newsletter and editing videos for the newsletter.
- Promotional item - shoe bags, mug, water bottles, pens etc. - discussed. It was suggested these be ordered in time for the membership drive and dance in August. *Brian and membership committee will research further.*
- Purchase of microphone on hold until funding from Thrifty's Smile Card program is accumulated.

f) Membership (Cathy/Liz/Lynne)

- Cathy contacted numerous halls to find available times and places to hold practices and classes. Available venues include Centennial United Church and Brentwood Bay Community Hall.
- Members have responded well to the new classes and practices scheduled for June.
- Line dance practice has also generated some new members. We will be looking for additional volunteers to lead the line dance practice.

g) Standards and Classes

- See president's report and above re classes.

10. New Business

- Initial Project Scope/Plan – VBDS Class Registration and Payment System Review
  - The Board has cancelled the online payment system authorize.net, and is proposing to undertake a review of the entire system, including Events Manager Pro that is used for class registration and membership renewals. Issues with the payment system, registration and reporting are reasons for the review.
  - The Board agreed to the concept of the project and that now is a good time to do the review, as we don't have a full load of classes.
  - *Betty agreed to revise the project scope/plan to indicate purpose of review and to add high level timelines (target date of January 2021). Liz agreed to be project manager.*
  - *Board members to send feedback to Liz on the proposed plan.*
11. Bring Forward items (formerly Calendar of Events)
- Renew Events Manager Pro: This is a plug-in on the VBDS Wordpress web site that may need to be renewed in July. *Lynne and Liz to contact Danielle at Ideazone to clarify and confirm function.*
12. Board Correspondence
- Hutchings – 2019 Financial Statements
  - Hutchings – CRA Form
  - Hutchings – policies, conflict of interest, harassment
  - Cain – Ron returning to the Board in August and will work on governance items required for the AGM.
  - Visa – authorize.net
13. Office Administration – Hrs: N/A
14. In-camera (to discuss legal, property or personnel matters)
- MOVED BY: Henry Choy and SECONDED BY: Rolands Muiznieks to move the meeting in-camera at 8:04 p.m. CARRIED
  - MOVED BY: Lynne Jordon and SECONDED BY: Liz Frick to rise and report out of in-camera session at 8:32 p.m. CARRIED
  - It was reported that a Request for Proposals (RFP) would be prepared for dance instructors and that due to changes in business operations resulting from the pandemic, the Administrator's contract be terminated early, with 30 days notice.
15. Next meeting – July 8, 2020 at 6:30 p.m.
16. Adjournment – Meeting was adjourned at 8:32 p.m.

The minutes were approved by the Board at the July 8, 2020 meeting.