

VICTORIA BALLROOM DANCE SOCIETY
Board of Directors meeting – Wed. August 12, 2020 at 4:00 p.m.
Lynne Jordon's residence

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

Regrets: Steve Montgomery

MINUTES

1. Call to order – at 4:10 p.m.
2. Approval of agenda
MOVED BY: Rolands Muiznieks and SECONDED BY: Henry Choy to approve the agenda, as written. CARRIED
3. Declaration of Conflict of Interest - None declared.
4. Appointment of timekeeper – Rolands Muiznieks
5. Approval of minutes – July 8, 2020 meeting – minutes received.
MOVED by Henry Choy and SECONDED BY: Cathy Hodson to approve the minutes, as written. CARRIED
6. Business arising from the minutes
COVID-19 planning update – received.
 - It was noted that the financial items were added this month (in green font).
 - *Add one item to the update: COVID Protocols for Hall Rentals (developed for St. Matthias).*
Project Scope Plan – VBDS class registration and payment system review
 - This month we will be updating membership database and classes pages utilizing web site and Events Manager). Further determination of security review pending.
7. President's Report – written report received and included the following:
 - Availability of instructors for both classes and workshops
 - Venues: contract requirements and higher cost of hall rentals since COVID. Looking in the Western communities suggested. It was noted some inquiries have already been made.
 - Class fees and credits or donation of fees
 - Need for website updating
 - Membership projections for 2020/21 and impact on budget
 - Weekly line dances and need for line dance leaders.

MOVED BY: Lynne Jordon and SECONDED BY: Liz Frick to adopt the president's report including the following motion:

THAT given the uncertainty of membership sales in the 2020-21 membership year, VBDS is able to provide free for members two practices per week, 2 hours in 1-hour bookable time

blocks as of September 2020. Additional practices may be added when membership numbers increase or additional practices may be added on a cost recovery fee basis until membership numbers increase.

CARRIED

8. Treasurer's Report

- Report for this meeting includes the months of June and July. Report does not include calculation of credits nor refunds for cancelled courses in March. Thanks to all board members and particularly Finance Committee for all their efforts to review expenditures and take measures to cut costs.

9. Committee Reports

a) Community Outreach (Rolands)

- The first Dancing in the Ballpark was held. 48 people attended including the instructor and line dance leader. Fully subscribed and deemed to be a success.

b) Dance (Liz) – written report received.

- NYE dance discussed. Saanich Commonwealth Place booking was in place and to be re-confirmed. Maximum 50 people. Would be possible for people to book tables with their bubbles.
- *Liz to check on Saanich Commonwealth Place booking.*
- *Lynne will ask Lee Colwill about being coordinator for the NYE dance.*

c) Finance (Betty/Henry)

Finance Committee Update – written report received.

Highlights include:

- Net income is \$1,000 for June and July. Year to date net income of \$6,712.99.
- Betty was able to get discount on POS rates.
- Rolands to contact authorize.net/Visa re outstanding fraud loss to see if we can collect remaining amount. If not, a decision on whether to write off the loss (expense against this year) or to move into next fiscal year is needed.
- Revenues from Session 4 classes (where one week is in September) will be recorded in the 2019/20 fiscal year.
- *Rolands to send Betty invoice for City of Victoria for Dancing in the Ballpark.*

d) Governance (Ron)

- A brief meeting of Governance Committee was held prior to the Board meeting. A report will be prepared for the next meeting.
- A decision is required whether to hold AGM as per usual (limit of 50), virtually, or defer it due to the pandemic. Possible locations suggested for meeting include Edelweiss or Cedar Hill Rec Centre, if available.
- Committee working on section 5 of bylaws (nominations) and a harassment policy.
- Workshop on good governance on hold at the moment. All board members are fully subscribed, due to workload resulting from the pandemic.
- *Liz to provide Governance Committee with URL of provincial government order concerning deferral of AGMs.*

e) Marketing and Promotions (Brian) - written report received

- Shoe bags ordered from 4Imprint. Pre-orders being taken. Will be sold for \$10 each. As part of

- the membership promotion, a draw to win shoe bag(s) will be held at the end of September.
- Name badge orders being taken. As part of the membership promotion, name badges ordered by September 30 will be \$8. After that date, they will be \$10 each.

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

- Membership numbers for 2019/20: 336 members including 309 regular members, 20 student/disability members and 7 honorary members.
- Newsletter has been helpful for promoting membership. Work needs to be done to better utilize Facebook without incurring huge costs. *Ron's suggestion of using Facebook Marketplace to be pursued.*

Ron Cain left the meeting at 6:01 p.m.

g) Standards and Classes – written report received.

- Committee (Lynne, Rod and Cathy) met last week with instructor Elizabeth Smailes.
- Session 4 classes resuming in August into early Sept. Planning for new classes with Elizabeth and Victor also underway. Elizabeth advised she will not be available to teach in December.
- Instructors are working on merging the Newcomer 1 and 2 syllabus. Will mean classes will need to be 1 hour and 15 mins to cover the materials. Intermediate and Pre-bronze, Bronze, Silver and Gold will likely not change.
- Instructor qualifications and remuneration discussed in relation to VBDS requirements relating to international certification and syllabus.
- Increasing class fees also discussed in relation to increased costs for hall rentals. Also discussed was removing the discount on class fees for students/disabled dancers and when lower level classes are taken in combination with higher level classes. Membership for students/disabled dancers not affected as membership fees are set at AGM.

MOVED BY: Lynne Jordon and SECONDED BY: Rolands Muiznieks

THAT as hall rental costs have increased, VBDS is increasing the fees for classes to \$14/ hour and \$15/ hour for late registrations, effective September 2020. CARRIED

MOVED BY: Lynne Jordon and SECONDED BY: Betty Choy

THAT effective immediately, VBDS no longer provides discounts on VBDS classes for student/disabled dancers (class costs will be the same for all members) and when lower level classes are taken in combination with higher level classes. CARRIED

10. New Business

- Budget Plan – 2020/21
- Items for consideration: overhead costs, retained earnings, increasing membership, remaining competitive with other dance schools, offering workshops as well as classes, reducing fixed costs (e.g. cancelling existing storage locker and renting cheaper space) and reducing overhead costs to insurance (\$200/month), Resound and Socan, First Data/ POS, Worksafe, and a few other one time items.
- Betty/Henry to investigate Worksafe requirements for contractors who do not have their own coverage.*
- Lynne to contact CUC to see if locker space is available for filing cabinet and totes.*

11. Bring Forward items from calendar – August

Membership renewal notices

- Due to the pandemic and as VBDS no longer has a paid administrative coordinator, it was agreed that membership renewals should go paperless and that members be encouraged to sign up online and click/sign waiver form. E-transfer is the preferred method of payment with credit cards (by phone) and cheques (by mail) also being accepted.
- Membership renewal email will be sent to members by end of the week.

12. Board Correspondence

- None this month.

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

It was MOVED BY: Lynne Jordon and SECONDED BY: Henry Choy to move the meeting in-camera at 7:07 p.m. CARRIED

Meeting minutes from July meeting approved.

The Board moved out of in-camera at 7:08 p.m.

14. Next meeting – September 9, 2020 at 3 p.m. at the residence of Henry and Betty Choy.

15. Adjournment – Meeting was adjourned at 7:09 p.m.

The minutes were approved by the Board at the September 9, 2020 meeting.