

**VICTORIA BALLROOM DANCE SOCIETY**  
Board of Directors meeting – Wed. July 8, 2020 at 4:00 p.m.  
Facetime Video Conference

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

Regrets: Steve Montgomery; On leave: Ron Cain

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**MINUTES**

1. Call to order – at 4:10 p.m.
  - A late request to join the meeting was received from Elizabeth Smailes but was unable to be accommodated due to time and technology constraints.
2. Approval of agenda
  - Two letters concerning (1) Instructors and (2) Class numbers and overhead costs were added to the agenda under New Business.  
MOVED BY: Lynne Jordon and SECONDED BY: Brian Mason to approve the agenda, as amended. CARRIED
3. Declaration of Conflict of Interest - None declared.
4. Appointment of timekeeper – Henry Choy
5. Approval of minutes – June 11, 2020 meeting – minutes received.
  - MOVED by Henry Choy and SECONDED BY: Betty Choy to approve the minutes, as written.  
CARRIED
6. Business arising from the minutes
  - COVID-19 planning update – received. Betty will add the work done related to cost savings measures to the list (e.g. Reduction in Administrator and bookkeeper hours).  
*Liz to send Betty COVID-19 Planning Update list for updating prior to the next meeting.*
  - Project Scope Plan – VBDS class registration and payment system review – still pending. Betty, Liz and Lynne have met to discuss and current focus is on the membership process. A good manual payment process is in place and the Board will review further need for a more comprehensive review.
  - Competitors practice – Brief discussion on the process for deposit of funds from competitors practice and that it would be helpful for detailed information to be provided at the time of deposit.  
*Lynne to follow-up with Neil and copy [treasurer@vbds.org](mailto:treasurer@vbds.org).*
  - The Board discussed the impact of the pandemic and the difficulty with finding space to rent to resume competitors practice. It was noted that this may impact membership renewals for some

competitors. Currently some are renting their own space.

7. President's Report – written report received and included the following:

- That VBDS offer our members one, two-hour Line Dance practice/week as long as solo dancing remains popular;
- That VBDS review the Newcomer, Silver and above and Competitors' practices that have been offered each week to determine if they are viable in the current circumstances;
- To assist with fall planning for classes and possible Intro to Ballroom sessions, that Intro to Ballroom be modified to Introduction to Ballroom Line Dancing, and that a Newcomer Line Dance class be offered.
- That the Finance Committee research the possibility of VBDS securing leased space. There are several possible scenarios to investigate and a business case would be required and need to be brought to the membership. In the interim, finding rental space to hold VBDS practices, classes/workshops, and dances is a priority as it would enable us to better deliver our services to members.

MOVED BY: Henry Choy and SECONDED BY: Brian Mason to adopt the president's report.  
CARRIED.

- It was noted that as of July 12, 2020, VBDS no longer has a contract with Chrissy Southern to provide administrative services for VBDS. A new bookkeeper has been engaged who will support the financial end of the operation under the supervision of the Treasurer. However, there are administrative duties that need to be performed including membership database updating, website updating (content and system), class registration spreadsheets, hall rental contract management, e-newsletter production, Facebook and other social media promotions. New initiatives like the review of class registrations and payments are also pending. *Board members were asked to consider what skill sets they bring and if we should consider additional board members to assist us.*

8. Treasurer's Report

- No report this month. Income statement and balance sheet is produced every two months now. Forecasting is ongoing to monitor revenues from activities being undertaken and expenses incurred.

9. Committee Reports

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

- Centennial Square is not available as in previous years for the traditional Dancing in the Square event.

b) Dance (Liz) – proposal received.

- Work continues on the premise for holding a summer dance. Two options were presented (one for the Beach House where purchase of food would be required; the other for an indoor/outdoor, picnic style dance.) Basic premise is that the dance would have 3 sessions – one for line dance and 2 for couples dancing with maximum of 50 people in total; including volunteers with perhaps also a demo in between. Board indicated option 2 (with or without a picnic) is the preferred option.
- Cathy is currently calling halls to see if we can find a suitable venue for Aug 1, 8 or 15.

c) Finance (Betty/Henry)

Finance Committee Update – written report received.

Highlights include:

- Continued promotion of Smile Cards for purchase of for promotional items and microphone (agreed to as part of this year's funding approval.)
- Overview of revenues received. Recognition of the \$300+ generated from donations for face masks made by Gerry S.
- Philip Murphy contracted as bookkeeper; *honorary membership required*.
- Looking into downsizing storage locker with Adams Storage as this is the biggest fixed cost at present.
- Renting of individual halls has proven to be difficult during the pandemic. Exploration of other options was suggested.
- Proposed changes to the reporting of recovery of expenses for the new fiscal year presented as it has been done inconsistently in the past. This includes reporting related to Schools Program, Community Outreach, Dancing in the Square and Competitors Practices.

d) Governance (Lynne)

- No report.

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

- Shoe bags: MOVED BY: Lynne Jordon and SECONDED BY: Cathy Hodson to apply the Smile Card funds received to date towards the purchase of 75 shoes bags (light blue, large). CARRIED.
- Name tags: Two replies received from VBDS members regarding the name tags. Brian to follow-up with the name badge maker for quote on a revised format (larger lettering and fading out of logo) and adding the year 2020.
- Membership cards: options being considered including a loyalty, style card or even a paper card.

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

- Thirteen new members have joined VBDS since the re-start in June. It's unlikely we will sell more memberships at this point.
- It was noted that we're getting the same people are coming out to practices and classes each week. Suggestion that workshops be offered to encourage both members and non-members to attend.

g) Standards and Classes – written report received and moved to in-camera.

- An overview of the classes undertaken since June and the proposed workshops and online classes for the remainder of the dance/fiscal year (until the end of August) was provided.

10. New Business

- Correspondence – Hutchings: class fees and overhead. Discussed in-camera.
- Correspondence – Smailes/Kivitt: instructors. Discussed in-camera.

11. Bring Forward items from calendar – July

- Review bookkeeper contract – completed. New bookkeeper has been engaged as noted in Finance Committee Report.

Bring Forward items from calendar – August

- Membership renewal notices
- Run membership #s – 2019/20 year
- Collect orders for name badges

12. Board Correspondence

- Southern - termination of contract
- Hutchings – RFP Instructor qualifications

13. Office Administration – maximum of 10 hours may be forthcoming.

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

It was MOVED BY: Betty Choy and SECONDED BY: Liz Frick to move the meeting in-camera at 5:41 p.m. CARRIED

MOVED BY: Lynne Jordon and SECONDED BY: Henry Choy to move out of in-camera at 6:18 p.m. CARRIED

*The Board reported that Finance Committee and Standards and Classes Committee will conduct a review of class fees.*

15. Next meeting – August 12, 2020 at 4 p.m.

- In-person meeting, if possible, in Lynne's backyard, if weather permitting.

16. Adjournment – Meeting was adjourned at 6:18 p.m.

The minutes were approved by the Board at the August 12, 2020 meeting.