

## **VICTORIA BALLROOM DANCE SOCIETY**

Board of Directors meeting – Wed. September 9, 2020 at 3:00 p.m.

Henry and Betty Choy's residence

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

Regrets: Steve Montgomery

---

### **MINUTES**

1. Call to order – at 3:13 p.m.
2. Approval of agenda  
MOVED BY: Liz Frick to approve the agenda, as written. CARRIED  
Bylaw 41 indicates that only one mover is required. Moving forward, only one mover will be required on motions put forward by the Board.
3. Declaration of Conflict of Interest - None declared.
4. Appointment of timekeeper – Brian Mason
5. Approval of minutes – August 12, 2020 meeting – minutes received.  
MOVED by Rolands Muiznieks to approve the minutes, as written. CARRIED
6. Business arising from the minutes  
COVID-19 planning update – received.  
*To be added:* new COVID Registration/Sign in sheet.  
Project Scope Plan – VBDS class registration and payment system review  
Still pending. Suggest adding membership to the review as it is integrated process.  
Worksafe  
Dance instructors under contract with VBDS need their own Worksafe coverage. Current instructors will be asked for their Worksafe numbers.  
In future, this requirement will be written into contracts, whenever possible.
7. President's Report  
Written report received.  
  
Pop-up practices and the number and times for scheduling regular practices was discussed. The Board is hoping to hear back from Cedar Hill Rec Centre about whether Sunday from 11-1 is available. This would be an alternative to Brentwood, starting in October.  
  
Newsletter was discussed. A section for “New” items to be added after the Board Update.  
  
Subsidization of fall classes – to be discussed under Standards and Classes report.
8. Treasurer's Report  
See Finance Committee report
9. Committee Reports  
a) Community Outreach (Rolands)  
No new report. All three nominees for the Keith Honeyman Memorial Award ceremony will be in attendance at the event at Royal Athletic Park on Sunday, Sep 20/20.

b) Dance (Liz)

Written report received and included approximate attendance at dances over the past two years.

Still waiting for confirmation from Saanich Commonwealth Place of booking for the New Year's Eve dance. Tentative booking in place.

c) Finance (Betty/Henry)

Finance Committee

Written report received. Highlights include:

Smile Cards program - \$337 revenue generated (old fiscal year).

Storage locker – agreed to clean out Adams storage locker and dispose of unwanted items. Items to be donated or made available to members via a garage sale. Records (files) and remaining decorations will be moved to a locker at Centennial United Church (at a cost of \$40/month.)

- *Betty, Lynne, Liz and Cathy will set date to clean out locker, garage sale and move date.*

Term deposits – Lower interest rates this year means we will be getting less interest income for the coming year. \$8000 was moved to chequing account from one of the maturing term deposits.

Forecast report – still forecasting a loss for this year but much lower than previous years due to the measures taken to reduce costs and the donations received. Year-end re-cap will include an explanation of this information.

Betty checked into the accounting system known as Wave. It was found that it doesn't do accounts payable so is not appropriate for VBDS, as we cut a lot of cheques.

- *In preparation for year end, Liz to send membership list from last year (up to August 31st) to Betty.*

d) Governance (Ron)

An overview of the proposed options for holding the Annual General Meeting (AGM) was provided. Further info will be gathered and circulated to board members for review and discussion later next week.

- *A Board decision to be made later in September.*

e) Marketing and Promotions (Brian)

No new report. VBDS shoe bags are on sale now.

f) Membership (Cathy/Liz/Lynne)

Written report received. Monthly practice numbers provided.

Appointment of honorary members for this year was also discussed.

MOVED BY: Liz Frick

THAT in accordance with VBDS bylaw 4 (d), the following individuals be appointed as VBDS honorary members for 2020/21 (September 2020 to end of August 2021):

- John de Pfyffer
- Victor Golubkov
- Adam Hanna
- Emma Hickey
- David and Denise Riley
- Elizabeth and Ron Smailes (E&R Ballroom Dance)
- Dean Stroeder

CARRIED

- *Lynne to contact Dean Stroeder to confirm his availability for instruction.*
- *Liz to draft e-mail(s) advising honorary members of their appointments.*

Name badges – Board members were reminded to please order name badges so we can get a minimum number for an order.

- *Brian/Liz to draft sign-up sheet for name badges similar to sign up sheet for classes.*

g) Standards and Classes

Written report received.

The Board discussed the challenges with obtaining enrolments for this session and whether to subsidize fall classes so a full syllabus can run. It was noted that class numbers are lower than we have ever known and in particular, there are challenges with enrolments in Pre-bronze and Silver classes. There will be fewer Newcomer offerings this session than previous, and class sizes will be smaller.

Recognizing the difficulties this year is posing (Covid-19), the Board agreed to subsidizing fall classes to provide as close to a full syllabus of classes for members, as possible.

A proposal to amend a motion passed at the last meeting concerning class fees for student/disabled dancers and lower level classes taken in conjunction with higher level classes was raised.

MOVED BY: Lynne Jordon

THAT the motion passed at the last Board meeting concerning class fees be amended such that VBDS continue to provide discounts on classes for student/disabled dancers but discontinue discounts on lower level classes when they are taken in combination with higher level classes.

CARRIED

10. New Business

Appointment of Honorary members - Addressed under Membership Report (above).

11. Bring Forward items from calendar –

Review year-end financial statements – noted

Appoint nominating committee for new board members – see Governance Report

Plan items for AGM – see Governance Report

GST return - CRA / CRA T1044 return – noted

12. Board Correspondence

Kivitt - Thank you card

Girvin - Class fees - student/disability

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

MOVED BY: Henry Choy to move the meeting in-camera at 5:38 p.m.

CARRIED

MOVED BY: Rolands Muiznieks to move out of in-camera session at 6:06 p.m. CARRIED

14. Next meeting – Wednesday, October 14, 2020. Time, format and place to be determined.

15. Adjournment – Meeting was adjourned at 6:08 p.m.

The minutes of the September 9<sup>th</sup> meeting were approved by the Board on October 14, 2020.

**VICTORIA BALLROOM DANCE SOCIETY**  
Special Meeting – September 27, 2020 at 2 p.m.  
via FaceTime

Present: Ron Cain, Liz Frick (Recorder), Cathy Hodson, Lynne Jordon (President and Chair), Rolands Muiznieks

Regrets: Betty Choy, Henry Choy, Brian Mason, Steve Montgomery

---

**MINUTES**

Meeting called to order at 2:05 pm. Quorum confirmed.

The Board considered the five options available to the Society regarding the date for the 2020 Annual General Meeting (AGM). The options are based on a review of the VBDS bylaws, the *Societies Act* and the decision of the Registrar concerning AGMs.

- Status Quo / Hold AGM by November 30, 2020 in a physical location;
- Electronic / Hybrid AGM by November 30, 2020;
- Do not hold an AGM - file annual report “No Meeting Held;”
- File Extension to hold AGM by March 31, 2021;
- File Extension to hold AGM after March 31 but on or before November 1/ 21.

**MOTION:**

THAT the VBDS board file an extension to hold the 2020 AGM by November 1, 2021, with a date to be determined, based on the state of emergency due to the pandemic.

**MOVED BY:** Ron Cain

**CARRIED**

This decision takes into account the challenges posed by the Covid-19 pandemic, including ongoing emergent and operational issues being faced by the Board at present, and the health and wellbeing of the membership in general.

It was suggested that a backgrounder (e.g. Q&A) might be useful to provide to the membership. Governance Committee will convene a meeting to provide further information for the membership.

Meeting adjourned at 2:30 p.m.

The minutes of the September 27<sup>th</sup> meeting were approved by the Board on October 14, 2020.