

VICTORIA BALLROOM DANCE SOCIETY
Board of Directors meeting

Wednesday, November 11, 2020 at 4:00 pm

via Google Meet

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

Absent due to illness: Liz Frick (Secretary)

DRAFT MINUTES

1. Call to order - 4:10 p.m.
2. Approval of agenda – **MOVED** by Rolands Muiznieks to approve the agenda
CARRIED
3. Declaration of conflict of interest – None identified.
4. Appointment of timekeeper – Ron Cain
5. Approval of minutes
MOVED by Henry Choy to approve the minutes of Oct 14, 2020 as amended to add an item of correspondence from authorize.net re: payment fraud
CARRIED
6. Business arising from minutes
 - a) Covid Planning update – triple layer masks (2 layer cloth masks with a filter) are now required by our dancers and instructors at Cedar Hill Recreation Centre. We are also requiring all our instructors to wear masks at all classes. An honour system will be used for those using cloth masks who are expected to have a slot into which a filter is added. An update to our COVID plan will be posted on the VBDS website and notification will be in our Newsletter.
 - b) Project Scope – VBDS class registration, membership and payment system review. Lynne and Betty will contact Cordova Bay 55 Plus re: their new integrated electronic payment system.
 - c) Update on 2020 AGM and application for extension – We are uncertain if the application was completed. Lynne/ Ron will follow up and report at the Dec meeting.
7. President's Report – received.

The need for new Directors and volunteers was discussed. Steve Montgomery's resignation leaves a gap, and on November 8, we were informed that Liz Frick will be unable to continue as Secretary for an extended period of time due to a sudden health event. VBDS should add at least two additional directors and seek out volunteers for other tasks from among members. *Follow-up: Potential names were suggested for Rolands and Lynne to ask.*

VBDS is offering revised and additional practices/activities as reported in the Newsletter.

8. Treasurer's Report – received.

Year end income statement and balance sheet high level summary will be provided in the Newsletter of Nov 20. There is a minor loss for year 2019-2020 in the \$2,000 range.

The Board noted that this is a major accomplishment during the global pandemic that closed our "business" from mid March to early June and required us to develop new protocols and classes.

9. Committee Reports

a) Community Outreach – assessment of alternatives is being done for the purchase of the mobile microphone and amp/speaker system for community outreach activities and at venues where there is no sound system.

b) Dance - no report this month

c) Finance - see Treasurer's report

d) Governance – concern raised by a member about the Board's interpretation of VBDS bylaw 28 (a) and board powers to act outside of an AGM as it was stated in the VBDS September 25, 2020 newsletter that the Board "may appoint a member to fill a vacancy, and between General Meetings, the directors have the power to carry out duties such as the election of a President."

As a society (not-for-profit corporation), VBDS is governed by the *Societies Act* and in June, we were enabled by Ministerial Order to postpone the 2020 AGM due to the global pandemic to "not later than November 1 of the calendar year immediately following the calendar year in which an annual general meeting of the society would otherwise be required to be held under section 71 (1) of the *Societies Act*." The Board approved the extension of the 2020 AGM to no later than November 1, 2021.

Two directors, Rolands Muiznieks and Lynne Jordon were elected by the members at the AGM in November 2018 to be directors for a two year term, following Bylaw 30 (b). These terms end at the completion of the 2020 AGM which would normally be held in November.

Lynne Jordon was elected by the membership to a one year term as president, which under Bylaw 30 (g) expires at the conclusion of the annual general meeting at which his or her successor is elected. This bylaw is in keeping with the *Societies Act* 48 (2), which states “unless the bylaws provide otherwise,... a director’s term of office expires at the close of the next annual general meeting....”

MOVED by Ron Cain that the Board extend the terms of Lynne Jordon and Rolands Muiznieks until the conclusion of the 2020 annual general meeting (date TBD) and that the incumbent president and vice president continue until the 2020 AGM.

CARRIED

Follow-up: Lynne will follow-up with BC Registry and others with legal background.

e) Marketing and Promotions – Name badges have been well received. A subsequent order will be placed in the new year so badge promotion will continue. Gift certificates for membership and classes will be promoted for Christmas giving as several were issued in 2019.

d) Membership - as of November 11, we have 160 members (including honorary) and 44% of the current membership are attending practices.

The Board concurred with Cathy’s recommendation that all Pop-up practices change from an optional donation to a mandatory entry fee of \$6 pp, in order to cover the costs of the rentals e.g. Royal Oak Women’s Institute has implemented a COVID-19 cleaning fee.

At the November 2019 AGM, the following motion was passed: “that after January 1, 2021, VBDS membership rates are prorated to \$52 for *members joining for the first time, or former members rejoining after an absence of more than 1 year from the expiration of their last membership year.*”

In recent years, it is unclear that this motion was followed in that full membership fees were charged after January 1st, if former members rejoin and did not have an absence of more than 1 year.

MOVED by Lynne Jordon that in 2021, membership rates for all those joining after January 1, be prorated to \$52 and as of April 1, \$32, given the global pandemic that has resulted in many former members not renewing their membership in the fall.

CARRIED

g) Standards and Classes:

Current and proposed classes and workshops were discussed. The Silver Standard and Latin classes were cancelled in November due to shortage of registrants. Sunday afternoon clinics at Edelweiss were open to non members and were priced to attract non VBDS dancers at both the newcomer and up to Bronze level. The strategy worked for the three newcomer sessions. The Bronze standard three sessions is below the minimum number needed but fixed cost for the hall justifies continuation of the class at

a financial loss. The three week Advanced Standard spin technique workshop at Edelweiss was profitable. No new classes will be run in December. Session 3 classes will begin the third week in January.

10. New Business

a) Smile Cards- spreadsheet of information of members with cards needs to be maintained; seeking a volunteer. *Follow-up: Potential name was suggested for Lynne to ask*

b) Membership list spreadsheet needs to be reconciled with the Membership Pro database and requires a volunteer. We also need someone to sort and move files into cabinets in the storage locker. *Follow-up: Potential names were suggested for Lynne and Cathy to ask*

c) Passwords – with change in contractors and board members, online passwords (e.g. Sync) must be updated. *Follow-up: Betty to follow-up and advise Board members.*

11. Bring Forward items from calendar

a) AGM planning - TBD

b) New Year's Eve Dance - suggestion to book early/ late practice times at SCP on Dec 31.

12. Correspondence

a) Knowles re: winner of draw for VBDS shoe bag

b) Authorize.net response to payment fraud

13. In-camera session

MOVED by Henry Choy to move the meeting in-camera at 6:00 p.m.

The Board moved out-of-camera at 6:18 p.m.

14. Next meeting – Normal date: Wed, Dec 9, changed to Dec 16, 2020 at 4 p.m. using Google Meet (returned to Dec 9th meeting date.)

15. Adjournment – at 6:30 p.m