

VICTORIA BALLROOM DANCE SOCIETY
Board of Directors meeting - Wednesday, October 14, 2020 at 4:00 pm
via Google meet

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

MINUTES

1. Call to order – at 4:08 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: Rolands Muiznieks to approve the minutes of Sep 9, 2020 with one change to finance item to insert the word “maturing” in front of the words “term deposits”.
CARRIED

MOVED BY: Ron Cain to approve the minutes of the Special Board Meeting on Sep 27, 2020.
CARRIED

6. Business arising from minutes

a) Covid Planning update – received for info.

b) Project Scope – VBDS class registration, membership and payment system review. No new update. To be included as part of the financial forecast/workplan for the coming year.

c) Update on 2020 AGM and application for extension – to be addressed at Nov meeting.

7. President's Report – received.

Practices discussed. Approximately. 40% of the membership are accessing practices.

MOVED BY: Rolands Muiznieks that VBDS offer additional practices/activities in October and November at the Cedar Hill Rec Centre on Oct 17, 24, and November 7, 14, 21, 28 from 1:00 – 3:00 p.m.
CARRIED

Action: Lynne/Brian to do a special email campaign re: Saturday practices

8. Treasurer's Report – received.

Year end income statement and balance sheet presented.

A loss in the \$2,000 range was noted. Losses in previous years have been much higher.

Action: Lynne will ask Raymond to itemize music equipment; Betty will look into the school outreach program and board meeting expenditures.

The Board accepted the year end income statement and balance sheet. The Treasurer and Finance Chair will prepare a financial summary for the membership as soon as possible, as the AGM will not be held in November and that is when financial statements are normally presented to the members.

9. Committee Reports

a) Community Outreach – The Board discussed the purchase of the mobile microphone and amp/speaker system for community outreach activities and at venues where there is no sound system.

MOVED BY: Brian Mason to proceed with the purchase of the mobile microphone and amp/speaker system (up to \$1,650) and that the purchase be funded from the Hodgson fund. CARRIED

b) Dance - no report this month.

c) Finance – Storage locker project completed; storage costs reduced significantly from \$200 to \$40/month.

VBDS no longer has a paid bookkeeper so Betty will track revenue and expenses and issue cheques.

September revenues and expenses presented.

d) Governance – A concern was raised by a member about the Board's interpretation of VBDS bylaw 28 (a).

Action: Lynne will follow-up with BC Registry and others with legal background for advice.

e) Marketing and Promotions – Name badges discussed. It was agreed to extend the \$8 price into October. It was also agreed to order three generic “VBDS volunteer” name badges. Final feedback should be sent to Brian on design/dimension of name badge following the board meeting.

Action: Brian to submit order (minimum 25 required).

f) Memberships – Number of members as of October 13, 2020: 141 including honorary members. Number of members at monthly practices in September indicate that 41% of current members are attending practices.

Shoe bag incentive: One of the winners (drawn on October 1) had already purchased a shoe bag so donated her prize back to be re-drawn. A new name was drawn at the meeting - Bronwen Knowles.

Action: Liz to contact the new winner of a VBDS shoe bag. Cathy to arrange delivery.

g) Standards and Classes – 2019/2020 report received.
Current and proposed classes and workshops discussed. Board agreed to flat rate of \$400 for the workshop sessions (3.75 hours) being provided by David Spence and Denise RileySpence.

10. New Business

a) Steve Montgomery's resignation from the Board – received.

Action: Liz to update the list of Directors on the BC Registry.

b) Appointment of Board directors – for discussion at next meeting.

c) Online passwords – with change in contractors and board members, online passwords (e.g. Sync) will be updated. Betty to follow-up and advise Board members.

11. Bring forward items from calendar

a) Review year end financials – see Treasurer's Report

b) GST and T1044 return – CRA – GST submitted (\$3.96 was owing).

12. Board Correspondence

a) Evans, Robin - KHMA Card and thank you card

b) Montgomery, Steve – Resignation

c) Honorary memberships - de Pfyffer, Golubkov, Hanna, Hickey, Smailes, Spence, Stroeder

d) Hutchings – Bylaws

e) Maher - face shields and face masks and VBDS Covid protocols

13. In-camera session

MOVED BY: Lynne Jordon to move the meeting in-camera at 5:59 p.m. CARRIED

The Board moved out-of-camera at 6:06 p.m.

14. Next meeting – Wed, Nov 11, 2020 at 4 p.m.

15. Adjournment – at 6:07 p.m.