

VICTORIA BALLROOM DANCE SOCIETY

Board of Directors meeting - Wednesday, Jan. 13, 2020 at 4 p.m.
Zoom meeting

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

Absent with regret: Liz Frick

DRAFT MINUTES

1. Call to order - 4:03 p.m.
2. Approval of agenda - **MOVED** by Ron Cain to approve the agenda. CARRIED
3. Declaration of Conflict of Interest - None identified
4. Appointment of timekeeper - Henry Choy
5. Approval of minutes - **MOVED** by Rolands Muiznieks to approve the minutes of Dec. 9, 2020 with one punctuation correction. CARRIED
6. Business arising from the minutes
 - a. Covid planning update - Lynne received the document from Betty and updating it remains outstanding.
 - b. Project scope - VBDS class registration, membership and payment system - Betty Choy reported that our processes for class registration, membership sign-up and our payment systems are suitable for now, but would need to be upgraded when activities return to normal volumes.
 - c. 2020 AGM extension application - Lynne Jordon has filed our decision to postpone our 2020 AGM (date TBD) with the BC Registry of Societies. She has also provided them an updated list of our board of directors for which there is a \$15 charge.

Brian will update the VBDS website with the latest list of directors and the board will add this list to Sync.
7. President's report - Written report received. Lynne noted the following:
 - Ron Cain is acting as interim secretary while Liz Frick is taking some leave. If the board needs to appoint a new secretary we will need to do so well before the 2020 AGM which must be held on or by Nov. 1, 2021.
 - Contractor agreements with VBDS teachers are in progress and Rolands is actively working on these.
8. Treasurer's report - See Finance committee
9. Committee reports
 - a. Community Outreach - No updates
 - b. Dance - No updates

- c. Finance - The report of the Finance Committee was received. Betty Choy noted that refunds have been received from some of our hall rentals and that credit notes for classes have been issued. The report included Smile card revenues as well as a forecast of overhead expenses for strategic planning purposes.
- d. Governance - See business arising from the minutes above re: AGM
- e. Marketing and Promotions - Brian noted we have two keen and qualified volunteers (Lawrence Gower and Julie Taylor) to assist with marketing and promotions, including website work. One is currently working on updating instructor biographies on the site. Board members agreed to take some time to review the website and look for areas to make updates and improvements.
- f. Membership - Board members suggested virtual social gatherings via Zoom to engage VBDS members. Suggestions included virtual cocktail hour and a dance demo. The board will ask Julie Taylor to organize an online line dance. Committee members from Membership and Community Outreach will meet via Zoom to plan a January virtual social.
- g. Standards and Classes - Members brainstormed on how to safely hold classes and practises while following current public health guidelines. No travelling outside of a 2.5 x 2.5 m area is possible, so while some dancing could be done under the current guidelines, group practices are not possible.

However, as low impact activities are allowed, members discussed the possibility of holding socially distanced low-impact techniques classes. It was determined Cedar Hill Rec Centre and Centennial United Church would be the best potential venues. Lynne and Cathy will reach out to them to inquire. Cathy will also contact Brentwood Bay Community Centre to see if it is available for rent.

- h. New business - No new business

- 10. Bring forward items from calendar - No items
- 11. Board correspondence - No correspondence was received
- 12. In-camera session - MOVED by Henry Choy start in-camera session at 5:45 p.m.
- 13. Next meeting - Wed. Feb. 10, 2021
- 14. Adjournment - at 6:10 p.m.