

Victoria Ballroom Dance Society

Board of Directors Meeting

July 14, 2021 at 4 p.m.

Present: Lynne Jordon (President and Chair), Rolands Muiznieks, Ron Cain, Jay Schmidt, Michael Kittel, Julie Taylor, Brian Mason, Ron Tannhauser

Regrets: Liz Frick (on extended leave)

1. Call to order

Meeting called to order at 4:10 p.m.

2. Approval of agenda

MOVED by Ron Cain to approve the agenda. CARRIED

3. Declaration of conflict of interest - None declared

4. Appointment of timekeeper – Ron Tannhauser

5. Approval of minutes

MOVED by Rolands to approve the minutes as amended of the June 9, 2021 meeting. CARRIED

6. Business arising from the minutes

a) Covid tracking – Update as needed for July 1 Public Health Update.

b) Payment system and website – Michael Kittel spoke to his written report on options for a payment system to replace authorize.net. PayPal and Stripe are the most economical options and are fastest to implement. IdeaZone can quickly implement on VBDS website in 1 to 2 hours. MOVED by Michael Kittel to use PayPal for our online payment system. CARRIED.

Website team – Jay, Michael and Lawrence received website training from IdeaZone. They recommended that we remove plug-ins not being used, and Michael suggested we remove old content. Web security was reviewed and the following people have administrator level: volunteers Gary Simms and Lawrence Gower, as well as Danielle from IdeaZone. Michael and Jay will be authors.

c) Board appointments – Lynne indicated that the board has not appointed a membership coordinator. Julie has been assisting with this role. As per the terms of reference, the membership coordinator assists with registration for classes, and devises ways to improve membership retention. The role also includes coordinating volunteers at Intro to Ballroom events, check in of members at practices (especially during the pandemic), tracking membership stats, and without a paid administrator, membership payments. A dance committee chair/coordinator is also needed. Another call out will be put in the newsletter.

7. President's report - Covered under the individual committee reports.

8. Treasurer's report

The Board received the treasurer's report provided by Ron to give an update on VBDS finances. GIC's maturing soon: bring forward to August meeting.

9. Committee reports

a) Community outreach – Rolands reported that 66 out of 80 registered participants came to the first dancing in the park event at Royal Athletic Park on July 13. We will increase registrants to 90 to adjust for no-shows. Registration by phoning Crystal Pool is also an option.

b) Dance – No report; no Chair.

c) Finance – Report on payment system by Michael provided under business arising. It was noted that Socan/ Entandem statements require follow up.

d) Governance – Ron Cain provided a report from the Governance Committee.

COVID Vaccinations

Ron MOVED to accept the recommendation of the Governance committee regarding the expectation to have vaccinations as follows:

VBDS Board supports BC public health recommendations and expects that all those who choose to participate in any VBDS sponsored activity will have COVID-19 vaccinations, consistent with the recommendations issued by the BC Provincial Health Officer.

CARRIED. Recorded vote: Julie Taylor voted not in favour.

Membership fees

The Board considered the Governance committee recommendation to extend the membership fees for current members to Oct. 31, 2021.

Ron Cain MOVED approval of the recommendation to extend the membership fees for current members to Oct. 31, 2021, and to propose at the 2021 AGM that the membership fees November 2021 - August 31, 2022 be \$60; fees for those joining in January, \$45. CARRIED.

Approval of membership fees will be voted on at the AGM

Informed consent agreement and liability waiver

Ron Cain MOVED to approve the update to the following statement:

I declare that I intend to use some or all of the activities, facilities, programs, and services offered by the Victoria Ballroom Dance Society. I know that dancing is a potentially hazardous and strenuous activity and includes but is not limited to a risk of injury due to falling as a result of uneven dance floor surfaces,

dance partner errors, and contact with other participants, and exposure to viruses and other diseases, including the virus that causes COVID-19, and that I should not dance unless I am medically able. I understand that it is my sole responsibility and not the responsibility of any instructor, member, or affiliate of the Victoria Ballroom Dance Society to assess my physical, mental, or emotional fitness to participate in any activity whatsoever. I assume any and all risks associated with dancing including but not limited to adverse physical effects, falls, contact with other participants, the effects of temperature including high heat and/or humidity, and exposure to COVID-19 or other diseases. I assume full responsibility during and after my participation to use or apply, at my own risk, any portion of the information or instruction I receive.

I hereby waive, release, and discharge the Victoria Ballroom Dance Society, its governing board, officers, directors, representatives, volunteers, and all others, from any and all responsibility or liability from injuries or damages including those caused by negligent acts or omission, or connected with participation in any of the Victoria Ballroom Dance Society activities, programs, and services.

I declare that I am not currently a member of a professional Ballroom Dance Organization.

I declare that I have read and that I understand and agree to the contents of this Informed Consent Agreement and Liability Waiver in its entirety.

CARRIED

Confidentiality Agreement Policy

Ron Cain MOVED that the Board adopt the Confidentiality Agreement policy:

The Victoria Ballroom Dance Society Board (VBDS) endorses this confidentiality agreement policy for all board of director members, committee members, volunteers and contractors. In offering services to VBDS members, volunteers, board or committee members, instructors, administrator or bookkeeper may receive and be exposed to, Confidential Information relating to the Victoria Ballroom Dance Society, its members, donors, and its operation. This Confidential Information includes, but is not limited to, all forms of personal information as defined in the Personal Information Protection Act, SBC 2003, c.63, and any financial or other business information that is not generally known or made available to the public. A VBDS Confidential agreement must be signed and retained on file indicating agreement to not use or disclose any Confidential Information for any purpose other than as may be genuinely required to fulfil duties as a volunteer, board or committee member or contractor for the Victoria Ballroom Dance Society. The obligation to maintain the confidentiality of all such Confidential Information shall continue indefinitely and any breach of this obligation may lead to disciplinary consequences including legal action.

CARRIED.

e) Marketing & Promotions – No report. Brian will purchase the recommended Dance Vision DVDs.

f) Membership – Report combined with Standards and classes committee report. Lynne reported on intro ballroom sessions (20 people attended). We now don't need people to sign in for COVID tracking purposes; however we do want to check in members and collect numbers attending. Note: Sign-in sheet needs to be updated to refer to having no symptoms

g) Standards and classes – Lynne provided a written report on the attendance at free review classes. In September, we normally run Intro to Ballroom and other classes.

Ron Cain MOVED to offer intro to ballroom sessions for free on September 10 and 17. CARRIED.

An additional Sunday practice at Edelweiss Club could be offered. Julie will look into this. We will look for other times and locations for practices. The Board provided general guidance re: class offerings for the Fall.

10. Bring forward items from calendar

AGM planning. Lynne and Jay will meet to discuss.

11. Board correspondence

A statement from Socan/Entandum requires follow-up

12. Adjournment

Ron Tannhauser MOVED to adjourn at 6:16 pm