

Victoria Ballroom Dance Society

Board of Directors Meeting Minutes

April 14, 2021 at 4 p.m.

Present: Betty Choy, Henry Choy, Cathy Hodson, Lynne Jordon (President and Chair),
Brian Mason, Rolands Muiznieks, Notetaker

Absent with Regrets: Liz Frick, Jay Schmidt, Ron Cain

1. **Call to order**

Meeting called to order at 4:05 p.m.

2. **Approval of agenda**

Motion to approve the agenda MOVED by Henry. CARRIED

3. **Declaration of conflict of interest**

None declared

4. **Appointment of timekeeper:** Henry

5. **Approval of minutes**

MOVED by Henry to approve the minutes of the Mar 10, 2021 meeting. CARRIED

6. **Business arising from the minutes**

- a) Covid tracking update - incomplete
- b) Project scope – VBDS class registration, membership & payment online system review.
Current system is manual, very labor intensive and inadequate once we resume full operations. A high-level business requirements document was drafted and additions may be needed. Class registration, payments and administration are major sections. The board considered if VBDS has a member with the skills needed to assist with this project and/ or whether we may need to hire a consultant. IdeaZone should be contacted to quote on making required software upgrades.
- c) 2021 Thrifty's Smile Card application – The VBDS application to update our dance video library using the Thrifty's Smile Card fundraising program is no longer required. The new program format does not require an application, but VBDS must purchase preloaded cards at a discount, and manage cash and re-selling of cards to members to raise funds. The board determined this process is not feasible administratively and VBDS will no longer participate.

MOVED by Brian that up to \$500 from the Hodgson Fund be used to purchase additional DVD's for the VBDS Dance video library. CARRIED

The current Smile Card program is extended to June 15, 2021.

7. President's report

The board continues to plan for the 2020 and 2021 AGMs to be held on the same day: Oct 20 or 27, 2021.

Prior to the AGM, there is a need to appoint additional directors to join the board as Henry and Betty Choy's resignation is effective April 30, 2021, and Ron Cain has indicated he has limited availability from May - October.

Liz Frick is unable to continue in the Secretary position and Jay Schmidt has been asked (and she has agreed) to accept the Secretary position.

MOVED by Lynne that Jay Schmidt be appointed to the Secretary position, effective immediately.
CARRIED

A new Treasurer is needed due to the departure of Betty. Knowledge transfer to the new Treasurer is needed as soon as possible.

Setting VBDS' strategic direction and engaging members through focus groups to examine risks and opportunities for our future was originally planned for April 2020 but deferred due to COVID and the immediate priority to keep VBDS operating. A VBDS member is needed to facilitate focus groups this spring.

MOVED by Rolands that we initiate a strategic planning focus group process. CARRIED

8. Treasurer's report

The board approved the written report as presented by Betty.

9. Committee reports

- a) Community outreach – Rolands has asked for a dialogue with organizers to include a dance activity or demo at the 2022 55+ BC Games being held in Victoria Sept. 13 – 17, 2022. Dancing in the Square at Centennial Square is not possible this summer; other venues using creative formats are being explored.

Note: In 2020, the board approved the Smile Card application for funds to purchase a mobile battery powered amp and wireless microphone used in the outreach events at the Ballpark. A business case was provided to the board. Smile Card funds up to June 15, 2021 will cover the cost of this equipment.

MOVED by Rolands that VBDS purchase a mobile battery powered amp and wireless microphone system. CARRIED

- b) Dance – no report
- c) Finance – Henry presented the 2019-2020 year-end financial statements (September 1, 2019 - August 31, 2020). Earlier draft financial statements received in October were adjusted for school outreach fees expenses and revenues, accounts payable to the former bookkeeper, and amortization expense (website). VBDS ended 2020 with a \$2,134 loss.

MOVED by Henry that the 2019-2020 financial statements be approved as presented at the April 14, 2020 meeting. CARRIED

- d) Governance – No report
- e) Marketing and promotions - Newsletter frequency was discussed as the current weekly format was based on the need to promote weekly events which are no longer taking place. Brian would like to continue this schedule for now, as it is our only opportunity to connect to members and the broader dance community.
- f) Membership – A refund request has been made by a recent member. While membership fees are non-refundable, the board agreed that a refund, under exceptional circumstances, would be issued if alternative suggestions are not acceptable.
- g) Standards and classes – Local instructors' YouTube videos for members on Standard and Latin technique, musicality and timing, etc. are being released weekly until the end of May. If COVID-19 restrictions ease in June, we will resume classes and practices where we are able to book halls: Centennial United Church, Edelweiss Club, Cedar Hill Rec Centre Gym and possibly Brentwood Bay Community Centre and Royal Oak Women's Institute.

10. New business - 2020-21 Memberships

Services to members (classes, practices and dances) in this current membership year have been affected by the pandemic restrictions in place since mid-November 2020. The board considered approaches to these circumstances and further discussion will be held at the June board meeting.

11. Bring forward items from calendar - AGM planning (see President' Report above)

12. Board correspondence

12.1 Letter of resignation from the board from Betty and Henry Choy, effective April 30, 2021.

12.2 Royal Oak Women's Association Re: intention to rent hall in Fall 2021 or earlier. Response was that we cannot commit to Tuesday and Thursday dates as yet, due to the course of the pandemic and costs.

12.3 Socan invoice for \$191. - As VBDS has not had a regular year since 2019, Henry shall assess this fee for music fees.

13. In-camera session

Moved by Henry Choy that the board move *in camera* at 5:52 p.m.

14. Adjournment

MOVED by Rolands to end the in camera session and adjourn at 5:55 pm. CARRIED