

VICTORIA BALLROOM DANCE SOCIETY
Board of Directors meeting - Wednesday, September 8, 2021 at 6:15 p.m.
Cedar Hill Recreation Centre Art Room
Meeting Minutes

Directors in attendance: Michael Kittel (Notetaker), Lynne Jordon (President and Chair), Brian Mason, Rolands Muiznieks, Ron Tannhauser, Liz Frick via Zoom.

Absent with Regrets: Jay Schmidt, Ron Cain.

1. Call to Order

Meeting called to order at 6:21

2. Approval of Agenda

MOVED by Ron T to approve the agenda. CARRIED

3. Declaration of Conflict of Interest

No conflict of interest declared.

4. Appointment of Timekeeper

Brian Mason agreed to be the timekeeper.

5. Approval of Minutes

MOVED by Michael Kittel to approve the minutes of August 11, and 22, 2021 minutes.
CARRIED

6. Business arising from the minutes:

a. COVID tracking - As of August 26, 2021, the PHO requires non-medical masks be worn in indoor public spaces. By September 13, 2021, vaccination requirements come into effect.

b. Correspondence from Steve Hutchings re: Board violation of VBDS Bylaws, dated August 20, 2021 and subsequent email requesting the members list, dated August 26, 2021.

MOVED by Michael Kittel, SECONDED by Rolands Muiznieks

BE IT RESOLVED that the VBDS board of directors restrict Steve Hutching's right to inspect the society's register of members as in the directors' opinion the inspection would be harmful to the society and to the interests of one or more of its members.

CARRIED UNANIMOUSLY

7. President's Report:

Lynne provided a verbal report. Unfortunately, the small room at CHR that the board rented for monthly meetings is not available due to COVID precautions. The Art

Room will be available to us for two months at the same rate as the smaller room; however, by November, the higher cost (\$89 vs \$67) will be charged. Decision will be required by the new board to approve the higher rental costs or use the Zoom meeting format.

8. Treasurer's Report:

- a) Ron Tannhauser applied for/set up the PayPal account. It's connected to the website. So far \$1,681 gross has been processed for classes and memberships. PayPal is taking roughly 3.5% in commission. PayPal provides a transaction report.
- b) Three term deposits totaling \$78,000 matured and Ron will try to get a better rate of return at the Credit Union. VBDS has two bank accounts. One account is registered as a gaming account which is tough to get so the bank recommended keeping it. Bank account balances are roughly \$110,000 and \$33,000.
- c) Regarding income statements. Due to the retirement of our bookkeeper, Dec 2020 to March 2021 statements were not completed. Ron will work on these statements as well as August 2021.
- d) Financial year end for 2020/2021 needs to be approved at the October board meeting. Ron will work with Henry Choy. We would like to ask Henry to attend the AGM in case there are questions regarding the 2019/2020 financials which he prepared.

9. Committee reports

a) Community Outreach: No communication has been received re: school outreach. Re: RAP, Rolands requested the funds be received by September 15. RAP total costs were approximately \$2,100 and the grant is \$1,350. The event was a targeted effort to have dancers from all styles come together. Dancing in Centennial Square community outreach also encouraged new dancers to join VBDS.

b) Dance: no report

c) Finance: PayPal was implemented in August and appears to be functioning as intended. We need to determine a procedure to match PayPal transactions against class registrations/ memberships. Website maintenance and updates to content are being done on a regular basis. Paid Membership Pro (online database) is up-to-date as far as members go. All members who were current as of August 31 had their memberships manually extended to October 31st – an arduous, one at a time, task. The Credit Note spreadsheet is up-to-date as far as figures and what's open/closed. It has been split into FY 2019/2020 and 2020/2021. A formula error, where some of the fields were formatted as text, did not sum. As a result, credit notes total \$5269.25 over two fiscal years, not \$1397.75. All open credit notes have been extended to 2021/12/31.

Michael is working on a Google Sheet that will facilitate taking class info from the website Events Manager and creating both a costing sheet and class list sheet.

d) Governance: Lynne gave a verbal update.

e) Marketing and Promotions: Additional DVDs can be ordered as the board approved funds.

Re: WDSF DVDs are useless without the accompanying book so these will not be ordered.

f) Membership: Michael and Brian have been added to the membership@vbds.ca list.
Michael will provide a list of the 2020/2021 members.

g) Standards and Classes: A decision to book ROW is needed even though the classes do not begin until the third week in September. Promotion will be run for a week.

10. New business

a) 2020: Appointment of an Auditor:

MOVED by Michael Kittel and Seconded by Rolands

BE IT RESOLVED that the Victoria Ballroom Dance Society not appoint an auditor for the 2019/20 fiscal year.

b) 2021 AGM:

There are two ordinary motions regarding membership dues and one ordinary motion regarding the appointment of an auditor required for the 2021 AGM:

RE: Membership dues

MOVED by Lynne Jordon and Seconded by Rolands

BE IT RESOLVED that members who joined VBDS in 2020-21 have their membership year extended by two months (September and October) to allow these members the opportunity to complete classes cancelled due to the pandemic in November 2020 and not resumed until September 2021, and use outstanding credits. Regular membership dues for the period November 1, 2021 to August 31, 2022 (ten months) are \$60 and student/disability \$33. (electronic vote to amend the amount calculated in error, held on September 28, 2021.)

The Board recommends that the annual dues for regular membership be \$72 per annum, and that the rate for eligible students and disabled persons be \$40 per annum for the 2021-22 membership year.

Regular members joining after January 1, be prorated to \$52, student/disabled prorated to \$30. Regular members joining after April 1, be prorated to \$32, student/disabled \$30.

CARRIED

RE: Appointment of an Auditor

MOVED by Liz Frick and Seconded by Rolands

BE IT RESOLVED that the Victoria Ballroom Dance Society not appoint an auditor for the 2020-21 fiscal year.

CARRIED

c. Appointment of Honorary Members 2021-22

MOVED by Michael Kittel that Elizabeth Smailes, Ron Smailes, John de Pfyffer, Dean Stroeder, Victor Golubkov, and Adam Hanna be appointed as honorary members for 2021-2022.

CARRIED

11. Bring Forward items

- a) 2020-21 Financials for the AGM need to come forward at the next meeting.
- b) New Years Eve Dance planning deferred

12. Correspondence

12.1 Sent to Steve Hutchings re: resolution to not send the membership list.

13. Adjournment

MOVED by Ron Tannhauser to adjourn the meeting at 7:44 p.m.

CARRIED