

## RSCDS VANCOUVER BRANCH BOARD MEETING

9:30am Saturday December 1, 2018 SCC Library

### MINUTES

**Present:** Sally Marshall, Heather Hankin, Stewart Cunningham, Peter Richards, Donna Main, Janet Mason, Gillian Beattie, Vicki Downey, Sandra Anderson, Christine Cardinal.

**Regrets:** Tereza Cabral, Barbara Kisilevsky,

**Recorded by:** Sally Marshall,

**Call to Order by:** Heather Hankin, 9.30am

#### **Approval Of Agenda:**

**Motion:** *to approve the Agenda as revised.* Donna, Gillian **Carried.**

#### **Approval of Minutes:**

**Motion:** *to accept the minutes of the November 3, 2018 Board Meeting as approved.* Janet, Peter **Carried**

#### **I. Business Arising From the Previous Meeting:**

A **Environmentally Friendly Options to Printed Items:**

Peter reported that he checked on costs of purchasing large screen TV's with USB keys for displaying dance programs at events. The cost would be between \$600.00 and \$700.00 per unit. Vicki displayed a photo of the poster board dance program that was designed for the Love to Dance Workshop and this could be created inexpensively for Branch events. Janet advised us that Speedbolt could print a wall dance program for approximately \$10.00 - \$12.00. The board was in agreement to stay with the printed wall programs as they are reasonably inexpensive to print.

B **Updating the Branch Board Documents on the Website:**

Prior to the meeting Sally and Gillian looked over the branch board documents on the website, compared notes and came up several suggestions which Sally read out to the Board. The Board was in agreement that the Funds Committee, Publicity Committee and the Children's Committee should all be removed and Sally will contact Mary Ann McDevitt. Sally questioned whether the HQ information should remain under the heading Vancouver Branch Board Documents but the Board mostly felt it should for convenience. Peter is currently working on updating the Board Committee Position Responsibilities and suggested leaving any references to job descriptions in place for now for future reference. Janet will contact Patsy about updating the Logo information on the website

**Action: Sally,  
Janet**

#### **II. Branch Administration:**

A **Vice President's Report:**

Vicki reported that she purchased gifts of beer and chocolates along with Xmas cards for the USC staff. The room bookings are all up to date

B **Treasurer's Report:**

See the Financial Results. Stewart reminded us that he keeps all the accounts on a cash basis not a revenue basis. He expressed concerns that the airfare for the Heather Ball musicians coming from Montreal was high. Peter suggested that the next Heather Ball committee be aware of this issue. Stewart once again raised the issue of selling some of our bond investments. He encouraged the Board to think about how the finances are organized. We are not getting as much income from the interest on our investments as in years past which means we are gradually dipping into our investments.

**Motion:** *to accept the Financial Results.* Stewart, Donna **Carried**

C Corresponding Secretary's Report:  
Gillian will send a card to Larry Fainberg. She received a thank you from Isobel Hyde for her framed color Branch Award. She will send a copy to Kerry McDevitt. She also reported that the certified copies of the bylaws are now on the website.

D Recording Secretary's Report:  
Sally proposed that starting in January 2019 she will start using Google Docs to work on and store the minutes of all the meetings as well as all documents pertaining to the RSCDS. She will also store the minutes of all meetings on a separate USB thumb drive as a backup. She proposed that starting in 2019 the Recording Secretary keep custody of the thumb drive to pass onto the successor. Starting January 2019 there will no longer be any printed copies of the minutes available. She will talk to Anne Brand about the eventual storage of the thumb drives – annually or until the drive gets full.

Action: Sally

### III. Membership:

A Membership:  
See Membership Report. Gillian will ask Fran Caruth to let all the teachers know to remind their classes that if they were to take out RSCDS membership prior to the Betwixt and Between, they will receive free admission into the dance. There will be a membership table set up at the dance.

Action: Gillian

B Recruitment and Retention Committee:  
See Recruitment and Retention Committee Report. Heather reported that the 5-question survey will be distributed to the 3 classes that have mandatory RSCDS membership and it was already distributed at the Monday Branch class and the Burnaby class. Vicki received some feedback from the Burnaby class which expressed the difficulty in answering question #3 as people felt that more than 3 choices of answers applied to them. Peter suggested that an age range column be added to the survey along with possibly what age the person joined the RSCDS. Stewart suggested the new people be advised of the benefits of RSCDS Membership. Vicki received a suggestion of offering clubs money for becoming a full membership club.

### IV. Archives:

A Branch Documents:  
No Report

B Oral History Project:  
Peter reported that he heard back from Sue Ronald, our North American Representative and she reported that the Oral History Project is still going ahead. Peter notified Fran Hillier.

### V. Publicity:

A Publicity Director's Report: (Attachment #2)

B Website:  
Peter reported that Simon Scott is holding, on the Branch's behalf, many documents including dance books 1-52. Over the years he has received only 5 requests from teachers for dance notes. Simon estimated he has over 2000 pages of dance notes which would be a very time consuming task to transfer onto the Website. Fran Caruth will survey the teachers to see if they would use this resource if it were available online. Stewart suggested we could hire a high school student to scan the documents. Heather reported that the clubs are responsible for updating their information for the website and forwarding it to Mary Ann McDevitt.

C Facebook:  
No Report

D Dem Team: (Attachment #3)

Sally read out the following Motions from the last meeting:

**Motion:** to approve the name "Strictly Scottish" for the Vancouver Demonstration Team  
Christine, Janet, **Carried**

Christine withdrew the above motion.

**Motion:** to table the above motion on approving the name "Strictly Scottish" until the next meeting in order for us to think about it. Stewart, Christine **Carried**

**Motion:** to untable the above motion on approving the name "Strictly Scottish" until the next meeting in order for us to think about it. Stewart, Christine **Carried**

After much discussion the Board was in agreement that the Dem Team select its own name with the suggestion to incorporate "dancing" into the name. Heather will talk to Kay Sutherland.

E Visits to Clubs:

Heather visited the Dem Team, the Ladies Step Dance class and the Branch classes. On her future visits to clubs she will suggest that the club presidents or teachers welcome new students.

Action Heather

F White Cockade:

The deadline for the January issue of the White Cockade is December 10<sup>th</sup>.

**VI. Equipment:**

A Equipment:

Heather reported that Tereza is working on updating the inventory and she is also taking photos of the equipment. Tereza has spoken to Katherine Shearman about the equipment she would like to use for the Betwixt and Between.

Action: Tereza

B AED and Battery Checks:

Sandra reported that the RSCDS owns 1 AED and the SCC owns the rest (3 or 4). She suggested that we need to know where ours is stored, if it is functional and who has knowledge on how to use it. She also suggested it should be readily available for events. In an email circulated to the Board, Tereza informed us that she did not wish to be responsible for maintaining the AED. Vicki reported that Sue Sochasky is trained to use it and Vicki will ask her if she will identify which AED is ours and if the battery is still functional. Peter suggested that the teachers and the Board Members should be trained on how to use it and Vicki will check with Sue to see if she would agree to be hired as our trainer. Sandra will check with Brett to see if he knows which AED unit is ours.

Action: Vicki,  
Sandra

**VII. Dancing And Teacher Development:**

A Dance Coordinator's Report:

In an email circulated to the Board, Fran Caruth reported the following: there is sufficient funds to enable keeping the upstairs room for teaching technique and for the beginners class even though there are not many beginners at the Branch at the moment: after discussion with Jennifer Shearman and others, a proposition has been made to hold a FREE dance class for all Burns Supper attendees (and interested others,) on January 9<sup>th</sup> when the easier dances will be reviewed, and the more difficult ones on Jan 16 (which will not be free!). Gillian will send this information to all the people who purchased Burns Supper tickets. Stewart asked us to think about recruiting new teachers and we discussed ways on how we could do this. Heather mentions this in her visits to clubs and will talk to Fran.

Action: Gillian,  
Heather

**VIII. Events**

A Lady Aberdeen Tea Dance: (Attachment #1)

Heather felt that White Rock hosted a good event even though the club was disappointed that the numbers were down. Stewart reminded us that the cheque of \$2100.00 to Honour House is a donation from the Branch. Heather will personally present the cheque to the Honour House on December 5th. Sandra felt that White Rock should also get recognition for their involvement in the fundraiser and Stewart stressed that this is a Branch event and the funds represent the Vancouver Branch. Heather suggested revisiting this issue next year. Chris suggested that the charity selected by the hosting club should reflect the theme

Action: Heather

of Remembrance Day. Stewart suggested that these recommendations be added to the guidelines which are passed on to the host clubs and Sally suggested adding them to the online guidelines. We discussed Attachment #1 and Stewart felt that the Board is obligated to host the Lady Aberdeen Tea Dance if no other club volunteered to host it, or we could abandon the dance altogether. Peter felt that the dance should not be abandoned and the Board was in agreement that the Branch should host the dance if no other club volunteered.

**B Betwixt and Between:**

Heather heard from Katherine Shearman, the B&B coordinator, that everything is good. Chris asked if the White Rock Club could set up a table at the B&B to sell clothing. Vicki questioned whether there would be enough space for it and Gillian suggested checking with Katherine.

**Motion:** *for the White Rock Club to have a table at the Betwixt and Between to sell clothing, and for White Rock to retain any profits, subject to space availability* Christine, Janet, **Carried**

**C Burns Supper 2019:**

See Report

**D Love to Dance Workshop:**

Vicki reported that everything is on track but there are no registrations to date.

**E Heather Ball 2019:**

See Report

**VIII. News of Members:**

Seoris having hip surgery January 11<sup>th</sup>. Jill Madden from the White Rock club is moving to Prince George. Francis O'Farrell is undergoing tests. Sally is having surgery December 4<sup>th</sup>.

**X. USCS:**

Stewart reported that there are now 2 societies which are the United Scottish Cultural Society (USCS) and the Scottish Cultural Center Society (SCCS). The result of a vote at the meeting held the Wednesday prior to the Board meeting was that the running of the building is being transferred from the USCS to the SCCS effective January 1<sup>st</sup> 2019. The directors approved of a special resolution to go forward to a special meeting. The special resolution gives the directors the ability to approve the gifting of the building from The United Scottish Societies Auditorium Ltd (USSAL) to the SCCS at a meeting to be held once the SCCS is registered as a charity. Then we will not be required to pay property taxes. There is an AGM of all 3 societies on December 12<sup>th</sup>. Many RSCDS members are also members of the USCS and will be able to vote at this meeting. Stewart expressed concerns that the shareholders who are against this transfer of the building will have legal representation which might cause some problems

**XI. Additional Business:**

**A List of Committees:**

Stewart would like a list of all outstanding committees within the society and their terms of references. Stewart felt that we should pass a motion that all previous motions establishing committees should be disbanded. Peter suggested that Stewart draft a resolution for the February meeting.

**Action: Stewart**

**XI. Adjournment:**

**Motion:** *To adjourn.* Time 12.32pm Donna  
Next meeting, January 5, 2019

**Attachments:**

Attachment #1 Lady Aberdeen tea Dance

Attachment #2 Publicity Report

Attachment #3 Dem Team Report

Financial Results

Membership Secretary's Report

Heather Ball Report

Recruitment and Retention Report