

RSCDS VANCOUVER BRANCH BOARD MEETING

9:30am Saturday November 3, 2018 SCC Library

MINUTES

Present: Sally Marshall, Heather Hankin, Stewart Cunningham, Peter Richards, Barbara Kisilevsky, Donna Main, Tereza Cabral, Janet Mason, Gillian Beattie, Christine Cardinal.

Regrets: Vicki Downey, Sandra Anderson,

Recorded by: Sally Marshall,

Call to Order by: Heather Hankin, 9.32am

Approval Of Agenda:

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

Approval of Minutes:

Motion: *to accept the minutes of the Sep 29, 2018 Board Meeting as approved.* Donna, Barbara **Carried**

Motion: *to go in camera.* Gillian, Barbara **Carried**

Motion: *to accept the in camera minutes of the Sep 29, 2018 Board Meeting as approved.* Gillian, Donna **Carried**

Motion: *to come out of camera.* Peter, Gillian **Carried**

I. Business Arising From the Previous Meeting:

A **Insurance Against Criminal activities:**

Stewart followed up with our insurance carrier as to whether we are covered in the event of fraud committed by a director and he felt that it was indefinite but that we are probably covered. He explained that if a fraudulent event occurred it would be evaluated at the time and that each claim is processed on an "as-is" basis.

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

At the previous meeting Jennifer Shearman raised the issue of possibly replacing wall programs with something more environmentally friendly and less costly and Peter agreed to look into purchasing a large printer. He expressed concerns about the cost of the printer, the ink, and its storage due to its size. He suggested that we continue printing the wall posters as printing is inexpensive. He also suggested trying to find a print shop who would agree to work under contract and who would accept a tax receipt. Heather will follow up with 2 possibilities and Janet will contact Speedbolt who did a large amount of printing for the Graphics Committee. Peter also noted that white boards are extremely expensive.

**Action: Janet,
Heather**

II. Branch Administration:

A **Vice President's Report: (Attachment #1)**

Heather reported that Vicki will now look after the Monday and Wednesday Branch class bookings in consultation with Fran Caruth. Fran will be responsible for any changes.

Action: Vicki

B **Treasurer's Report:**

See the Financial Results. Stewart went over the financial results. Stewart felt that he should be looking at cashing in some of our bond fund investments as interest rates are going down which will result in a decline in the value of our bonds.

Motion: *to accept the Financial Results.* Sally, Peter **Carried**

C **Corresponding Secretary's Report:**

Gillian received a thank you from Hamish Jackson for the gifts he received upon completing his term on the Board. She also received more thank you notes from teachers for the books and CDs. She sent congratulations to Lindsay Carter and Brian Corbould on their recent weddings. She also reported that she continues to receive emails through the links that were set up to redirect emails sent to the Directors' RSCDS.org addresses, but most of them appear to be spam. She does not forward any information that has nothing to do with

Action: Gillian

Scottish Country Dancing. She received a confirmation of the filing of the bylaws from Victoria and will forward it to Mary Ann McDevitt for posting on the website to accompany the bylaws.

D Membership Report:

See Report. Barbara explained that item # 2 in her report was based on the Monday night Branch class. She also reported that she received 5 more memberships since submitting her report. She noted that there are 3 new members at the Branch and they have joined the RSCDS. Barbara calls everyone who comes and tries it out to ask how things are going. She suggested we be more involved with new members. Donna would like a list of each club's new members for the Recruitment and Retention Committee for follow up purposes. Barbara is unable to identify new members on the data base but will go through the membership forms.

Action: Barbara

E Updating Bios on the Website:

Heather reported that 1 person has not yet submitted a bio to the website.

F Recording Secretary's Report: (Attachment #3)

Sally proposed that starting in 2019, the Board Meeting Minutes be stored on an external hard drive instead of printing hard copies and storing them at the center. She also suggested that the Recording Secretary keep custody of the electronically stored minutes and then pass the external hard drive on to his/her successor. Tereza suggested that they should be electronically stored in more than 1 place. Peter suggested using Google Docs. Peter, Sally and Donna will have an email discussion about ways in which the minutes could be stored.

**Action: Peter,
Sally, Donna.**

III. Archives:

1 Branch Documents:

See Archivist's Report

2 Oral History Project:

Peter reported that he contacted Sue Ronald, our North American Representative, asking her if we can submit what we have already collected and has not yet received a reply. He will check that he has the correct email address and Gillian will try to find a phone number for her.

**Action: Gillian,
Peter**

IV. Publicity:

A Publicity Director's Report:

Janet reported that the Branchometer previously referred to as the Thermometree will be displayed at the Lady Aberdeen Tea Dance. She displayed the poster of the Branchometer and that its goal is to reach 260 members. Heather referred to an email that we received from Steve McVittie asking if we wished to advertise in the Dragon Fire newsletter and Janet will follow up.

Action: Janet

B Website: (Attachment #4)

Heather reported that we need to update some of the Board documents on the website. Gillian and Sally will go through the documents and list the ones that need updating, compare notes then forward the suggestions on to Mary Ann McDevitt. Stewart questioned whether some of the information needs to be on the website. Peter will start working on updating the job responsibilities on Goggle Docs.

**Action: Sally,
Gillian, Peter**

C Facebook:

Peter reported that Louise Steinway has agreed to stay on as Facebook facilitator until she decides otherwise.

D Dem Team: (Attachment #2)

Heather reported that Kay Sutherland received a request from HQ for a 2nd video. Peter mentioned that there is a 500 pound sterling amount available from HQ to cover costs but if the Dem Team accepts it they would not get recognition for the video. The Dem team would prefer the recognition and asked if the Board would approve covering the costs.

Stewart expressed concerns about approving the expenditure without knowing the actual cost. We discussed the Dem Team's request about using the name Strictly Scottish. Peter felt that if the name were approved we could trade mark it so no one else could use it. Heather raised the issue with Kay whether a Dem Team Member had to be a member of a club and Kay's answer was no, due in part to difficulty in recruiting dancers especially men, plus commitment difficulties with some members. She also mentioned that only a few Dem Team Members did not belong to a club.

Motion: *for the Board to generally approve covering the costs of making the 2nd video subject to our receiving a cost estimate.* Stewart, Christine **Carried**

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

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**

E Visits to Clubs:

See Report: Heather reported that she often gets asked if the fees generated by the Monday and Wednesday Branch classes cover expenses and she gives assurances that they do. She also encouraged us to give the same answer if asked. Barbara suggested putting a notice in the White Cockade to let everyone know that the classes cover the expenses and Peter suggested that it could be included in the Frae the President report.

F White Cockade: (Attachments #4) & (Attachment #5)

Barbara explained to us that the Membership Secretary is responsible for printing the labels for the White Cockade. We discussed the issue raised in both attachments noted above, regarding a member of the Gleneagles club not receiving a hard copy of the White Cockade and how this could be prevented in the future. The Board was in agreement that this was probably a 1 time occurrence and that the current system used in mailing the White Cockade to RSCDS members should remain the same. Heather suggested we print out a few more hard copies of the September/ October and November/December issues to give to the clubs in case this happens again. She also suggested giving a hard copy to new attendees as a welcome and Barbara suggested that it be added to the new attendees welcome package. Gillian questioned if Barbara entered the members into the Mail Chimp data base which is used for mailing out the White Cockade. She also noted that Paul Lowe is responsible for updating the list but was unsure how often the list is updated. Heather suggested that Barbara and Gillian follow up with Paul Lowe.

Action: Gillian, Barbara

G Recruitment and Retention Committee:

See Terms of Reference Report. At the previous meeting we were asked to come up with some ideas on how to recruit and retain new members. Some suggestions were: setting up a car pool system, a buddy system of pairing a new dancer with an experienced dancer, having a meet and greet at the door, posting flyers on bulletin boards at condos, an ad in the neighbourhood newspaper. Peter suggested that we need a strategy that would work for all clubs. He also felt it would be useful to know how new members find out about us. He reminded us of a past survey that found that word-of-mouth and DITP were the 2 most successful ways of attracting members. Peter proposed holding a Spring seminar for the teachers plus the club Chairs to discuss recruitment and retention ideas, with the inclusion of a resource person. He thought that the Vancouver Foundation might have a resource person who would be willing to give ideas but they do not. He noted that there are facilitators who would come for a fee but felt that we should consider someone with experience with non profit societies. Heather will send an email to the Committee with suggested dates for the first meeting.

Action Heather

Motion: *to accept the Terms of Reference as approved by the Board on November 2nd.* Stewart, Gillian **Carried**

V. Dancing And Teacher Development:

A Dance Coordinator's Report:

In an email sent to Heather and Sally, Fran Caruth reported that the Love to Dance Workshop is all organized and that the program/brochure will be printed within the next 2 weeks. Fran Hillier will be taking over as the Branch TAC Rep. Gillian will send out a reminder notice for the LTD Workshop held on February 9th.

Action: Gillian

VI. Events

- A Lady Aberdeen Tea Dance:
On behalf of the White Rock Club which is hosting the Lady Aberdeen Tea Dance, Chris reported that everything is progressing. Heather reported that she has the new safety briefing and it is now on the website for all event coordinators to download and use. Chris will download it from the website for the Lady Aberdeen Tea Dance. Donna asked if the President of the RSDCS will accompany the representative from the White Rock Club to present the check to Honour House to increase our visibility. Stewart stressed that we make it known to Honour House that the cheque comes from the Vancouver Branch, as we are a registered charitable society with certain rules that we need to comply with. Heather has been asked on a few occasions why the Branch has not hosted the Lady Aberdeen Tea Dance. Sandy Caruth wrote a history of the Lady Aberdeen Club which noted that the transition from Ken and Eileen Bennett, the previous organizers of the dance, happened in 2010. Sally will check back in previous minutes to see if there is any mention of the transition and how it came about. Gillian felt that it was put out to the clubs as to who would be willing to host it.
- Action: Sally, Christine**
- B Betwixt and Between: (Attachment #6)
Stewart reported that as he will be away for the B&B Dance someone will have to be responsible for the cheques as the musicians will need to be paid. Heather noted that someone would have to be responsible for opening the hall prior to the event for setting up and she will talk to Darryl Carracher. Heather advised us that last year's issue about the unavailability of the kitchen was discussed with Darryl.
- Action: Heather**
- C Burns Supper 2019: (Attachment #7)
We discussed the issue raised by Jennifer Shearman about being approached by a brewery to supply the beer for Burns. Stewart advised us that we have never had an alliance with a sponsor as we are a charitable organization and it would not be allowed.
- D Love to Dance Workshop:
Covered in the Dance Coordinators Report V.A
- E Heather Ball 2019: Reported by Gail Urquhart:
Gail reported that the Heather Ball tickets have not yet gone on sale. The Ball has been advertized on various notice boards, at Fort Worden and Asilomar and it will be promoted at the Lady Aberdeen Tea Dance. The Ball committee is putting on a music camp and is working with the VFO which will not get a cut of the profits. The committee is hoping that the workshop will make a modest profit which will offset any possible losses incurred by the Ball. The workshop will be held at the Taiwanese Cultural Center and they are hoping for between 20 and 40 attendees with 20 being the break-even number. The workshop will be promoting Celtic music not just Scottish Country dance music. Gillian suggested that she check with the Celtic Traditions as they also do workshops. Heather suggested that she get in touch with the St George society as they produce a newsletter. Gail reported that the overseas flights are booked and the musicians will be billeted out for some of the time and put up in a hotel for the rest. The committee is looking for a front-of-the-house coordinator to oversee the volunteer positions at the Ball.
- F Fall Frolic 2019:
Heather reported that the West End club will definitely not continue to host the Fall Frolic. Heather will talk to Mary Ann McDevitt again about melding it with the AGM. We once again discussed using CD's instead of a band and charging an entrance fee to the AGM dance which could be a donation. Stewart commented that anyone can use the name Fall Frolic. This discussion was tabled until the next meeting.
- Action: Heather**
- G AGM Date for 2019:
Motion: *to hold the 2019 AGM on Friday September 27th.* Peter, Donna **Carried.**

Action: Heather

H DITP:

Heather reported that she has not done anything about the letter to the Vancouver Parks Board that Peter originally wrote and forwarded to her. She has contacts within the Parks Board and will follow up with them. On one of her club visits, Heather received a suggestion as to whether it would be possible to hold a similar event in another location such as Burnaby and Peter suggested possibly holding a few daytime events throughout the summer.

VII. News of Members:

Ian Allen had bypass surgery.

VIII. USCS:

See Shares in the United Scottish Societies Auditorium Ltd Report. Stewart reported that the new society the Scottish Cultural Center Society is in the process of becoming a registered charity and when it goes through, the Scottish Cultural Center will be gifted to the new society (SCCS). When this happens the United Scottish Societies Auditorium Ltd will fold.

Motion: *to appoint Stewart Cunningham and Duncan McKenzie as the RSCDS Reps.* Peter, Barbara **Carried**

Motion: *that Stewart Cunningham is given authority to vote the 2 Voting Shares owned by RSCDS Vancouver at the 2018 Annual General Meeting of the United Scottish Societies Auditorium Ltd.* Gillian Barbara **Carried**

IX. Additional Business:

A Equipment Inventory and Locations:

Tereza will create an equipment inventory list as well as the locations. Sally suggested that Tereza talk to Sandra and Denise Cunningham who compiled a list a few years ago. Tereza will follow up with Sandra. Janet noted that the publicity equipment is listed on the website. Stewart asked for a complete inventory list for insurance purposes.

Action: Tereza

B Equipment for Betwixt and Between:

Tereza will be away for the Betwixt and Between dance and Heather felt that someone might be needed to assist Katherine Shearman with the sound equipment and any other equipment that is needed. Tereza will ask Katherine if she needs help.

Action: Tereza

X. Adjournment:

Motion: *To adjourn.* Donna Time 12.32
Next meeting, December 1st

Attachments:

Attachment #1 Vice President's Report

Attachment #2 Dem Team Report

Attachment #3 Recording Secretary's Report

Attachment #4 White Cockade Report and Website Report

Attachment #5 Fall Mailing of Hard Copies of the White Cockade Report

Attachment #6 Betwixt and Between Report

Attachment #7 Burns Supper Report

Financial Results

Archives Report

Visit to Clubs Report

Membership Secretary's Report

Shares in the United Scottish Societies Auditorium Ltd Report

Terms of Reference Report