

RSCDS VANCOUVER BRANCH BOARD MEETING

9:30am Saturday September 1, 2018 SCC Library

MINUTES

Present: Francis O'Farrell, Sally Marshall, Denise Cunningham, Janet Mason, Heather Hankin, Patsy Jamieson, Gillian Beattie, Sandra Anderson, Stewart Cunningham, Anne Brand. Guest: Barbara Kisilevsky

Regrets: Peter Richards, Hamish Jackson,

Recorded by: Sally Marshall,

I. Call to Order by: Heather Hankin, 9.30am

a) Approval Of Agenda:

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

b) Approval of Minutes:

Motion: *to accept the minutes of the July 28, 2018 Board Meeting as approved.* Patsy, Anne **Carried**

c) Business Arising:

1 **Updating Club Contacts:**

Sally reported that she emailed her list of contacts for clarification on who are the actual club contacts, and she is still waiting for replies. When she hears back from the club contacts she will compile a list for Gillian and Heather. Patsy offered to help with the list as she has access to the information. Gillian noted that there is a list of classes and their teachers in the White Cockade.

**Action: Sally,
Patsy**

II. Branch Administration:

1 **Treasurer's Report:**

See the Financial Results, the 2017-2018 Financials for the AGM, the Commentary for the Directors and the Revised Estimates for the 2018-2019 Financial Year. Stewart went over all the reports and drew our attention to the losses incurred for the fiscal year. He noted that the accounts are now reconciled and there will not be any accounting adjustments this year. He did not agree with the accounting adjustment made in 2017 and reminded us that the issue was raised at the 2017 AGM and it was not addressed. He assured us that the new accounting firm will be more thorough. He explained that in order to change the fiscal year from June 1st to July 1st he had to set up a 1 month year then a 12 month year but will report to the board on a 13 month basis. He also has to gain approval on the change of fiscal year from the Canada Revenue Agency and he will follow up. Because of this change he also revised the Estimates for the 2018-2019 Financial Year. The Board was in agreement that any invoice submitted to the treasurer for re-imburement should be backed up with proof of payment. Gillian proposed that maybe this policy could be published in the White Cockade

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

Motion: *to approve the 2017-2018 Financial Report for presentation the 2018 AGM.*

Denise, Gillian **Carried**

Motion: *to accept the Revised Estimates for the 2018-2019 Financial Year based on a 13 month basis.* Gillian, Denise **Carried**

Action: Stewart

2 **Vice Chair:**

Heather reported that the room bookings are up to date for the rest of the year and the beginning of next year. She is in the process of putting together the Calendar of Events which she will forward to Stewart for printing. These will then be distributed at the AGM. Patsy will forward a list of incoming Board Members to Heather before the AGM so that their correct names addresses can be confirmed at the AGM. Heather will then include them in her annual report.

**Action: Heather,
Stewart, Patsy**

- 3 Correspondence:
Gillian wrote to Sandra Crosbie who recently retired. She also wrote a thank you to Rosemary Coupe for creating "A brief History of Scottish Country Dancing in Vancouver" and allowing it to be posted on the website. She sent out the draft bylaws and a covering letter to the 10 people who do not have email addresses. She will send out the October dance dates in advance as she will be away. She will also send a card to Louise Murphy.
- 4 Membership:
Patsy reported that 61 members are signed up to date. Paul Lowe added a "year started" box to the PayPal membership form and people are responding.
- 5 Nominations:
See Branch Nominations Report. We discussed the nominations and some corrections were made on Board Members' terms of office. Heather will notify Fran Hillier.
- 6 Revitalization Committee:(Attachment #1)
Stewart questioned if an organized Facebook campaign was discussed to recruit new members and Francis replied that it was not.
Motion: *to terminate the Revitalization Committee* Francis Stewart **Carried**
- 7 Bylaws:
Prior to the meeting, Peter circulated the final copy of the bylaws to the Board Members in order to be voted upon. The following email vote was carried and the Board was in agreement that it be presented at the 2018 AGM:
Be it RESOLVED, as a Special Resolution, that the existing Bylaws of the Society be cancelled and the form of Bylaws attached hereto be adopted as the Bylaws of the Society in substitution for the existing ones.

Action: Heather.

III. Archives:

- 1 Branch Documents:
Peter asked Anne to continue as Archivist but not as a Board Member and she agreed. She will have a table of memorabilia set up at the Lady Aberdeen Tea Dance. She has a box of old photos that she will encourage people to take and she will discard any photos of children. Stewart felt that there was no clear instruction on what to do about the old photos which were published in the White Cockade and the original idea was to ask if anyone could identify the people in the photos. The list of identified people could then be published in the next edition of the White Cockade. Stewart suggested that Anne could possibly check with Simon Scott and Mary Murray to see if they could identify people in old photos and then to add the names on the back and save them in the archives. Janet agreed to take over filing of the White Cockade in the safe and Patsy will make sure Janet receives it. Anne questioned the whereabouts of the library and which books belong to the USCC and which belong to the RSCDS which at the present time is not clear. Heather suggested having a book sale and splitting the proceeds between the RSCDS and the USCC.
- 2 Oral History:
No Report

Action: Anne, Janet, Patsy

Action: Peter

IV. Publicity:

- 1 Publicity:
Janet is in the process of updating the flyers and rack cards and will distribute them to the various locations. She received a letter from the organizer of the previous July 1st parades which included information on a Halloween parade and expo which will be held October 5-7 on Robson Square. She does not feel that the parade a good fit for us but will forward the information to Louise Murphy to see if the Dem team would be interested in performing. She will continue to look for events that we can participate in throughout the year.
- 2 Website:
No Report

Action: Janet

- 3 Facebook:
Peter contacted Louise Steinway about transferring the position of Facebook facilitator but has not heard back
- 4 White Cockade:
No Report
- 5 Dem Team:
No Report
- 6 Visits to Clubs:
No Report
- 7 Graphics Committee:
Patsy reported that she is working on a new letterhead.
Motion: *to terminate the Graphics Committee as it has completed its work.* Patsy, Denise Carried

Action: Patsy

V. Dancing And Teacher Development:

- 1 Dance Coordinator's Report: (Attachment #2)

VI. Events

- 1 Heather Ball 2019:
See Report
- 2 Highland Games 2019
The date of the Highland Games has been changed to June 15th from June 22. Stewart reported that the games will be held at Lafarge Lake Park instead of in the stadium. He also advised us that Mike Chisholm has been appointed Executive Director of the games and this is a paid position.
- 3 Burns Supper 2019:
Gillian reported that Jennifer Shearman, the 2019 Burns Supper Coordinator, was getting organized and she has some positions filled.
- 4 Dancing in the Park:
Stewart raised the issue of teachers not being paid for DITP if the event is rained out. The Board was in agreement that this policy should continue.

VII. News of Members:

Brian Corbould is getting married. Mary Ann McDevitt is visiting her sick brother in Oregon. Diane Colombe has moved to Ontario.

VIII. USCS:

- 1 Stewart gave us some background information on the 3 organizations within the USCS which are: the United Scottish Cultural Society (USCS) which runs the centre, the Highland games and Scottish events around town; the United Scottish Societies Auditorium ltd (USSAL) which is a company and which owns the centre, and the newly formed Scottish Cultural Center Society(SCCS) . It is proposed that the USSAL should be terminated and thereafter the USCS would run the Highland Games and other Scottish cultural events and the SCCS would run the Scottish Cultural Centre. The concern was that the transfer of the building to the SCCS might possibly incur capital gains tax but after consulting with a tax lawyer the USCS was advised that no tax would apply if the new society were a registered charity. The SCCS is in the process of becoming registered as a charitable society. It is also proposed that the 7 sponsoring societies within the USCS have an equal vote. All the societies have been officially notified of the above proposals.

IX. Other Business:

1 Fund Raising:

Because of the losses incurred this year Peter suggested that we look at some fund raising ideas like an event.

2 Bring and Buy Sale Table at the AGM:

The Board was in agreement that we hold the Bring and Buy sale before the AGM as we did last year and that all proceeds should go to the RSCDS. Denise will organize the set up and Gillian will send out a notification to the membership.

Motion: *to supply tables for a Bring and Buy sale at the AGM with all proceeds going to the RSCDS.* Denise, Sally **Carried**

**Action: Denise,
Gillian**

3 Updating Committee:

Stewart felt that it would be useful to compile a list of all the present committees that are presently outstanding, and that inactive committees be dissolved. Heather will assign the task of producing the list to Peter. Janet reported that there is no longer a need for a Publicity Committee.

**Action: Heather,
Peter**

4 Insurance against Criminal Activities:

Stewart checked with our insurance carrier to see if we were covered should there be any criminal activity by a director incurring a loss to the RSCDS and their answer was not clear. Stewart reported that we have liability insurance that would not necessarily cover a loss incurred by a director and questioned whether we need that type of coverage.

5 In Camera:

Motion: *to go in camera* Gillian, Anne **Carried**

Motion: *to come out of camera* Denise, Gillian **Carried**

X. Adjournment:

Motion: *To adjourn.* Denise. Time 12.20
Next meeting, September 29, 2018

Attachments:

Attachment #1 Revitalization Report
Attachment #2 Dance Coordinator's Report
Financial Results
Revised Estimates for 2018-2019 Financial Year.
Commentary for the Directors
2017-2018 Financial Report for Presentation at the AGM
Nominating Report
Heather Ball Report