

RSCDS VANCOUVER BRANCH BOARD MEETING

9:30am Saturday April 6, 2019 SCC Library

MINUTES

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

Regrets: Tereza Cabral

Recorded by: Sally Marshall,

Call to Order by: Heather Hankin, 9.30am

Approval Of Agenda:

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

Approval of Minutes:

Motion: *to accept the minutes of the March 2, 2019 Board Meeting as amended.* Christine, Gillian **Carried**

I. Business Arising From the Previous Meeting:

A Updating the Branch Board Documents on the Website:

Heather reported that Patsy Jamieson will submit her report on updating the logo for the May Board Meeting.

B Update of Safety Guidelines:

Prior to the meeting, Gillian circulated the amended safety guidelines documents to the Board Members. We discussed the safety guidelines and Gillian suggested that the safety announcement could be read out to classes at the beginning of each class term and also possibly displayed on a notice board. The Board was in agreement to leave in the "use of the ladder guidelines" and Peter suggested that we add in the comment that use of the ladder is strongly discouraged. Gillian questioned whether we need the sample safety checklist and the event safety briefing, both of which apply to the building. Janet reported that 2 people had fallen due to slippery spots on the floor in the northwest quadrant of the room. Heather will email Darryl Carracher to let him know

Action: Heather

C TAC Policy on Teacher Recruitment:

Donna reported that she could not find much information on how TAC handles teacher recruitment. Donna emailed Fran Hillier who will get back to her. Heather has talked to Fran Caruth several times about recruitment of teachers and this will be addressed at the May teachers' meeting.

II. Branch Administration:

A Vice President's Report:

Vicki reported that the 2019 Betwixt and Between will be held on December 28th, the 2020 Burns supper will be held on January 18th as the 25th was not available and the 2020 Love to Dance Workshop will be held on February 22nd. She will email the room bookings information to the Board members. Heather will talk to Vicki about where she can find the information on out of town events and also the information that should be added to the blue events calendar cards. Stewart will continue to produce blue events calendar cards which are given to new and renewed RSCDS memberships, as the Board felt that they were useful. Heather suggested that the cards should also be sent to out of town clubs such as Bellingham and Nanaimo and she will pass on the contact information to Barbara.

**Action: Vicki,
Heather, Stewart**

B Treasurer's Report:

See the Financial Results. Stewart went over the Financial Results. Stewart drew our attention to the loss incurred by the Heather Ball and reported that 50% of the expenses incurred were for the musicians, 30% for food, 8% for the hall rental and 6% for bar expenses. This will be discussed further at the May meeting. Stewart also reported that the investment income is not good as the mutual funds which are primarily in bonds are

incurring a loss due to the interest rates. At the present time, if we sold off our mutual funds we could lose \$2500.00.

Motion: *to approve the Financial Results.* Peter, Vicki **Carried**

C Corresponding Secretary's Report:

Gillian reported that the promotional badges donated to us by David York will go to the archives. She sent a card to Bill McKintosh who hurt his knee. She will send her annual secretary report to Edinburgh. She informed us that Edinburgh has also asked for our financial reports. She showed us the new RSCDS note cards that had been reprinted.

Action: Gillian

D Recording Secretary's Report:

No Report

E Nominating Committee:

Heather reported that Cathrine Conings is having a difficult time finding someone to take on the position of Recording Secretary. There will be 2 new members on the Board for the 2019/2020 term and our bylaws state that we should replace 50% of Board members each year.

III. Membership:

A Explanation of February Minutes:

The following was recorded in the February minutes: "Barbara reported that we have 230 RSCDS members to date with 61 belonging to the Vancouver Branch." We received a query about the 61 people belonging to the Vancouver Branch as the person posing the question felt that we all belong to the Vancouver Branch and we should possibly have a different label for the 61 people. Barbara had noticed this and intended to raise the issue and felt that there is confusion in the nomenclature. In the future she will report the total RSCDS membership to avoid this confusion.

B Membership List Availability:

Barbara feels that the membership list is restricted as it is stated in the Membership Secretary job description: "Maintains confidentiality of membership lists and only releases copies as directed by the Board." She feels that each club should be able to publish a list of its members and some contact information, for in-house use only. She would like to revise the membership forms to include some wording that allows us to distribute personal information within the club. There could also be an option for the person to disallow sharing of personal information if he/she so wished. Peter had concerns that this could violate the privacy policy.

Motion: *to revise the membership forms to include the statement that the member's name and contact information will be shared within the club and to include an opt-out clause*

Barbara, Donna

Motion: *to table the above motion until the privacy policy is checked.* Peter, Donna
Carried

IV. Recruitment and Retention Committee:

A Recruitment and Retention Committee:

Donna reported that the R&R Committee met in March and while they have lots of ideas they have no suggestions to report, and she encouraged input from everyone. The Committee was in agreement that we need to recruit new dancers and teachers and that Fran Caruth will be at the next R&R meeting on April 18th. We discussed recruiting young dancers and possibly offering a scholarship. Peter reminded us that that we have looked into this in the past and we felt the costs were high and we might not retain that person. He also felt that the money might be better used on teacher training. Peter advised us that we can invite younger dancers to appropriate dances. We also discussed that home school children attend Scottish country dance classes for their fitness component and that this idea was followed up on the North Shore some years ago by Francis O'Farrell.

Action: All

V. Archives:

A Branch Documents:

Heather contacted Edinburgh about their offer to take anything in the way of documents for the Edinburgh Archives Proposal. She heard back from HQ and was informed that the Edinburgh Archives will accept all materials which relate to the Scottish Country Dance genre. She contacted Anne Brand who felt that we could start by sending digitized minutes to Edinburgh and also to the Vancouver Archives along with the printed minutes. The Vancouver Archives will accept printed minutes up to 2010 which will leave 8 years of printed minutes at the SCC. Heather questioned whether we should store any archived materials at the SCC and asked whether we want to send all digitized items to the Vancouver Archives and Edinburgh. Anne would like to start another scrapbook and the Board was in agreement that she could and Heather will let her know. Peter suggested sending the minutes and the White Cockade to Edinburgh. Sally noted that going through past minutes and separating the in-camera minutes, which would not be sent, would be a very time-consuming task.

Motion: *to send the minutes and attachments of the Board Meetings and AGM Meetings and the White Cockade in digitized form to Edinburgh.* Peter, Barbara. **Carried.**

Action: Heather

B Oral History Project:

Heather spoke with Fran Hillier who informed her that, according to Edinburgh, the recordings for the oral history project do not have to be transcribed. Fran was going to think further about this and how she was going to proceed with the project. Heather will follow up with her.

Action: Heather

VI. Publicity:

A Publicity Director's Report:

Janet reported that she replenished the RSCDS rack cards at TartanTown and House of McLaren. She attended an SFU retiree's reception at Harbour Center and distributed some flyers. She felt this could be a possible venue to reach out to younger people coming up for retirement. Barbara suggested contacting Faculty Associations which usually offer programs preparing faculty members for retirement and Stewart suggested that this could be expanded to larger corporations and the government. Janet attended a golf related luncheon and met 3 people who will possibly join a beginner's class in the Fall. At the recent LTD Workshop, she received encouraging feedback from 2 new dancers about their dance experience. She has been updating the RSCDS blurbs on the Highland Games website and in the HG brochure. The Dem Team (Strictly Scottish) will be featured in the brochure. A picture of the main stage and seating area in the new location for the games is now on the website and will be in the forthcoming issue of the White Cockade. She will be looking for volunteers for the RSCDS tent.

Action: Janet

B Website:

No Report

C Facebook:

No Report

D Dem Team:

Janet reported that the Dem Team has 2 upcoming events which are a wedding and July 1st at Canada Place. Louise Murphy will go to Whistler May 5th to show a group how to do easier Scottish Country dances so that they can participate in the class. This is a result of a church auction prize and the class taught by Louise was the prize.

E Visits to Clubs:

Heather visited the Richmond Reelers and will be visiting more clubs in April

Action: Heather

F White Cockade:

The next deadline is April 10th

VII. Equipment:

- A Consumable Items from the RSCDS Cupboards:
Heather reported that the consumable items in the RSCDS cupboards which was discussed at the last meeting are non-perishable items such as tea, sugar and coffee. Peter reported that the drinks were removed.
- B Equipment Lists and Photos: **Action: Tereza**
Prior to the meeting, Tereza circulated the updated inventory lists and photos to the Board Members. She will go through the cupboard which stores the Heather Ball items with Alison Moen to see what should be kept.
- C Sound Board: **Action: Vicki**
Tereza advised us that we do not have a sound board. Heather is trying to track down which sound board was used for the AGM dance. Gillian noted that there is a permanent sound board on the stage. Stewart advised us that there a miniature sound board that the Branch owns which is connected to the speakers and we do not own a full scale one. Heather questioned whether we could buy a sound board and then find sound man to run it at dance events to cut down on expenses. Peter felt that operating a sound board is not easy and transporting it could be inconvenient which is why the VFO chose to hire a soundperson. Vicki will contact Cathrine Coning's son Hugh, who ran the sound equipment for the Burnaby dance, to see if he plans to continue doing this and also the cost of equipment.

VIII. Dancing And Teacher Development: Dance Coordinator's Report:

- A Dance Coordinator's Report (Attachment #2)

IX. Events

- A Burns Supper: **Action: All**
Heather advised us that Jennifer Shearman did not agree to chair the 2020 Burns Supper. Heather has approached numerous people in various clubs and has had no success. She encouraged us to think about people who might be willing to chair the event and to also talk to people. Heather expressed concerns that the caterer is not booked. Stewart felt that we should check out other caterers besides A&F Catering.
- B Love to Dance Workshop: **Action: Stewart**
Stewart felt the Love to Dance Workshop is part of the Dance Coordinator's responsibility but will consult with, and work with Fran Caruth to clarify.
Motion: *to re-appoint Fran Caruth and Jean Wagstaff as co-chairs of the 2020 Love to Dance Workshop and Tea Dance.* Vicki, Gillian **Carried**
The Board is delighted to re-appoint Fran and Jean and wishes to thank them for their service.
- C Heather Ball 2019: **Action: Stewart**
Further to our discussion under Treasurer's Report, Heather questioned why the musicians could not be billeted for the entire time to save accommodation expenses, and find a rental place for practice. Stewart advised us that the musicians requested the hotel for 3 nights. We also discussed booking flights at our end rather than leaving it up to the musicians. Peter felt that the Board could be more directive about the number of musicians and where they come from. He raised the issue once again that the Branch Treasurer should be an ex officio member of the Heather Ball Committee. Stewart felt that in the future the Board Treasurer could possibly be an ex officio member of all committees that spend money. Stewart felt that we should publicly recognize Pearl Holmberg and Mary Wattum for their financial contributions to the RSCDS. The Heather Ball committee is meeting on Wednesday after the Board Meeting. Heather reported that she has already asked Gail Urquhart if she would be willing to be the 2020 chair and if not could someone else within the committee carry on. Stewart suggested that 1/3 of the committee should change every year and that the Chair should remain for up to 3 years. He suggested that in the future, we formally adopt an overall policy for committees. Heather asked Stewart to look into developing a committee policy proposal and he agreed.

D Highland Games:
Donna reported that everything is coming along

E Dancing in the Park: (Attachment #3)
Vicki reported that Burnaby has committed to June 17th. Heather reported that the VFO is not available to play for DITP this year. Vicki advised us that Burnaby discussed having Kilbernie station and asked us if the Branch wanted to have live music at DITP. Heather advised us the cost for Kilbernie Station would be between \$300 and \$500 depending on how many musicians played. Heather questioned if there was funding available at the USCS for promoting Scottish Culture and Stewart replied SCCS may have money available for education related to Scottish Culture. Barbara questioned whether the live music event at DITP is good use of spending money, She reminded us of her recent survey where only 1 person was recruited from DITP. Stewart pointed out that previous surveys showed that the prime reason that people joined Scottish Country Dance was DITP. Janet and Gillian noted that the Vancouver Police Pipe Band draws in huge numbers including our own RSCDS members. Peter felt that the VFO draws people and it promotes local musicians. Sally reminded us that last year we passed a motion to subsidize live music at DITP and unless we want to make another motion to discontinue this, we should go ahead with live music. The Board was in agreement that we were remiss in not contacting the clubs in January for them to select their dates to host DITP, as was agreed upon last year. We will be celebrating the 70th anniversary of DITP in 2020 and Heather has been making enquiries with the City of Vancouver to find out if we can get some grants. There is a community arts grant that we can apply for and applications will open in January 2020. The City will make its decision by May. In order to qualify for the grant, we have to have funding from other sources. Heather, Alison Moen and Fran Caruth and possibly others will be working on this.
Motion: for the Vancouver Branch to subsidize up to \$500.00 for live music at the opening night of DITP for this year (2019) only. Peter, Vicki **Carried**

Action: Heather

X. News of Members:

Jane Steele is undergoing medical treatment and Gillian has sent her a card. Beth Armour pulled a muscle and will not be back dancing for a while. Francis O' Farrell had surgery. Laurie Lang's husband John had surgery and Gillian will send a card. Larry, the previous caretaker of the building, recently passed away.

Action: Gillian

XI. USCS, SCCS, USSAL:

Clarification of the above titles: United Scottish Cultural Society, Scottish Cultural Centre Society, United Scottish Societies Auditorium Ltd. Prior to the meeting Gillian circulated a document containing information about the extraordinary general meeting of the USSAL to be held on May 8th 2019. The purpose of this meeting is to vote on a special resolution which is to transfer ownership of the building from the USSAL to the new SCCS as a charitable donation. It is now confirmed that the SCCS is a registered charity. The RSCDS is a shareholder of the USSAL and holds 2 votes.

Motion: for either the Branch Chair or Secretary to complete the USSAL Voting Shareholder Representation Letter and for Stewart to be appointed as the RSCDS representative. Stewart, Barbara, **Carried**

XII. Additional Business:

A Affiliated Clubs:
Donna brought our attention to the fact that Edinburgh's website contains information the Vancouver has Stewart will contact HQ to clarify.

Action: Stewart

XIII. Adjournment:

Motion: To adjourn. Time. 12:58 pm Donna
Next meeting, to be decided upon by email.

Attachments:

Attachment #1 Safety Guidelines Report
Attachment # 2 Dance Coordinators Report.
Attachment #3 DITP
Financial Results.

