

## RSCDS VANCOUVER BRANCH BOARD MEETING

9:30am Saturday February 2, 2019 SCC Library

### MINUTES

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

**Regrets:** Christine Cardinal.

**Recorded by:** Sally Marshall,

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

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

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

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

**Motion:** *to accept the minutes of the January 5, 2019 Board Meeting as approved.* Vicki, Janet **Carried**

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

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

Sally updated the job responsibilities of the Recording Secretary and Gillian updated those of the Corresponding Secretary. Patsy Jamieson will update the logo guidelines.

B **List of Inactive Committees:**

Stewart proposed that we list all the committees that are still in effect and that all others be disbanded. He also suggested that each committee that is formed have proper terms of reference such as how the committee is appointed and how its chair is appointed etc. Barbara suggested that each committee be provided with a budget. Stewart will bring forward a resolution to the next meeting.

**Action: Stewart**

C **Update of Safety Guidelines:**

Prior to the meeting Heather sent us an email suggesting that we familiarize ourselves with the Safety Guidelines which are posted on the website. We went over the Safety Guidelines and discussed what should be included. Gillian questioned whether we need a Branch Safety Coordinator, an Event Safety Coordinator and a Branch Safety Committee. We discussed whether an actual Safety Committee was necessary and Gillian felt that in the past it might have been a requirement. Gillian will go over the Safety Guidelines and bring back revisions to the next meeting.

**Action: Gillian**

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

A **Vice President's Report:**

Vicki reported that she has booked the 3<sup>rd</sup> Saturday in January 2020 for the Burns Supper and that the 4<sup>th</sup> Saturday which is the 25<sup>th</sup> may become available. Heather was in contact with the Tartan Players and asked them to reserve both dates for the time being. Sandra advised us that a group in White Rock is having their Burns Supper on the 25<sup>th</sup>.

B **Treasurer's Report:**

See the Financial Results. Stewart went over the Financial Results. Stewart raised a concern over a recent bank visit on the RSCDS's behalf when the employee asked a personal question to access the account and he could not answer. It was felt that the previous treasurer had set up the security questions. Peter suggested that these personal questions need to be re-authenticated by the bank.

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

C Corresponding Secretary's Report: (Attachment #1)  
 Gillian reported that the thank you letter from Honour House is posted on the website. She sent an e-card to Louise Steinway's husband, a note to Louise Murphy after her recent surgery and a birthday card to Nell Bird. We discussed attachment #1 and several likely candidates for our representative were suggested. Gillian had 4 suggestions of candidates which were Seoris Harrison, Gael Forster, Sarah Kell and Alison Moen. Gael and Sarah belong to the Vancouver Island Scottish Country Dance Society. The selection needs to be finalized by mid February. Gillian will talk to Sarah to see if she would like to be involved.

D Recording Secretary's Report:  
 It was incorrectly recorded in the December 2018 minutes that there was a separate Heather Ball Report and there was not. Instead the following should have been included: The Heather Ball program is complete and has been sent to the musicians: All the musicians' flights are booked.  
**Motion:** *to accept the above corrections to the December 2018 minutes.* Peter, Gillian.  
**Carried.**

E Nominating Committee:  
 Heather reported that she appointed Cathrine Conings, Gerry Stensgaard and Susan Stensgaard to serve on the nominating committee. Gillian expressed concerns that the 3 nominees were from 1 club and would possibly not reach out to other clubs especially the outlying clubs. Many of the Board Members agreed. Peter commented that any one of us can suggest to the Nominating Committee names of those who could possibly serve on the Board. He also commented that it is very difficult to find people to serve on the Nominating Committee. Stewart suggested that Cathrine Conings chair the committee and that she select who she would like to work with. Barbara suggested that Cathrine be asked to contact people from other clubs to serve on the Nominating Committee and to consider people from the outlying clubs to serve on the Board.  
**Motion:** *to appoint Cathrine Conings, Gerry Stensgaard and Susan Stensgaard to serve on the Nominating Committee.* Peter, Sally  
**Motion:** *to amend the above motion to read; to appoint Cathrine Conings as Chair of the Nominating Committee with the right to appoint other people.* Stewart, Donna. **Carried**

**Action: Heather.**

### III. Membership:

A Membership Numbers:  
 Barbara reported that we have 230 RSCDS members to date with 61 belonging to the Vancouver Branch. In 2017-2018 we had 247 RSCDS members with 61 belonging to the Vancouver Branch.

B Wednesday Night Branch Classes:  
 We discussed whether visitors and/or teachers should have to pay drop in fees for the Wednesday night Branch class and the Board was in agreement that out of town visitors and teachers should have to pay. Gillian reminded us that all newcomers used to get their first class free. Barbara expressed concerns on the lack of clarity on the Website descriptions of Monday and Wednesday night classes regarding RSCDS membership. Heather suggested that Barbara email her all her suggestions and Heather will discuss them with Fran Caruth before approaching Mary Ann McDevitt. Tereza suggested that non RSCDS members who attend the Wednesday night Branch class pay a higher drop in fee. Gillian reported that 6 new people attended the Wednesday evening pre Burns Supper practice held on January 9 and 3 of them expressed interest in continuing. Peter reported that expenses for the free class will be covered by the Burns Supper and that could be mandated for the future, should the need for a free Burns Supper practice class arise.  
**Motion:** *for RSCDS members attending the Wednesday Evening Branch Class to pay \$7.50 for the drop in and for non RSCDS members to pay \$9.00, effective immediately.*  
 Peter, Tereza **Carried**

**Action: Barbara, Heather**

B Recruitment and Retention Committee:  
 Barbara gave us the following suggestions for the Recruitment and Retention Committee as well as a proposed budget. The ideas were generated from the previous survey's results She proposed a budget of \$1000.00 which includes the following: \$250 for advertising; \$550.00 for club incentives such as 1 free Heather Ball ticket for every 5 new members

recruited and 1 free ticket to the LTD workshop for each new member recruited which could be raffled off to generate funds for the club; \$140 (teacher honorarium \$10.00 x 14 classes) to continue Katherine Shearman's step and formation class for 30 minutes prior to the Monday night Branch class; \$60.00 for stationery. Stewart commented that every new member generates approximately \$20.00 in RSCDS membership to the Vancouver Branch but had no concerns over the proposed budgets. Gillian questioned whether the Monday night ½ hour technique class could be covered by the dues generated by the Monday night class.

**Motion:** *to approve the Recruitment and Retention Committees proposed budget of \$1000.00.* Barbara Janet

**Motion:** *to table the above motion.* Peter Donna **Carried**

#### IV. Archives:

A Branch Documents:

Sally reported that she contacted Anne Brand to see if the Vancouver Archives would take past issues of the White Cockade and dance programs. Anne's reply was that she will follow up about the White Cockades but questioned whether we needed to store the old dance programs as the dances are already listed in the White Cockade. Sally felt that there was possibly a limited amount of storage allotment for us in the Vancouver Archives and that we should let Anne continue on with it as she sees fit. Peter will explore a cloud system for storing Archives.

**Action: Peter**

B Oral History Project:

Peter reported that Fran Hillier is still working on the project and he will follow up with her on its progress.

**Action: Peter**

#### V. Publicity:

A Publicity Director's Report:

See Report. Janet reported that she is watching for information about Celtic Fest and felt that the Dem Tem would possibly perform if there was an event on Robson Street. She was unsure if the parade was scheduled. The St George event at the Roundhouse is scheduled for April 20.

**Action: Janet**

B Website: (Attachment #3)

C Facebook:

No Report

D Dem Team: (Attachment #2)

See Vancouver Branch Demonstration Team Activity Record Report. Stewart commented that the word "dancing" was not included in the Dem Team's new name "Strictly Scottish" which was discussed at the December meeting. Peter pointed out that the Dem Team includes step dancers, singers and toast to the haggis speakers as well as Scottish Country dancers and it is an actual show.

E Visits to Clubs:

Heather visited the Gleneagles General Class and the West Vancouver Dunderave Dancers. She received 3 new RSCDS memberships, a payment for the love to Dance workshop and a donation of \$250. Gillian will follow up with Louise Murphy about a donation for some clothing items that went to some new dancers in West Vancouver.

**Action: Gillian**

F White Cockade: (Attachment #3)

#### VI. Equipment:

A Equipment:

Tereza reported that she made inventory lists of the basement cupboards and plans to go through the kitchen and stage cupboards. She also has photos of the inventory. She will forward the photos to Peter and he will print them out. She will attach the inventory lists to the cupboards and suggested that each shelf should be labelled. She expressed concerns that items are not always replaced correctly after use. Stewart reported that currently the

**Action: Tereza,  
Peter**

equipment is not insured. To check on costs of insurance Stewart would need a list of the equipment and its value. Peter felt insurance was not necessary as to replace some of the electronics would not be too expensive.

- B AED :  
The AED training session for the Board Members is scheduled after today's meeting.

### VII. Dancing And Teacher Development:

- A Dance Coordinator's Report:  
The following paragraph contains excerpts from an email from Fran Caruth, circulated to Heather and Sally. Fran plans to schedule a teacher's meeting sometime in April to discuss the memory dance idea, dances that are offered at classes and socials and Simon Scott's items. Heather encouraged us to bring any other suggestions for Fran to the March Board meeting. Stewart reported that Ruth Jappy has items that she has digitalized and that it is available to the Branch. Stewart will let Fran know. **Action: Heather, Stewart, All**

### VIII. Events

- A Burns Supper 2019: (Attachment #4)  
Heather reported that she has booked the Tartan Players for the 2020 Burns supper. Gillian heard many complementary comments about Pat Hollingdale's Immortal Memory and she felt that it should possibly be published in the White Cockade and be posted on the website. Gillian will talk to Pat. Heather will contact Jennifer Shearman to see if she would be willing to Chair the 2020 Burns Supper and will also send her a thank you card for coordinating the 2019 Burns. Gillian questioned whether she should save the PayPal list of non member attendees who bought tickets over the internet so that they can be contacted for next year's Burns Supper and the Board was in agreement that they should be saved.  
**Motion:** *to formally thank Jennifer Shearman for coordinating the 2019 Burns Supper.*  
Vicki, Barbara **Carried** **Action: Heather, Gillian**
- B Love to Dance Workshop:  
Vicki reported that there are 14 people registered in the basic class and 29 in the intermediate class. Vicki encouraged us to take brochures to classes. **Action: All**
- C Heather Ball 2019:(Attachment #5)  
Heather felt that we all need to promote the Ball. She asked us to consider whether holding the Heather Ball every year is too expensive for people and whether we should bring in overseas musicians every alternate year and use local groups the rest of the time. **Action: All**
- F Highland Games:  
Janet let Donna know that she will arrange the tent with Save-On-Foods. Donna reported that we might be able to get one through the games which we will not have to pay for but Peter felt that we should still reserve one through Save-on-Foods. **Action: Janet**

### IX. News of Members:

Isabel Hyde is doing well after her fall and is back dancing. Louise Murphy is back to teaching. Larry (a prior SCC staff member) is not doing well. Brett (the current SCC staff member) had a surgical procedure recently. Gillian will send a card to Brett. **Action: Gillian**

### X. USCS:

Peter was elected as President of the United Scottish Cultural Society which runs the Highland Games. The USCS is now separate from the building which is now run by the newly formed Scottish Cultural Center Society. Once the SCCS is registered as a charity the United Scottish Societies Auditorium Ltd., which currently owns the building, will gift the Scottish Cultural Center building to the new SCCS. Stewart will vote the RSCDS's 2 shares in favour of this.

**Motion:** *to rescind the following motion which was carried at the November meeting; 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: and to amend the motion with; for Stewart Cunningham to vote our 2 shares at any annual or special meeting of the United Scottish Societies Auditorium Ltd.* Stewart, Peter **Carried**

**XI. Additional Business:**

A Availability of RSCDS Teachers:

Stewart suggested that we as a Board consider the availability of teachers as the Branch is finding it very difficult to find teachers.

**XII. Adjournment:**

**Motion:** *To adjourn.* Time. 12:33pm

Next meeting, Saturday March 2<sup>nd</sup> 2019

**Attachments:**

Attachment #1 2023 RSCDS Centenary

Attachment #2 Dem Team

Attachment #3 White Cockade

Attachment #4 Burns Supper

Attachment #5 Heather Ball

Publicity Director's Report

Financial Results.

Vancouver Branch Demonstration Team Activity Record Report