

RSCDS VANCOUVER BRANCH BOARD MEETING

9:30am Saturday January 5, 2019 SCC Library

MINUTES

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

Regrets: Tereza Cabral, Stewart Cunningham,

Recorded by: Sally Marshall,

Call to Order by: Heather Hankin, 9.30am

Approval Of Agenda:

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

Approval of Minutes:

Motion: *to accept the minutes of the December 1 2018 Board Meeting as approved.* Gillian, Donna **Carried**

I. Business Arising From the Previous Meeting:

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

Sally reported that she contacted Mary Ann McDevitt about removing the following committees from the website: the Children's, the Funds, and Publicity. Mary Ann went ahead and removed them. Janet reported that Patsy will be working on updating the logo guidelines. Gillian read through the safety guidelines that are posted on the website and felt that they need to be updated. She will look them over and will check with the labour code. Peter suggested that we should all update our job responsibilities which will be stored on Google Docs. He will instruct us on how to use Google Docs.

**Action: Peter,
Gillian, All**

II. Branch Administration:

A **Vice President's Report:**

Vicki reported that prior to Christmas, she delivered the gifts that she purchased for the USCS staff to Darryl Carracher.

B **Treasurer's Report:**

No Report.

C **Corresponding Secretary's Report:**

Gillian received a Xmas Card from the USCS staff. Gillian read out the letter that Heather received from Honour House thanking the RSCDS for its donation from the Lady Aberdeen Tea Dance. Gillian will scan the letter and forward it to Mary Ann McDevitt to post online and possibly publish in the White Cockade. She reported that she sent the information about the free class offered to those attending the Burns Supper to those who had purchased tickets. She will send an e-card to Louise Steinway as her husband is recovering from surgery. She informed us that the Charities Directorate required a certified photo copy of our constitution and our bylaws under the new BC Societies Act. She photocopied them and sent them and checked online to insure that they had been received.

Action: Gillian

D **Recording Secretary's Report: (Attachment #6)**

Prior to the meeting Sally circulated a series of emails between her and Anne Brand about the most efficient way in which the electronic copy of the minutes should be stored. Sally will store them at home on either Google Docs or Google Drive. Peter suggested that they be transferred to a thumb drive annually which would then be stored in the safe at the USCS. Janet noted that there are a lot of copies of the White Cockade stored in the safe

**Action: Sally,
Peter**

and Sally will contact Anne Brand about the possibility of transferring them to the City Archives along with items such as cards, nominations sheets and past dance programs. Peter offered to transport these items to Anne.

E Nominating Committee:

Heather reported that she is working on forming the Nominating Committee.

Action: Heather.

III. Membership:

A Membership Table at the Betwixt and Between:

Heather reported that some of the membership forms that she took to the Betwixt and Between went missing. Barbara informed us that she has received no new memberships since November. Peter questioned whether membership forms are made available at DITP and Janet said that they were not but that signup sheets are used. Barbara reminded us that based on the results of the recent survey, 3 out of 74 respondents were influenced by DITP.

B Membership Numbers: (Attachment #2)

B Recruitment and Retention Committee: (Attachment #3)

We went over the survey results. Peter received a comment from a beginner dancer feeling that he/she never properly learns a dance as it is not repeated week to week. He proposed that for DITP, we select about 10 dances and repeat 2 or 3 dances throughout the season so that beginner dancers can get familiar with them. He has already spoken to Fran Caruth about this. Barbara noted that for the past 4 years the same group of people have attended DITP but have never signed up for classes. Heather reported that during her visits to clubs she found out that many clubs include a "memory dance" from week to week. During class the teacher will teach a dance and the following week, the dance will be included without a walk through. Some teachers or the club secretaries send out the notes of the memory dance to the students and other clubs post the dance notes online. Barbara reported that in some areas where she has danced, the teachers have a list of 55 dances and 6 of them get changed every year which the teachers have control of. For social dances the teachers are asked to select dances from the 55 dances. We discussed the fact that many new dancers are not comfortable attending social dances as they feel they don't know the dances well enough. Barbara and Gillian will get together to discuss the Monday and Wednesday night Branch class fees to make sure that the session rates for each class are correct. Barbara questioned who made the decision to hold the free Wednesday night class for the Burns Supper participants as the Wednesday class does not pay for itself comfortably. Sally read an excerpt from the Dance Coordinator's report included in the December minutes which stated that "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 9th when the easier dances will be reviewed, and the more difficult ones on Jan 16 (which will not be free!)". Heather will talk to Fran Caruth to suggest to her that if this situation arises in the future she should contact the Board so that we can have a discussion. Barbara suggested that we get recommendations on all financial matters from the treasurer. Peter suggested that if the situation regarding the free class comes up again that its expenses should have separate funding.

Action: Barbara, Heather and Gillian.

IV. Archives:

A Branch Documents: (Attachment #6)

Discussed under Recording Secretary's Report II.C

B Oral History Project:

Peter reported that Fran Hillier is still working on the project

V. Publicity:

A Publicity Director's Report: (Attachment #4)

Janet will follow up with the events that she listed in her report. She noted that the Branchometer poster is not generating the interest that she had hoped and that we would need to find a different way of promoting RSCDS Membership. Due to space restrictions in the lobby, the poster will not be displayed at the Burns Supper. We discussed the

Action: Janet

possibility of holding an event similar to DITP in a different area and Peter suggested Surrey and Deer Lake Park, Burnaby. He proposed that individual clubs look into different locations to hold a DITP style event.

B Website: (Attachment #5)

The Board was in agreement with Mary Ann McDevitt's request that the minutes should be stored on the website for 2 years. Sally will let Mary Ann know.

Motion: *that the AGM and the Board Meeting minutes be stored on the website for 2 years.*
Peter, Sally **Carried**

Action: Sally

C Facebook:

No Report

D Dem Team:

Peter reported that the Dem Team chose Strictly Scottish for its name and Heather will follow up with Kay.

Action: Heather

E Visits to Clubs:

Heather visited the Deep Cove Beginner-Intermediate class.

F White Cockade: (Attachment #5)

VI. Equipment:

A Equipment:

Heather reported that Tereza has finished the inventory lists and also took photos of items in the cupboards. Heather and Tereza will go through the lists and post them on the inside of the cupboard doors. Heather will email a copy of the lists to the Board and Peter will store them in Google Docs.

**Action: Tereza,
Heather, Peter.**

B AED :

Prior to the meeting Vicki contacted Sue Sochasky to find out which AED belonged to the RSCDS and Sue informed her that all 4 AEDS belong to the centre. Sue purchased the one that belonged to the RSCDS several years ago. Sue also volunteered to train the Board and the training session will be held after the February Board Meeting. We discussed an honorarium for her and we were in agreement that each Board Member pays \$10.00.

Motion: *for each Board Member to pay \$10.00 towards an honorarium for Sue Sochasky.*
Vicki, Gillian **Carried**

VII. Dancing And Teacher Development:

A Dance Coordinator's Report:

Fran Caruth circulated an email to the Board Members which included the following information: the Gleneagles Ball was enjoyed by all who attended and we should all encourage our dancers to attend if we want it to continue; the Monday night Branch class had a fun Ceilidh to finish off the term and classes start again on Monday 7th and Wednesday 9th; the Wednesday 9th is a free class for those attending the Burns and the harder dances on the program will be reviewed on the 16th; the Love to Dance Workshop is 6 weeks away and we should all be encouraging dancers to attend. At the December meeting the following was included in the minutes; "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". Heather will follow up with Fran on the results of the survey.

**Action: Heather,
all**

VIII. Events

A Betwixt and Between: (Attachment #1)

Heather will ask Katherine Shearman if she has a list of names of those who attended the dance to find out who the 12 non RSCDS members were. Sandra commented that if we relied on attendees to bring food there would not be enough.

Action: Heather

C Burns Supper 2019:

Gillian reported that approximately 175 tickets have been sold so far. Peter suggested that at some point during the evening that someone should make an announcement extolling the benefits of Scottish Country Dancing and Sally suggested that Heather as President should include it in her speech. Sandra questioned the availability of wine glasses at the center and Gillian suggested contacting Darryl Carracher. Sally reminded the Board that she purchased extra hangers for the 2018 Burns Supper.

D Love to Dance Workshop:

Vicki reported that 8 people are registered for the Love to Dance Workshop. She also announced that it will be her last year as registrar and that Susan Biddle will be taking over. Vicki will send out save-the-date cards to people who have previously attended the workshop.

Action: Vicki

E Heather Ball 2019:

No Report. Heather will invite Gail Urquhart to attend the February meeting to give us an update.

Action: Heather

F Highland Games:

Peter reported that the Highland Games will be held at Lafarge Lake. Donna informed us that the Highland Games Committee had lots of ideas which included vendors, the Piobaireachd competition and a 5k run on the Friday night. There will possibly be a parade on the day of the games.

IX. News of Members:

Isabel Hyde fell and cracked some ribs at the beginning of December but is anticipating returning to dance soon. Louise Steinway's husband has undergone surgery.

X. USCS:

Peter reported that he was elected as President of the United Scottish Cultural Society which runs the Highland Games. Stewart Cunningham and Duncan McKenzie are heading up the new Scottish Cultural Centre Society.

XI. Additional Business:

None

XII. Adjournment:

Motion: *To adjourn.* Barbara Time. 12.00
Next meeting, Saturday February 2nd 2019

Attachments:

Attachment #1 Betwixt and Between Report
Attachment #2 Membership Numbers
Attachment #3 Recruitment and Retention Committee Report
Attachment #4 Publicity Director's Report
Attachment #5 Website and White Cockade Reports
Attachment #6 Recording Secretary and Branch Documents Report