

RSCDS VANCOUVER BRANCH BOARD MEETING

9:30am Saturday March 2, 2019 SCC Library

MINUTES

Present: Sally Marshall, Heather Hankin, Peter Richards , Donna Main, Janet Mason, Gillian Beattie, Vicki Downey, Sandra Anderson, Tereza Cabral, Christine Cardinal, Stewart Cunningham.
Guests: Patsy Jamieson, Gail Urquhart

Regrets: Barbara Kisilevsky

Recorded by: Sally Marshall,

Call to Order by: Heather Hankin, 9.30am

Approval Of Agenda:

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

Approval of Minutes:

Motion: *to accept the minutes of the February 2, 2019 Board Meeting as approved.* Donna, Sandra **Carried**

I. Business Arising From the Previous Meeting:

A Updating the Branch Board Documents on the Website: Reported by Patsy Jamieson:

See The Vancouver Branch Logo, Publicity Materials Use, Management and Distribution History and Specifications reports. Patsy went over the 3 above mentioned reports. She would like to see this information posted on the website. She felt that it was important to have our Branch branding on all our promotional material in a consistent manner. Stewart questioned whether the cluster in image #2 was legal as it does not fall within the guidelines posted on the RSCDS HQ's website regarding the spacing all the way around the image. Patsy will look into it.

Motion: *to accept Patsy Jamieson's report in principle and for Patsy review the issue of the cluster.* Peter, Donna **Carried**

B List of Inactive Committees: (Attachment #1)

At the February meeting, Stewart proposed that we list all the committees that are still in effect and that all others be disbanded. Stewart felt that the Publicity Committee covers the Dem Team coordinator, the White Cockade and Website manager and that there should possibly be 3 people instead of just 1. Peter suggested that establishing a Publicity committee should be the call of the Publicity Director. Janet explained that she contacts the above mentioned groups by email and has not felt the need to establish a committee, but the Board felt that it would be useful for it to remain in effect.

Motion: *for following committees/appointees to remain in operation as approved by the Board; Burns Supper, Heather Ball, Betwixt and Between, Nominating, Love to Dance, Publicity: for all other committees that were formed in the past to be immediately disbanded: for the Recruitment and Retention to remain in effect for as long as needed.* Stewart, Peter, **Carried**

C Update of Safety Guidelines:

Prior to the meeting Gillian circulated to the Board Members her revisions to the Safety Guidelines. We went over the revisions and gave some suggestions to Gillian. Gillian felt that each Branch event should have a safety coordinator. Stewart questioned the purpose of the safety check list and where it is stored after it is filled out. Sally mentioned that she did not use it when she coordinated the Burns Supper and Peter suggested that the checklist could be added to the Burns Supper manual. The Board felt that it should be kept as it is a useful reference and Sally suggested leaving it on the Website. Vicki suggested emailing the partially filled out list to each Branch Event Coordinator. Gillian advised us that the first aid kit should be checked once a year and Tereza agreed to take on the task. Prior to the meeting, Barbara circulated an email to the Board stating that she felt that the word Policy should be replaced with Purpose/Objectives. Gillian will carry on with the revisions.

Motion: *to accept the Safety Guidelines as amended by Gillian.* Peter Christine

**Action: Tereza,
Gillian**

Peter withdrew the above motion regarding the acceptance of the Safety Guidelines.

D Availability of RSCDS Teachers:

At February's meeting, Stewart suggested that we as a Board consider the availability of teachers as the Branch is finding it very difficult to find teachers. Heather reported that she promotes teacher training in her visits to clubs. Peter felt that the teachers themselves should be involved in recruiting teachers as well as recruiting new dancers. Vicki suggested that an information meeting about teaching would be useful. Heather felt that it should be announced in classes that we are actively recruiting teachers. Peter assured us that there are ongoing efforts to recruit teachers. Donna felt that TAC might have certain policies in place on recruitment of teachers and promoting Scottish Country Dancing and she will check their bylaws

Action: Donna

II. Branch Administration:

A Vice President's Report:

Vicki reported that the 2019 Betwixt and Between is scheduled for December 28 and the 2020 Love to Dance workshop is scheduled for February 22.

B Treasurer's Report:

See the Financial Results. Stewart went over the Financial Results.

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

C Corresponding Secretary's Report:

Gillian reported that she sent a card to Brett MacMillan. She received badges from David York which were designed for a promotional event at Whistler in 1997 and she called him to thank him. She suggested storing them in the Archives and the Board was in agreement. She also reported that Sarah Kell did not accept the position of Vancouver Branch representative for the RSCDS Centenary in 2023 but Seoris Harrison accepted the position. Gillian informed us that the server that we use for the Branch website does not seem to be compatible with Gmail and Peter suggested that we talk to Darrell Macleod and Paul Lowe. Heather will follow up. She also noted that we do not have many RSCDS cards left and she suggested some changes that she would like to see. She will find out the cost from Patsy Jamieson before initiating the changes.

Action: Heather,
Gillian

D Recording Secretary's Report:

Sally reported that she has figured out how to use Google Drive.

E Nominating Committee:

In an email circulated to the Board Members prior to the meeting Heather informed us that Cathrine Conings agreed to chair the Nominating Committee and Gerry Stensgaard, Susan Stensgaard, Patsy Jamieson and Hugh Aspinal agreed to be part of the committee.

III. Membership:

A Membership Numbers: (Attachment #2)

B Recruitment and Retention Committee:

The R&R Committee's next meeting is March 7th at 10.00am. Stewart felt that if a teacher instructs for ½ or more, such as Katherine Shearman's ½ hour technique class, he/she should get paid.

Motion: *to untable the following motion from the February Board meeting: to approve the Recruitment and Retention Committee's proposed budget of \$1000.00.* Gillian, Vicki **Carried**

Motion: *to approve the Recruitment and Retention Committee's proposed budget of \$1000.00* Stewart, Peter **Carried**

IV. Archives:

A Branch Documents: (Attachment #4)

Heather contacted Anne Brand regarding Edinburgh's Archives Proposal and she came back with 7 questions which are included in the above noted attachment. Stewart suggested that we contact HQ to ask the first 3 questions in the attachment and until we hear back

Action: Heather

from them, we should not do anything. Heather will follow up with HQ. Janet noted that there are back issues of the White Cockade in the safe which could possibly go to the Vancouver Archives and Sally reported that she already asked Anne Brand who felt that there might not be enough space for them.

B Oral History Project:

Peter feels that the project is now dormant. Janet will follow up with Fran Hillier

Action: Janet

V. Publicity:

A Publicity Director's Report: (Attachment #5)

B Website:

No Report

C Facebook:

No Report

D Dem Team:

Janet reported that there are a few upcoming Dems and Peter reported that the team is preparing for the Highland Games.

E Visits to Clubs:

Heather visited the Kerrisdale Seniors Club and the West End Club.

F White Cockade:

The Board discussed whether we should be keeping the hard copies of the White Cockade in the safe as they are posted on the Website. Sally questioned whether they would be kept online indefinitely as space could become a problem. She suggested that we should keep the hard copies.

VI. Equipment:

A Equipment:

Tereza reported that the entire inventory within the RSCDS cupboards has been listed and she circulated the lists and photos of the inventory to the Board. She noted that there are items stored in the stage cupboard that do not belong to us. Peter suggested bringing any consumable items that are stored in the RSCDS cupboards to the next Board Meeting.

B AED:

The Board was in agreement that the AED training session held after the February Board Meeting was informative.

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

A Free Pre Burns Supper Class:

This conversation and the following 2 conversations (B and C) contain excerpts from an email circulated to the Board Members by Fran Caruth prior the meeting. The free class offered to Burns Supper registrants drew 30 dancers and the teacher donated her time. The Cost of the hall was to be paid from the Burns Supper Account (which was in surplus). The free class was implemented after discussions with the organizers of Burns with the recognition that there were going to be many attendees who were not regularly involved in Scottish Country Dancing. She felt that the success of the evening is worthy of a repeat. Stewart felt that the teacher who taught the free Burns Supper class should be paid. The Board was in agreement that the free class was a good idea and it should be repeated.

B Wednesday Branch Class Fee Increase:

Fran expressed concerns about the motion to change the fees of the Wednesday evening class, which was carried at February's Board Meeting. She gave us some background information as to how the setting of the Branch class fees is done. She is now in the process of developing a proposal which will set out the way in which we have organized, and would like to continue organizing, Branch classes for Monday and Wednesday evening. This will be forwarded to the Board. The Board was in agreement that we overstepped our

Action: Heather,

mark by passing a motion to increase the Wednesday evening class fees without consulting Fran and that we should apologize to her. Heather will contact Fran. Gillian informed us that Fran was not consulted about the increase in fees and found out during the class. Sally felt that we were remiss in passing a motion to raise class fees midyear.

- C Dance Coordinator's Report (February Minutes): **Action: Heather, Stewart, All**
 The following paragraph regarding information on the upcoming Teachers' meetings, which was recorded in the February minutes, contains incorrect information: "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." Please refer to paragraph D below for the accurate information.
- D April Teachers' Meeting: **Action: Heather, All**
 In an email circulated to the Board Members, Fran Caruth informed us that a preliminary teachers' meeting is scheduled for April 8th and some of the items to be discussed are, a review of all the written resources available to our Branch teachers and how to make it accessible to anyone who might wish to access the information. A general meeting will be held later this summer to discuss other items such as how dancers might become more familiar with the repertoire and to gain better knowledge of more dances. Stewart reminded us that we have no control over teachers' meetings and Gillian felt that we do not have the right to tell Fran what to do and that she can report back to us on the outcome of discussions at the meetings. Heather suggested that we email her our suggestions to be discussed at the teachers' meeting and she will forward to Fran. Stewart informed us that he spoke to Fran about Ruth Jappy's digitized items, which are available to the Branch.

VIII. Events

- A Burns Supper: **Action: Heather, Vicki**
 Vicki reported that the 2020 Burns Supper is scheduled for January 18 but is hoping for the 25th. The Moray Nairn and Banff Society has reserved the 25th and Darryl Carracher will contact them to see if they are still planning on having it. Vicki will let us know when she finds out. Heather informed us that she is working on recruiting the 2020 Burns Supper Chair.
- B Love to Dance Workshop: (Attachment #6) **Action: Vicki**
 Sandra questioned why the Love to Dance Workshop had to be held annually as she felt that this year registrations were slow coming in. Vicki felt that the registrations were late coming in as it was held close to the Burns Supper and the weather caused some classes to be cancelled prior to the workshop. Sandra suggested that maybe having different teachers rather than local teachers would make it more special and could attract more people. Peter suggested that we mandate bringing in guest teachers and Vicki will take back the suggestion to the next Love to Dance meeting. We discussed the difficulty of estimating food when it is not clear how many people will attend the event.
- C Heather Ball 2019: Reported by Gail Urquhart: **Action: Gillian**
 Gail reported that 87 tickets have been sold to date and she will be promoting it at the following day's Tea Dance. Gillian advised us that there were about 11 more tickets sold. Ball tickets will be available up to the day of the Ball and will be available at the door. The accommodations have been arranged for the musicians and there will be a musicians' reception on Friday night prior to the Ball. The caterers are set to go. We discussed whether Ball tickets are still necessary and Gail advised us that the ticket is also the Ball program but in the future we could look into people downloading their own ticket/program. The music workshop has 7 registrants and 3 observers but Stewart reported that 12 people had registered through PayPal. Gail informed us that expenses incurred by the workshop are covered by the registrations. Gillian will send out a notice informing everyone that the Heather Ball tickets are still available.

D Highland Games: (Attachment #3)

Donna reported that the programs will be the size of the White Cockade. She also noted that the start time is 8.00am on the Saturday. Heather suggested that we could possibly cut down on the amount of dances that we usually do in the massed dancing event, and add audience participation dances. Donna will check if there are any available spots throughout the day for Scottish Country Dancing and get back to Heather. Peter reported that there was a proposal about having the VFO as the resident band

IX. News of Members:

Janice Lowe is undergoing medical treatment and Gillian will send her a card.

Action: Gillian

X. USCS, SCCS, USSAL:

Clarification of the above titles: United Scottish Cultural Society, Scottish Cultural Centre Society, United Scottish Societies Auditorium Ltd. Stewart reminded us that the SCCS is still in the process of becoming a registered charity and once that happens, the USSAL will gift the building to the SCCS. Once the SCCS becomes a charity it cannot give donations to whomever it chooses and can only give to a qualified donee, as mandated in its bylaws. Stewart asked us to start thinking about what is Scottish Culture, as one of the objectives of the SCCS is to educate people about Scottish Culture and Heritage.

Action: All

XI. Additional Business:

A Future of the Heather Ball:

Stewart informed us that the Heather Ball is likely to incur a substantial loss this year and suggested that we think about its future. He has previously suggested that they try to change one third of the committee each year. He felt the aim of the Branch should be teaching and establishing Scottish Country Dancing and felt that holding the Ball and the Love to Dance Workshop every 2 years would be a mistake. He questioned whether we should think about hiring 2 musicians as opposed to 4, hiring local musicians and possibly raising the costs of the Ball tickets. Peter raised the question as to whether the Board Treasurer should be a member of the Heather Ball Committee. Gillian questioned whether the Heather Ball has ever made money and Stewart will check. Heather suggested that we have this discussion at the May meeting in order to give us time to think about the above suggestions.

**Action: Stewart,
All**

B PayPal Transactions:

Stewart received a suggestion about whether we should charge more for event tickets purchased through PayPal as it charges a 3 ½ - 4% transaction fee. Gillian questioned whether PayPal gives any concessions to charities. The Board was in agreement that we should not charge a higher fee.

C DITP 2020

In prior meetings we discussed doing something special for our 50th anniversary of DITP. Peter has not yet sent the letter he drafted to the Vancouver Parks Board and has passed the task onto Heather. Gillian felt that we should contact the Parks Board immediately.

XII. Adjournment:

Motion: *To adjourn.* Time. 12:58 pm Donna
Next meeting, Saturday April 6, 2019

Attachments:

Attachment #1 List of Inactive Committees
Attachment # 2 Membership Numbers
Attachment #3 Highland Games
Attachment #4 Branch Documents
Attachment #5 Publicity Director's Report
Attachment #6 Love to Dance Workshop
Financial Results.
The Vancouver Branch Logo,
Publicity Materials Use, Management and Distribution
History and Specifications.

