

RSCDS VANCOUVER BRANCH BOARD MEETING

9:30am Saturday May 11, 2019 SCC Library

MINUTES

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

Regrets: Donna Main, Vicki Downey, Christine Cardinal,

Recorded by: Sally Marshall.

Call to Order by: Heather Hankin, 9.30am

Approval Of Agenda:

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

Approval of Minutes:

Motion: *to accept the minutes of the April 6, 2019 Board Meeting as amended. Barbara, Janet* **Carried**

I. Business Arising From the Previous Meeting:

A Updating the Branch Board Documents on the Website: (Attachment #3)

At the March Board Meeting, 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. Janet informed us that the cluster referred to above has been removed from the guidelines and will not be used on future Branch materials.

Patsy Jamieson will forward the updated information to Mary Ann McDevitt

Motion: *that future revisions of all Branch materials will comply with the RSCDS guidelines and that the cluster will not be used. Peter, Stewart,* **Carried.**

B Update of Safety Guidelines:

Prior to the meeting, Gillian circulated the amended Safety Guidelines documents to the Board Members. She went over the corrections. Stewart suggested that the Safety Guidelines be sent to the clubs with a covering letter stressing that they are important and they could possibly help them adopt their own safety guidelines. Gillian will send the Safety Guidelines to the Club Presidents and asked Sally if she had a list. Sally advised her that she sends the minutes to her list of Club Contacts but she does not know which club they belong to. Barbara thought, after listening carefully to the Safety Briefing, that it provided important information to the dancers especially those were not familiar with the hall.

Motion: *to approve the updated Safety Guidelines Stewart, Peter* **Carried**

Action: Gillian

II. Branch Administration:

A Vice President's Report: (Attachment #6)

Prior to the meeting, Vicki circulated the Room Bookings report to the Board Members.

B Treasurer's Report:

See the Financial Results, Forecast for the 2019-2020 Financial Year, Financial Projections, and The Heather Ball Analysis. Stewart went over the reports.

Stewart explained that in the Financial Report, the Current Bank Accounts, PH&N Bond and Monthly Income Funds are assets and the Pearl Holmberg and Mary Watum Funds are liabilities. He will try to make some changes to the Financial results to reflect that.

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

Motion: *to adopt the Forecast for the 2019-2020 Financial Year. Stewart, Barbara* **Carried**

Stewart expressed concerns that when the Board approves the musicians for the Heather Ball, we are never advised of the costs, but he acknowledged that the Heather Ball Committee should make the decisions.

Motion: *to approve the suggested guidelines #1, #2 and #3 included in the Heather Ball*

Action; Stewart

Analysis report that accepts an annual loss of \$2000.00 incurred by the Ball, and for current ticket price of \$80.00 per head not be presently altered. Stewart, Peter **Carried**

Motion: for the Board Treasurer to be an ex-officio member of any committee that spends money. Peter, Gillian **Carried**

Stewart pointed out an error on page 2 of the Financial Projections Report. Under Burns Supper the last line should read: "They should continue unaltered but always under the proviso that for each of them expenses should not exceed income"

Motion: that all investment earnings for the current and future financial years should all flow into the Operating Surplus and investment earnings should no longer be apportioned to the Pearl Holmberg and Mary Wattum B&B Funds. Stewart, Barbara **Carried**

Motion: that the target operating surplus be established at \$15,000 Peter, Tereza **Carried**
Heather suggested that as there is a lot of information included in the Financial Projections document, we should save further discussion for the June meeting to give us a chance to read it over thoroughly. Stewart will identify subjects for discussion prior to the June Board Meeting and forward them to Heather.

C Corresponding Secretary's Report:

Gillian reported that she sent cards to Jane Steele, John Lang and Larry Feinberg's (the ex SCC staff member who recently passed away) wife. She sent her annual Secretary's Report and the 2018 AGM Reports to HQ.

D Recording Secretary's Report:

No Report

III. Membership:

A Membership:

Barbara reported that we currently have 235 RSCDS members and last year we had 247. She also advised us that 64 members dance at the Monday night Branch class, who call the Branch their home club.

IV. Recruitment and Retention Committee:

A Recruitment and Retention Committee:

Janet reported that Fran Caruth attended the April R&R Committee meeting. Fran has called for a teacher's meeting on May 11th and the results will be presented to the July Board Meeting, which Janet will confirm. Heather has scheduled a meeting of club presidents on Monday May 13th to brainstorm and to exchange ideas and to find out what the various clubs are doing to recruit new members. The clubs will be requested to report to the Board at the October meeting. Janet questioned whether Sally should be sending the minutes of the Board Meetings to the club presidents. Sally replied that she has a list of club contacts that she sends them to but is unsure of who are club presidents. Janet advised us that the R&R Committee will draft a proposal of what would happen if the Branch were to disappear. Stewart felt that the R&R committee should spend money wisely on an ambitious project that could bring in people. He also suggested that it would be a possibility for a club to put on a special do and use the Pearl Holmberg funds, The club could apply to the Board for funding. Sandra informed us that Montreal Branch had put on an event which supposedly brought in new members and Peter felt we should find out if it was successful.

Action: Janet

V. Archives:

A Branch Documents: (Attachment #7)

B Oral History Project: Attachment #5)

VI. Publicity:

A Publicity Director's Report:

Janet reported the following: all items for the Highland Games brochure have been finalized and she has been working with Patsy Jamieson to ensure the RSCDS ad meets the preferred format; Strictly Scottish's bio and picture have been submitted to the HG brochure; information about the new location is on the website and in the White Cockade as well as a request for volunteers; a promo ad for the large display board at the tent is being

**Action: Janet,
Peter**

printed at a cost of \$20.00; Kerry McDevitt is in the process of producing a new CD showing some of our dances which will be shown on the TV display at the tent. Janet received confirmation from Save-on-Foods about the use of their tent at the games and she will contact them in June to confirm which day Peter will pick it up. Janet was unsure of the cost of the HG Brochure.

B Website: (Attachment #9)

Action: Peter

Stewart noted that there is still incorrect information on the website regarding the Board and Job Responsibilities and felt that someone should be keeping this information updated. The Board was in agreement that it should be the responsibility of the Corresponding Secretary to review the information annually. Peter will continue to update the Job Responsibilities.

C Facebook:
No Report

D Dem Team:
No Report

E Visits to Clubs:
Heather visited the Deep Cove Challenge Class.

F White Cockade: (Attachment #9)

VII. Equipment:

A Equipment Manager's Report:

**Action: Tereza,
Heather**

Tereza reported that she will go through the Heather Ball cupboard with Alison Moen and will make another inventory list. Stewart pointed out that in the Job Descriptions it is noted that the Dance Coordinator is responsible for the RSCDS cupboards. The Board felt that Tereza as Equipment Manager should look after the cupboards and ensure that everyone had easy access to them. Tereza and Heather will go over the Equipment Manager's Job Responsibilities and will work with Fran Caruth. Stewart advised us that he is currently working on a Dance Coordinator's Responsibilities with Fran and questioned whether it was wise to involve her at this time.

B Sound Board:

Gillian reported that there is a sound board attached to the back of the speakers but Tereza felt that it is not strong enough for large events. It is used for DITP.

VIII. Dancing And Teacher Development:

A Dance Coordinator's Report: (Attachment #8)

In an email to the Board, Fran Caruth reported that according to Edinburgh, there will be no book 53 published in time for Summer School and that they expect a new book to be launched at the RSCDS AGM in the fall. The Board was in agreement to support inviting Mary Murray and Katherine Shearman to be the teachers for the Branch classes for the 2019-2020 season. Stewart suggested that we inform Fran that it is her decision to appoint teachers and it is not necessary to involve the Board.

IX. Events

A Burns Supper 2020:

Heather reported that she has not secured a Burns Supper Chair after having approached close to 40 people. She is waiting to hear back from 2 people. Heather suggested that Gillian send a mass email to the membership to inform them that there will be no Burns Supper if no one will agree to chair the event. Peter suggested that maybe the Burns Supper could rotate between clubs like the Lady Aberdeen Tea Dance.

B Ceilidh Dance Classes:

See Ceilidh Report. Stewart felt that we should think about what would happen to the Ceilidh dances if Duncan MacKenzie were to discontinue his involvement.

- C Heather Ball 2019: (Attachments # 1 & # 2: Reported by Gail Urquhart:
 Gail reported that while the Heather Ball was successful, it incurred a loss. The workshop, which did cover its costs, did not offset the Ball costs. The biggest expenses were the food and the band. Heather questioned whether we could billet the musicians the entire time to which Gail replied that it was at their request that they be put up in the same building on the Friday night. She also observed that it might incur a lot of driving for the hosts and the savings would be around \$1000.00. Gail felt that to cover all costs of the Ball, the ticket price would have to be increased to around \$90.00 - \$100.00. She suggested possibly hiring 3 musicians for the 2020 Ball. She informed us that there are good bands up and down the West Coast but the Vancouver crowd is adamant about including an accordionist which limits certain bands. Stewart informed Gail that White Rock recently hosted an event with 2 musicians who were fantastic. Heather suggested that Gail talk to White Rock to find out the costs. Stewart advised Gail of the suggestion of replacing 1/3 of the committee annually, which was discussed at the April Board Meeting. He would also like to see that the whole committee be changed every 3 years. Gail suggested that when Board appoints the 2021 Chair, he/she can shadow the current chair. Stewart will inform Gail of the motion to approve an annual loss of \$2000.00 incurred by the Ball, and also to let her know that the Board Treasurer will become an ex-officio Heather Ball Committee member.

Motion: *to appoint Gail Urquhart to be the 2020 Heather Ball Chair.* Stewart, Gillian
Carried

- D Highland Games:
 Discussed under VI A. Publicity Director's Report.

- E Dancing in the Park:
 The following was reported in the April minutes: "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." Heather reminded us that 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.

- F. 2019 AGM:
 We discussed the fact the Duncan Mackenzie is holding his monthly Ceilidh Dance on September 27th the evening of our AGM, and whether we should change the date so that we could hold the free dance after the meeting as we have done for the past 3 years. The Board was in agreement that the 2019 AGM should remain on Friday September 27th and that people could attend the Ceilidh after the meeting. We discussed maybe approaching Duncan to see if he would give a discount for RSCDS members. Peter suggested \$10.00 rather than the \$15.00 that he charges but to ask Duncan what he would accept. Heather will talk to Duncan.

Action: Heather

X. News of Members:

Stewart proposed that we make a donation of \$200.00, on behalf of the RSCDS, to the Canadian Cancer Society in memory of Larry Feinberg, the ex SSC staff member who recently passed away.

Motion: *for the RSCDS to donate \$200.00 to the Canadian Cancer Society in memory of Larry Feinberg.* Stewart, Gillian **Carried**

XI. USCS, SCCS, USSAL:

Clarification of the above titles: United Scottish Cultural Society, Scottish Cultural Centre Society, United Scottish Societies Auditorium Ltd. Stewart reported that at the May meeting of the USSAL, the resolution to transfer the ownership of the building from the USSAL to the SCCS was passed. There will be a future director's meeting of all 3 societies to put things in motion.

XII. Additional Business:

- A Burnaby Club Report (Attachment #4)
 Peter suggested that this report should be included in the AGM reports.

- B 2020 Toronto Spring Fling:
See Spring Fling Report

XIII. Adjournment:

Motion: *To adjourn.* Time. 12:38 pm Barbara
Next meeting, June 1st

Attachments:

Attachment #1 Heather Ball Report
Attachment # 2 Heather Ball Background Information Report
Attachment #3 Logo Custer Report
Attachment #4 Burnaby Club Report
Attachment #5 Oral History Report
Attachment #6 Vice President's Report
Attachment #7 Archives Report.
Financial Results
Forecast for the 2019-2020 Financial Year Report
Financial Projections Report
Website Report
Whiter Cockade Report
Dance Coordinator's Report
Heather Ball Analysis Report
Ceilidh Dancing Report
Spring Fling Report.