

RSCDS Vancouver Branch - Board of Directors Meeting Draft Minutes



Vancouver
dance scottish



April 4, 2020
9:30 AM – 12:30 PM or Earlier
By Zoom Teleconference

Attending: Tereza Cabral, Gillian Beattie, Fran Caruth, Barbara Kisilevsky, Christine Cardinal, Sandra Anderson, Janet Mason, Susan Biddle, Heather Hankin, Vicki Downey, Stewart Cunningham.

Recorded by: Sue Biddle

Prior to the start of the meeting, Board members updated one another on their activities and coping strategies during the stay-at-home restrictions imposed by health authorities in response to the COVID-19 pandemic.

- I. **Call to Order:** Heather called the meeting to order at 9:39 a.m.
 - A. Approval of Agenda: Stewart suggested that we put the most important things on the agenda first: 1C1, 1V A and B, 1X Refunds, X1V Nominating committee, X1V additional business. Tereza made a motion to approve the agenda; Christine seconded the motion. Carried.
 - B. Approval of Minutes for March 7, 2020: Section X1V- 2- 'in camera' was removed, as it was redundant. Fran motioned to approve the corrected minutes; Gillian seconded the motion. Carried.
 - C. Business Arising
 - 1) Confirmed Appointment of Privacy Officer:
Peter Richards has accepted the position of Privacy Officer.
 - 2) New Name Badges: no report
 - 3) Manual for Each Event – **Attachment #5**
Manuals will be passed from one committee chair to the next.
 - 4) Reply regarding Challenge Classes – **Attachment #1**
The reply has not been acknowledged.
 - 5) AGM and Duncan's Ceilidh:
Duncan does not have a problem with holding the Ceilidh after the AGM.

- II. **Branch Administration**
 - A. Vice-President's Report: **Attachment #8**
 - B. Treasurer's Report: See report attached: **Attachment #9**
 - C. Corresponding Secretary's Report
 - 1) Thanks for CDs and books –**Attachment #3.**
Gillian will send a note to Gail Urquhart thanking her for all the work she put into the Heather Ball.
Action - Gillian

III. **Membership:** There has been no increase in membership since the last meeting.

IV. **Recruitment and Retention Committee**

- A. Club Presidents/Representatives' Meeting May 13:
The May 13th meeting will be held using Zoom Teleconference.

Recruitment:

No new members have been recruited because of the Covid-19 situation. The Board thinks the focus should be on retention and looking forward to activities in September. In response to the Covid-19 situation, the RSCDS is putting out a weekly e-newsletter to all members. The newsletter is called 'Dance Scottish at Home' and it is designed to keep members connected to Scottish Country Dance. If members are not receiving this package, especially those who are joint members, they must send their email address to RSCDS.org. Gillian will notify members. **Action: Gillian**

Janet will send a note to each Club President and advise them to keep in touch with their members. Fran will keep in touch with the Teachers.

Action: Janet/Fran

Fran and Katherine are keeping in touch with members in the Branch Classes.

Vicki sent out a survey to each Club President. The survey is designed to gather statistics from each Club so that the Recruitment Committee can assess where most of the new members are coming from. The surveys will be collected when the Covid-19 situation is over and the dancing program continues.

- B. Announcement/Presentation of New Member Initiative:
This will be done at the September AGM.

V. **Archives**

- A. Search for New Archivist: The Board is still searching for an Archivist.

VI. **Publicity**

- A. Publicity Director report: The Meet Up membership has increased to 120.
B. Facebook: The best form of advertising is to 'Like' and 'Share' on Facebook.
C. Dem Team: Demonstration classes are cancelled until May.
D. Visits to Clubs: Classes are cancelled so there are no visits.
E. White Cockade and Website – **Attachment #2**
Mary Ann has advised that the May/June White Cockade will only be sent electronically. Some members have prepaid for paper copies. Heather will find out how many people have prepaid for the paper copies of the White Cockade and how many are without email.

Action: Heather

VII. **Equipment:** Because there are no classes or events, no equipment has been used.

VIII. **Dancing and Teacher Development**

- A. Dance Coordinator's Report – **Attachment #7**

IX. Events

- A. Heather Ball 2020 Refunds & Donations – **Attachment #6 Donations:**
Stewart is in touch with British Airways to see if we can get a refund for the flights that we purchased for the Heather Ball musicians. When issuing refunds for Ball tickets, some people opted to donate instead of receiving a refund. There might be donations greater than the expenses that need to be covered. We need to determine how these donations are to be applied. We must use the donations to cover the Heather Ball expenses only for the Heather Ball. The Board supports Stewart's proposal of contacting each donor to determine how to apply the donations. Before we take any action Stewart will determine the exact amount of expenses related to the Heather Ball. Stewart made a motion to thank Susan Stensgaard for all her work handling the Heather Ball refunds; Fran seconded the motion. Carried. Heather will send a note to Susan.
Action: Stewart and Heather
- B. Highland Games:
The games have not been called off at this point. A decision will be made on May 20th. Fran is in touch with Mike Chisholm.
- C. Dancing in the Park 70th Anniversary:
Heather received a survey from the City of Vancouver asking how we would like to handle the 70th anniversary. Heather and the Committee responded that they chose to postpone the celebration until 2021.
- D. Burns Supper 2021 – **Attachment #4**
Discussion of this report is deferred until a later meeting.

X. News of Members

- 1) News: Heather would like to know if anyone has any news of members who have contracted the virus. Nannette and Rod Brandt contracted it at a choir practice and have recovered.
- 2) Staying in Touch: It is important to keep in touch with our members at this time.

XI. SCCS:

Stewart has received an official letter from the City saying that the tax base has been reduced. The S.C.C.S. is closed because of the Covid-19 virus. The Centre is not generating any revenue because of the required closure. The Centre has only given a credit to RSCDS for the balance of the prepaid room rental.

XII. USCS No report

XIII. USSAL No report

XIV. Additional Business:

Fran has eight books to distribute. Fran would like to know if she should mail the books out or hold on to them until the quarantine is over. Fran will let the Board know where each book has to go and maybe not all need to be mailed. Barbara made a motion to mail any books that cannot be easily dropped off. Stewart seconded the motion. Carried.

Action: Fran

- 1) Nominating Committee:
Barbara Fancy has not been able to find a candidate for the position of Vice-President.
Heather suggested that holding meetings electronically might encourage members to join the Board. Heather also suggested that we ask someone who has already served as President to take the position again.

XV. Next Meeting – Saturday, May 2, 2020

XVI. Motion to Adjourn: Heather adjourned the meeting at 11:53

Attachment #1	Reply regarding the Challenge Class	Heather Hankin
Attachment #2	Website Manager/White Cockade Editor	Mary Ann McDevitt
Attachment #3	Thanks to the Board	Sheila McCall
Attachment #4	Burns Supper 2021	Carolyn Stephens-Farrell
Attachment #5	Event Manuals	Stewart Cunningham
Attachment #6	Fin.Implication of Heather Ball Cancellation	Stewart Cunningham
Attachment #7	Dance Coordinator's Report	Fran Caruth
Attachment #8	Vice-President's Report	Vicki Downey
Attachment #9	Financial Statements to March 31, 2020	Stewart Cunningham