



Vancouver
dance scottish



RSCDS Vancouver Branch - Board of Directors Meeting
Minutes
August 29, 2020
Time 1:00 PM
Heather Hankin's Garden at 3776 Quesnel Drive

Regrets: Christine Cardinal

Guests: None

Recorded by: Sue Biddle

I. Call to Order

Heather called the meeting to order at 1:06 P.M

- A. **Approval of Agenda:** Gillian moved to approve the Agenda; Janet seconded the motion. Carried.
- B. **Approval of Minutes for July 25, 2020:** Fran moved to approve the minutes; Gillian seconded the motion. The Board approved the minutes as corrected. Carried.
- C. **Approval of in Camera Minutes for July 25, 2020:**

Fran motioned to go 'In Camera'; Stewart seconded the motion. Carried.

Sue read the 'In Camera' minutes. Fran moved to approve the 'In Camera' minutes; Vicki seconded the motion. Carried.

Stewart moved to go out of camera; Fran seconded the motion. Carried.

D. Business Arising

1) AGM September 18 – Zoom Voting, Breakout Groups, & Green Screens
Heather will learn how to allow people to vote on Zoom and how to hold breakout groups.

The Board feels that the quorum should be based on this year's membership. A quorum constitutes 10% of the membership. The Zoom link should only be sent to 2020 - 2021 members. Gillian will send a notice advising all dancers that in order to vote they must have paid their membership fees by 9 p.m. September 17th.

Action - Gillian

Heather, as host of the Zoom meeting and presiding president, will record the meeting and advise all the attendees that she is doing so.

2) AGM – Certificates – Attachment #8 Certificate of appreciation.

The Board agreed to send a "Certificate of Appreciation" to all members who attend the AGM. The Board suggested that it be sent by email.

3) Calendar **of Monthly Reminders from Directors:**
Heather will give dates to Sue to put in the Job Description calendars.

4) Attachments with Minutes on the Website

Fran moved to include the Attachments with the Minutes. Sensitive matters will be discussed 'In Camera', along with accompanying Attachments. Barbara seconded the motion. Carried.

II. Branch Administration

A. Vice-President's Report: no report.

B. Treasurer's Report:

1) Financial Statement – Attachment #9

Stewart moved to accept the Financial Statements; Gillian seconded the motion. Carried.

2) Guestimate for 2020 – 2021 – Attachment #10

Stewart's projection assumes that 100 members pay dues.

3) Directors' and Officers' Liability Insurance – Attachment #1

The Board decided to continue this insurance policy.

4) General Liability Insurance – Attachments #1, #2, and #3

The liability insurance for the Branch includes all members, plus all those who attend Branch functions. The Board decided to continue this insurance policy. Cancellation now and a new policy later might well cause a skyrocketing premium.

C. Corresponding Secretary's Report:

Edinburgh has received the delegate forms that Gillian sent. The website has been updated to include Fran Caruth as a delegate.

The Ceilidh band, Craigievar, from London UK., is hoping to be in Vancouver in June of 2021 or 2022. The band is looking for opportunities to play. Gillian put them in touch with Mike Chisholm (Highland Games Executive Director). If possible, Fran would like to organize a dance featuring this band.

III. Membership

A. 2020 – 2021 Membership To Date

There are currently 87 members; 8 life members, and 79 regular members. Of the 79 regular members, 45 are single members and 34 are joint.

IV. Recruitment and Retention Committee

A. Reaching Out to Encourage Renewals?

Heather asked Janet if she could send out a note to each club President to remind their members to join.

There was a Recruitment and Retention Committee Zoom meeting on July 29th with twelve Club Presidents and Reps attending.

V. Archives

A. Minutes and Attachments:

Tereza has copies of minutes since 2013. She also has copies of the White Cockade. As the Archivist, Tereza will keep copies of the 'In Camera' minutes.

Heather will help Tereza get access to the material in the cupboard in the library room at the SCC.

Action: Heather

VI. Publicity:

A. Publicity Director Report:

Janet will renew Meetup for six months at a cost of \$98 U.S. Janet adds a photo and a link to the photo to the Meetup site each month.

Janet and Patsy Jamieson worked on a bumper sticker with a logo. Janet

suggested Dance Scottish Vancouver as the caption on the bumper sticker.

B. **Facebook:** no report

C. **Dem Team:** no report

D. **Visits to Clubs:** no visits to clubs

E. **White Cockade and Website: Attachments #6 and #7**

Mary Ann McDevitt is carrying on as the Website Administrator.

VII. Equipment: no report

VIII. Dancing and Teacher Development

A. **Dance Coordinator's Report:** no report

IX. Events

A. Burns Supper 2021 – January 16

B. Love to Dance 2021 – February 20

C. Heather Ball 2021 – March 27

Marion Anderson confirmed.

D. Heather Ball 2022 – Musicians booked

E. Love to Dance 2022 – February 19 & 20

Colin & Alasdair confirmed.

Stewart made a motion to cancel the Burns Supper 2021, Love to Dance 2021, and the Heather Ball 2021; Barbara seconded the motion. Carried

This will be announced at the AGM.

X. News of Members

Bernard Murphy broke his leg.

Isobel Hyde's daughter arranges Zoom meetings and window visits for her.

XI. SCCS

A. One Branch Director is required on the SCCS Board in Stewart's place; A second Branch Director would allow Duncan to be appointed as Treasurer–**Attachment #5**
Fran would like to see someone who represents Scottish Culture. The Board will search for candidates with this in mind.

B. A sale of the SCC requires thought – loss of space, use of funds, new space

C. **SCC Charitable Funding Application & Guidelines – Attachment #4**

This will be re-visited when dancing resumes.

XII. USCS: no report

XIII. USSAL: This organization may be dissolved. Administrative regulations would need to be addressed.

XIV. Additional Business: no additional business

XV. Next Meeting – Saturday, October 3, 2020

XVI. Motion to Adjourn: Fran motioned to adjourn the meeting.
Meeting adjourned at 3:30 p.m.

Attachments:

#1	Directors & Officers Liability Insurance Policy	Stewart Cunningham
#2	General Liability Policy	Stewart Cunningham
#3	List of Insured Organizations	Stewart Cunningham
#4	SCCS Charitable Funding Application & Guide	Thomas Budd
#5	SCCS & USSAL AGMs	Thomas Budd
#6	White Cockade	Mary Ann McDevitt
#7	Website	Mary Ann McDevitt
#8	In Camera	
#9	Financial Statements at August 26, 2020	Stewart Cunningham
#10	Financial Projection	Stewart Cunningham

Attachment #1 – Directors & Officers Liability Insurance Policy

Hi Heather,

At last I've heard from our insurance agent. We presently have two insurance policies:

One is a Directors & Officers Liability Insurance Policy and that covers us for any acts by our (only us not any clubs) Directors and Officers for which we are held liable. This is the type of insurance mentioned in our bylaws and I have no doubt that this should be continued as is.

Attachment #2 – General Liability Insurance Policy

The second is a General Liability Insurance Policy and that is the one we normally think of and discuss at the Board. It covers us for any acts for which we are held liable at any events, classes or other of not just ourselves but for all our clubs and other organizations named in the policy. It covers everyone attending an event etc. and not just RSCDS members. The insurance agent's recommendation is that this policy should also be continued on its present basis when it is due for renewal on 1st October. His reasoning is that he is reasonably confident that the premium will remain the same but if we do not renew it then a new policy will need to be negotiated at a later date and he expects that the premium at that time for a new policy would be substantially increased. Overall, I think we should follow the insurance agent's advice but as far as possible reduce the number of organizations that are covered. Because this policy is a general policy covering everyone, and not just RSCDS members, the argument that there would be fewer people at risk is more difficult to sustain and the argument that there would be almost no activity in the last 3 months of this year was countered by the agent that we could not be sure that there would be no liability whatsoever and that a new policy would have a much increased premium.

Over to you. I can send you a list of the organizations that are covered but cannot tell you how much the premium would be reduced if we eliminated any of them.

Stewart Cunningham

Attachment #3 – List of Insured Organizations

Following is the list of clubs etc. covered by the General Liability Policy:

1. The Royal Scottish Country Dance Society – Vancouver Branch
2. Burnaby Scottish Country Dance Club
3. Deep Cove Scottish Country Dance Club
4. Delta Borderers Scottish Country Dance Club
5. Fort Langley Scottish Country Dance Club
6. Glenayre Scottish Country Dance Club
7. Gleneagles Scottish Country Dance Club
8. West End Scottish Country Dance Club
9. West Point Grey Scottish Country Dance Club
10. White Rock Scottish Country Dance Club
11. Tam O'Shanter Scottish Country Dance Club
12. Inverglenn Scottish Dance Society
13. Inverary Step Dance Class
14. Children's Class in North Vancouver

15. Kerrisdale Community Scottish Dancers
16. Kerrisdale Seniors Group at Kerrisdale Community Centre
17. Richmond Reelers
18. Thursday Morning Social Class
19. West Vancouver Seniors Group
20. West Vancouver Seniors Group
21. St. Andrews Saltire Society of Vancouver
22. The Wednesday Evening Old Time Dance Class
23. Vernon Scottish Country Dancers
24. Saltire Dancers

The St. Andrews Saltire Society of Vancouver and the Vernon Scottish Country Dancers each pay us \$50 a year for this coverage

Stewart Cunningham

Attachment #4 – SCCS Charitable Funding Application & Guidelines

The following message is sent on behalf of the Scottish Cultural Centre Society's Board of Directors

Dear SCCS Sponsoring Society Memb

As you are aware, the Scottish Cultural Centre Society (SCCS) is a charitable organization under the Canada Revenue Agency. In accordance with the SCCS Constitution, funding may be available to your society/organization to provide further education regarding Scottish cultural and heritage for the fiscal year ending September 30th 2021.

Please find the attached form and guidelines to apply for a charitable grant. Completed applications, including all supporting documentation, are to be submitted to Secretary@scottishculturalcentre.com by **September 30, 2020**

If you have any questions, please send them to the email as highlighted above.

Thomas Budd
Secretary, SCCS
Secretary@scottishculturalcentre.com

Attachment #5 – SCCS & USSAL AGMs and Election of Directors

Hi Heather,

It was a pleasure to speak with you last week. As discussed, here below is relevant information regarding the upcoming AGMs of the Scottish Cultural Centre Society and United Scottish Societies Auditorium Ltd., including the election of directors of both organizations for the 2020/21 term. I will be resubmitting some of this information in an official notice at the end of September, as guided by the BC Societies Act, but please feel free to use the below information for your upcoming discussions during your RSCDS Board meetings in the lead up to the AGMs.

Please be advised that the Annual General Meeting of the Scottish Cultural Centre Society (SCCS) will occur at 7:00 p.m. directly followed by the Annual General Meeting of the United Scottish Societies Auditorium Ltd. (USSAL) on Wednesday, November 18, 2020 by Zoom conference call.

The Directors of the SCCS and USSAL request that you confirm or update the following information with SCCS and USSAL Secretary Thomas Budd, at secretary@scottishculturalcentre.com, no later than Tuesday November 10th.

1. Shareholder representative: Currently we have Stewart Cunningham on file as the RSCDS 2019 Shareholder Representative for the United Scottish Societies Auditorium Ltd. Please advise if your society wishes to appoint Stewart Cunningham as your representative for the 2020 Annual General Meeting.
2. Director Representatives: Please appoint up to 2 SCCS Directors and up to 2 USSAL Directors to serve over the 2020/21 term. Our nominating committee has confirmed that RSCDS member Stewart Cunningham will be stepping down from his role as director in both organizations. RSCDS member Duncan MacKenzie is willing to serve a maximum of one more year as a director in both the SCCS and USSAL for the upcoming term, but would step down from his role at this year's AGM if the RSCDS can appoint a second replacement director.

Based on the above, at a minimum, we request the RSCDS appoint a new director to take the place of Stewart's position in time for the 2020 AGM and a second director to take Duncan's place in time for the 2021 AGM. However, if you appoint two directors this year, we will be able to expedite Duncan's transition together with Stewart's. In addition to an email confirming your appointed directors for the 2020/21 term, the individual appointees must email me at secretary@scottishculturalcentre.com confirming their interest in serving, to comply with BC Society Act rules.

SCCS/USSAL Directors are expected to attend approximately six bi-monthly meetings per year (held concurrently as needed) for a duration of one to two hours per meeting. Meetings consist of regular reports on the finances and operations of the Scottish Culture Centre and other charitable activities, as outlined in the SCCS Constitution. Over the past few years, strategic planning sessions have been hosted during directors' meetings pertaining to the future activities and operations of the SCCS. We would encourage continued and active participation from the RSCDS in these discussions through your appointed directors. Appointed directors are not required to volunteer in any other activities beyond participation in discussions during our bi-monthly meetings. Additional volunteer activities, that are available to directors, are kept to a minimum, as the organizing of cultural events and activities are not part of the SCCS's designated purposes, but is now the remit of the United Scottish Cultural Society. If one of your appointed directors are not able to attend certain meetings, they may give their proxy to your other appointed director, although we encourage full participation of both directors where possible to benefit group discussions.

Given Stewart and Duncan's years of dedicated service as President and Treasurer, respectively, of the SCCS/USSAL, I will briefly outline how the SCCS/USSAL bylaws direct the appointment process for those important officer positions. The SCCS/USSAL directors, once elected by the Scottish Sponsoring Societies, will collectively appoint the positions of President and Treasurer. For the purposes of your upcoming RSCDS discussions, this would mean that your appointed directors would not be automatically obligated to dedicate the additional volunteer time to take on the positions of President or Treasurer of the SCCS/USSAL, but would be directly involved in the selection process of those positions. To assist with a smooth transition, Duncan has volunteered to be the SCCS/USSAL Treasurer for one more year regardless of whether he is appointed as a director by the RSCDS. This will allow us to dedicate sufficient time to conduct a full search for someone willing to take on the role of Treasurer, in consultation with the Sponsoring Societies through their elected SCCS/USSAL directors, with the appointment taking place during the 2021 AGM. The appointment of the new President will take place during the

2020 AGM as this position does not require significant volunteer time, but is an important role responsible for chairing directors' meetings and providing oversight over the SCCS/USSAL's activities.

Thank you for your attention to these matters. If you or your directors have any further questions, please do not hesitate to email. I would also be pleased to speak with anyone interested in joining the SCCS/USSAL as a director to provide them with further background on what they can expect as part of their role.

Best wishes for a successful year at RSCDS.

My best regards,

Thomas Budd
Secretary, SCCS, USSAL
secretary@scottishculturalcentre.com

Attachment #6 – White Cockade

White Cockade

The Sep/Oct issue is now online and I even have an article and photos for the next issue. Hopefully we will have the membership support to keep it going.

Mary Ann McDevitt
Newsletter Editor

Attachment #7 - Website

Website

Not a lot to post these days with no events. I did post the 2020/21 List of clubs and classes. I will post the Notice of the AGM when I return from Gambier this weekend. I will post the AGM package and Financials when received, but will be away again for the long weekend.

Mary Ann McDevitt
Web Manager

Attachment #8 – Certificate for AGM Attendees

Attachment #9

Royal Scottish Country Dance Society - Vancouver Branch

Balance Sheet as at 26 August 2020

Asset - Current Accounts + Cash Float	\$4,708.16	
Asset - Credit at Scottish Cultural Centre	\$1,560.00	
Asset - PH&N Total Return Bond Fund	\$36,442.36	Market Value is \$38,939.11 at 31 July 2020
Asset - PH&N Monthly Income Fund	\$28,695.67	Market Value is \$27,629.72 at 31 July 2020
Liability - Fundfor Future Heather Balls	\$693.99	
Liability - Member credits from Mon. & Wed.	\$1,592.00	
Liability - Pearl Holmberg Fund	\$24,867.15	
Liability - Mary Wattum B&B Fund	\$25,349.31	
Branch Retained Earnings	\$17,937.40	

Income and Expense for Year-To-Date

Income - Net Membership Fees after PayPal charges	\$3,639.51
Income - Investment Income	\$120.07
Expense - Computer Review for Year	\$410.00
Expense - Office & Postage	\$192.30

Attachement #10

Guesstimate of Financial results for 2020 - 2021 Fiscal Year
if COVID-19 Lockdown persists throughout the year

Membership Dues Collected	\$5,200.00	
Less Membership Dues paid to Edinburgh		-\$3,000.00
Total Net Membership Dues Received		\$2,200.00
Investment Income		\$1,000.00
Recovery of money paid to SCC		\$1,560.00
GST recovered from previous year		\$278.00
Total Income		\$5,038.00
Dance Class Fees released		\$1,592.00
Accountant's Fee		\$1,500.00
Insurance		\$2,600.00
Miscellaneous		\$1,000.00
Total Expenses		\$6,692.00
NET INCOME		-\$1,654.00

Notes:

Assumed that 100 Members paid dues

Investment Income does not flow into bank account

When COVID-19 struck money already paid for March 2020 rentals was left
with the Scottish Cultural Centre but it is assumed this will be recovered

GST Recovery is money that should be received in current year

When COVID-19 struck Dance Class Fees paid in advance were not refunded
but it is assumed they will be this year

Accountant's Fee is for preparation of previous year's Financial Statements

Because Investment Income does not flow into the Bank Account, the net
reduction in the Bank Account would be \$2,654.00