

NBDS Board Meeting Minutes October 16th, 2022
Linfitt Residence 476 Tenth Street, Nanaimo

1. Meeting called to order @ 1:05 pm.
Welcome to new and returning board members by Sarah. The new 2022-23 board consists of a total of 10 directors.
In attendance: Sarah, Carol, Vicki, Nelson, Pinky, Russ, Andrew, Joyce (quorum achieved – minimum 5 directors)
Regrets: Stephen, Elaine
Sarah acted as Chair and Pinky acted as Secretary to the Meeting.
2. Previous meeting minutes October 23, 2021 – approved by all
3. Action items from previous meeting - None
4. Treasurer’s Report – Stephen has previously submitted his written report by email to the board.
 - Nelson brought up the status of the GICs and the handling of redemptions and or renewals and the moving and transferring of funds from such GICs for discussion
 - General discussion ensued and it was decided that a policy should be established**Motion by Nelson and Seconded by Andrew that any and all redemptions, renewals and moving or transferring of funds from any and all NBDS GICs must be a board decision – unanimously approved**
5. Review signatories for bank accounts – NBDS currently has 4 bank accounts, namely: CIBC, RB (IFB), CCCU Gaming, CCCU Chequing
 - 5.1.1) **CIBC Account**
 - There was a previous board decision made 2 years ago to cancel the CIBC account due to the inflexibility of the bank allowing for the addition and/or removal of authorized signatories. This action item remained outstanding to date.
 - General discussion ensued with a decision to follow through with this action.**Motion by Nelson and Seconded by Andrew to cancel the CIBC Bank Account and to transfer all remaining funds to the CCCU Interest Chequing Account – unanimously approved**

Action Item – the Board appointed Vicki to cancel the CIBC Bank account and to transfer all remaining funds to the CCCU Interest Chequing account
 - 5.1.2) **CCCU Interest Chequing Account**

- The current signing authorities on the CCCU Interest Chequing Account are Stephen, Vicki and Deborah Wilson.
- General discussion ensued to remove Deborah Wilson as a signing authority since she is no longer a board member and to add Sarah and Carol as signing authorities to the account.

Motion by Andrew and Seconded by Russ to remove Deborah Wilson and to add Sarah and Carol as signing authorities to the CCCU Interest Chequing Account – unanimously approved

Action Item – the Board appointed Vicki to remove Deborah Wilson and add Sarah and Carol as signing authorities to the CCCU Interest Chequing account

5.1.3) CCCU Gaming Account

- Stephen had proposed by e-motion to the board (4 days before this board meeting) to cancel the Gaming Account since both he and Barb Benson are no longer interested in running the 50/50 draws plus there is a monthly charge of \$2.50 for this account for printing paper statements. Due to the proximity of the proposed date to this actual in person board meeting date, no decision was made to this e-motion.
- General discussion ensued and it was felt that although no active 50/50 draws are taking place at the moment but there is no reason to cancel the Gaming account since if we became eligible for gaming funds in the future, we would need a Gaming account. By maintaining this account, it would give us the flexibility of receiving any future gaming funds and/or running any future 50/50 draws. As well, we should change the paper statement to e-statement which would eliminate the monthly paper statement printing charge. It was also decided that Barb Benson should be removed as the signing authority on the account and both Sarah and Joyce be added.

Motion by Andrew and Seconded by Carol to keep the Gaming account and to change the account to e-statement; also to remove Barb Benson and add Sarah and Joyce as signing authorities to the account – unanimously approved

Action Item – the Board appointed Carol to change the Gaming account to e-statement and to remove Barb Benson and add Sarah and Joyce as signing authorities to the Gaming account

5.2) E-transfer status

– General discussion ensued regarding payment of membership fee by e-transfer which worked for NBDS up till Stephen’s computer was hacked and the bank suspended our ability to receive any further e-transfer payments. We do not know what our current status is with the bank regarding e-transfer payments.

Action Item – the board appointed Vicki to look into the bank’s requirement for NBDS to reverse our e-transfer status in order that we could start receiving e-transfer payments again

5.3) Credit cards (added to Agenda)

- General discussion ensued regarding acceptance of credit card payments using Square but it was felt that we should first look into reversing our e-transfer status as a priority.
- General discussion ensued regarding surcharge on credit card payments by merchants is now legal and the maximum allowed is 2.4%. It was brought up that sometimes our NBDS volunteers (board or general member) had paid for items on behalf of NBDS/IFB, namely venue, hotel, catering charges etc. using a personal credit card and receiving reimbursement for such expenses from NBDS thereafter. It was feared that once a surcharge is implemented by any merchants, then NBDS will end up paying a maximum of 2.4% surcharge.

Motion by Nelson and Seconded by Andrew - in the event a surcharge is levied by any merchant/supplier/vendor on any NBDS expenses, then payment will be made by way of an NBDS cheque, e-transfer or cash. The practice of using personal credit cards to pay for NBDS expenses may continue so long as no surcharge is being levied - **unanimously approved**

6) Committee Coordinators:

- **Dancesport Nanaimo** - Nelson Wong (yes)
- **Dance Floor News Editor** - Andy Mundy (yes)
- **Dance Fest**
 - (Nelson suggests for Sarah to approach Andy Mundy first and if he agrees, then Nelson will help)
- **Demonstrations – Position Eliminated**
 - (Position eliminated as there is no need for a person to look after demonstrations since if anyone contacts us for a demonstration, then we can just assign someone to take care of it)
- **Equipment** - Nelson Wong (yes)
 - (Nelson brought up the fact that Bowen is upgrading their sound system so it would be good for NBDS to provide some financial support to Bowen in the hopes that maybe with a new sound system, we no longer have to do any sound system/equipment setup for our dances)
 - (Nelson also brought up the fact that the hall rental costs are significantly less if the renter is under the definition of a senior. Discussions ensued that we do not really want to change the image of our club to a seniors club although everyone agreed that the age bracket of our members are mostly seniors)

Action Item – the Board appointed Nelson to look into Bowen's and Beban's hall rental requirements for seniors

- **IFB** - Vicki Linfitt (yes)

- **Memberships** - Keith Wilson (yes)
- **Marketing & Promotions** - Sarah Au-Yeung (yes)
- **Nanoose Place Venue – New name “Nanoose Dance”** - Sarah Au-Yeung (yes)
- **Nanaimo Dances – Position Eliminated and new position “Bowen Door Manager” created**
 - (there were 4 people on the committee: Nelson, Vicki, Carol & Andrew but that did not work well because no one person really knows if the other person had done the co-ordination for a particular dance. It was decided that the committee be disbanded and one coordinator for a specific job be appointed. Andrew brought up the fact that Heather Hoggarth had in fact been doing that job.)

Motion by Nelson and Seconded by Sarah to appoint Heather Hoggarth as Bowen Door Manager – unanimously approved

Action Item – Andrew is to let Heather know of her new appointed role and title

- **New position “Bowen Audio Manager” created** – Russ Thomson (yes)
- **NBDS e-News Editor** - Sarah Au-Yeung (yes)
- **Ticketed Events** - Sara Treutler (yes)
- **Librarian** - Bruce Joiner (yes)
- **New position “Dance Venue Manager” created** – Nelson Wong (yes)
- **Website Maintenance** - Andy Mundy, Vicki Linfitt (yes)
- **Workshops & DJ Scheduling** - Elaine Thompson (yes)
- **Phone Committee** - Barb Benson (yes)

7) NBDS Dance Dates for remainder of 2022:

October 22nd Nanoose

November 4th Bowen

November 19th Nanoose

December 3rd Christmas Dinner Dance - Updates

- caterer booked (AJ)
- ticket prices (In 2019 the pricing was \$45 member / \$50 non- member / dance only \$20 member & \$25 for non-member) – For 2022, Nelson proposed and it was agreed that we charge \$50 for members and \$55 for non-members / dance only remains the same at \$20 for members and \$25 for non-members)
- Bar licensing and bartender - Vicki to look after getting a bar license and finding a paid bartender

Action Item – Vicki to obtain bar license and find a paid bartender

- Cutleries - general discussion ensued regarding the high charge by Triple T for cutleries at .40 cents per cutlery item and the idea of buying our own cutleries - Nelson volunteered to look into the costs of buying our own cutleries as rental is getting to be very expensive at Triple T

Action Item – Nelson to look into the costs for buying our own cutleries

- Tickets – Sara T is willing to look after selling tickets

Action Item – Nelson to print and give all printed tickets to Sara T to sell

- Promotion – we should start promoting since the ticket pricing is set

Action Item – Sarah will start promoting

- 50/50 draw – we could do one at the Christmas Dance

Action Item – Joyce to look into what is required to run a 50/50 draw

~~December 17th Nanoose cancelled~~

Dec 31st NYE Nanoose - (Elaine proposes Potluck)

Need to determine & book 2023 dates

- **Bowen** – (Fridays) Feb 3, Mar 10, May 5, July 14, Sep 8, Nov 3

- **Nanoose Dances** – (Saturdays) Jan 21, Feb 18 (maybe chocolate valentine event theme), Mar 25, Apr 15, May 20, June 24, Sep 23, Oct 21 (maybe make it Halloween theme), Nov 18

- **Spring Fling D&D** (no), **Summer Dance Fest** (Aug 19), **AGM 2023** (Sep 17), **Anniversary D&D** (Oct 7), **Christmas D&D** (Dec 2), **NYE Dance** (Dec 31)

-**IFB June 2023** (3rd & 4th)

8) Nanoose & Bowen venue key holders

Action Item - Carol to get keys cut for Bowen and Nanoose venues and to give one set to Sarah and to place an extra set in the door bag

9) Website updates.

- Members section password update

Action Item – Vicki to update Members section on website with new password

10) Review NBDS e-Motion policy

- E-Motion policy had been established in the past but it would be helpful to all board members to revisit the policy

NBDS E-Motion Policy Revisit

The proposer of an E-Motion must provide a minimum of 3 days for discussion by the board before the casting of votes. All E-Motions passed or defeated must be recorded as minutes of the board and at the next Minuted Meeting of the board, such passed or defeated E-Motion(s) must be brought forward for ratification by the board.

11) Round table – no further business

12) Next meeting date
– tentatively set for either Sunday Jan 15 or Jan 22, 2023
Meeting adjourned at 3:25 pm

Action Items for Vicki

- 1) *cancel the CIBC Bank account and to transfer all remaining funds to the CCCU Interest Chequing account*
- 2) *remove Deborah Wilson and add Sarah and Carol as signing authorities to the CCCU Interest Chequing account*
- 3) *look into the bank's requirement for NBDS to reverse our e-transfer status in order that we could start receiving e-transfer payments again*
- 4) *obtain bar license and find a paid bartender for the Christmas Dance*
- 5) *update Members section on website with new password*

Action Items for Nelson

- 1) *look into Bowen's and Beban's hall rental requirements for seniors*
- 2) *look into the costs for buying our own cutleries*
- 3) *print and give all printed Christmas Dance tickets to Sara T to sell*

Action Item for Andrew

- 1) *let Heather know of her new appointed role and title as Bowen Door Manager*

Action Item for Joyce

- 1) *look into what is required to run a 50/50 draw at the Christmas Dance*

Action Item for Sarah

- 1) *start promoting our Christmas Dance*

Action Item for Carol

- 1) *change the Gaming account to e-statement and to remove Barb Benson and add Sarah and Joyce as signing authorities to the Gaming account*
- 2) *get keys cut for Bowen and Nanoose venues and to give one set to Sarah and to place an extra set in the door bag*

NBDS POLICIES

1. GICs

Any and all redemptions, renewals and moving or transferring of funds from any and all NBDS GICs must be a board decision

2. Personal Credit Cards

In the event a surcharge is levied by any merchant/supplier/vendor on any NBDS expenses, then payment will be made by way of an NBDS cheque, e-transfer or cash. The practice of using personal credit cards to pay for NBDS expenses may continue so long as no surcharge is being levied

3. E-Motions

The proposer of an E-Motion must provide a minimum of 3 days for discussion by the board before the casting of votes. All E-Motions passed or defeated must be recorded as minutes of the board and at the next Minuted Meeting of the board, such passed or defeated E-Motion(s) must be brought forward for ratification by the board.