

NBDS Board Meeting Minutes
6pm Friday October 4th, 2024
Au-Yeung residence, 5901 Mahoun Pl, Nanaimo

1. Meeting called to order at 6:10 pm
In attendance: Sarah, Nelson, Pinky, Stephen, Vicki
Regrets: Carol, Vincent, Joyce
Quorum achieved with minimum of 5 directors
Sarah welcomes returning board members
2. Previous meeting minutes October 15, 2023
Motion by Nelson and Seconded by Stephen: - Approved unanimously
3. Action items from previous meeting
 - **Action Item:** Nelson to book Spring Fling March 16, 2024 in Nanoose - **DONE**
 - **Action Item:** Vicki to advice Elaine of Sung's interest in being a DJ - **DONE**
 - **Action Item:** Nanoose can be booked after Bowen's bookings are confirmed - **DONE**
 - **Action Item:** Carol to cut one extra set of cubby keys for Russ after trying out the keys first - **DONE**
 - **Action Item:** Vicki to update board members on the website and to send a test email using the NBDS email to each director - **DONE**
 - **Action Item:** Pinky to prepare a Directors Resolutions and send to Heath Law via Deborah to change the R&R - **DONE**
4. Treasurer's Report emailed by Stephen
Stephen clarified that there's an error in report regarding GICs maturing in 2028 when in fact a few will be maturing in June 2027
Pinky wanted to clarify that Stephen's report regarding DSBC/IFB joint venture is agreed on a 50/50 share of profit/loss, if any.
5. Committee Coordinators:
 - a) **DanceSport Nanaimo** - Nelson Wong
 - b) **Venue Booking** - Nelson Wong
 - c) **Dance Fest** - TBD
 - d) **Demonstrations** - Vincent Chai
 - e) **Equipment /Inventory /keys Comptroller** – Vicki Linfitt
 - f) **IFB/CCC** - Pinky Wong
 - g) **Memberships** - Keith Wilson
 - h) **Marketing & Promotions & Social Media** - Sarah Au-Yeung
 - i) **Nanoose Place Dances** – Sarah Au-Yeung
 - j) **Bowen Park Dances** - Vicki Linfitt / Carol Fleming
 - k) **Bowen Audio Manager** – **Action Item:** Sarah to ask Russ Thomson and/or Brian Hicks to act as Bowen Audio Manager
 - l) **NBDS e-News Editor** - Sarah Au-Yeung
 - m) **Ticketed Events** – Sara Treutler
 - n) **Librarian** - Bruce Joiner
 - o) **Website Maintenance** - Vicki Linfitt / Andy Mundy – Vincent mentioned to Sarah that he would like to help with website
Action Item: Vicki to ask Vincent as to what he has in mind and how he would like to contribute to helping with the website
 - p) **Workshops & DJ Scheduling** – Vicki Linfitt
 - q) **Dance in the Park** - TBD
 - r) **Grants** – Stephen Gower

6. NBDS Dance Dates for 2025:

Need to determine & book 2025 dates

-Bowen

Dates to be booked: Feb 7, Mar 7, Apr 4, May 9, Jun 6, Jul 18, Aug 16 (Dance Fest), Sep 5, Oct 4 (Anniversary D&D), Oct 31 (Halloween), Dec 6 (X'mas D&D)

-Nanoose Dances

Dates to be booked: Jan 18, Feb 22, Mar 22 (Spring Fling), May 24, Jun 21, Sep 20, Oct 18, Nov 15, Dec 31 (NYE D&D)

Action Item: Nelson to book above dates for Bowen & Nanoose

- Spring Fling – Sarah to Chair

- Summer Dance Fest – Chair TBD

- AGM 2025 – decided to return to Shanghai City and do the lunch as in the past

- Anniversary D&D and Christmas D&D – Vicki to Chair both 2024 and 2025

- NYE D&D – Sarah to Chair and Elaine to Decorate

- Halloween – Chair TBD

- CCC – Beban Park booked - Apr 26 & 27, 2025

- Dancing in the Park – TBD if we will run

7. Nanoose & Bowen venue key holders vs Door people – Sarah was concerned that she's not always there to open the front door and lock up in the evening. She was suggesting to hand keys to various doors people who will be doing the admission. It was decided that for security reason and since we are responsible for Nanoose, we should not hand the Master Key to anyone.

Suggestion to ask Sara T. if she's willing to be a Master Key person. **Action Item:** Sarah to ask Sara T. to see if she would agree to be an alternate Master Key person for Nanoose

Discussion also entailed regarding cubby keys at Nanoose & Bowen. The board feels that currently there are too many keys out there and we have no idea who has them. The decision is to change the Padlock at Nanoose as well as the lock at Bowen.

Action Item: Sarah to purchase a new padlock which usually comes with two keys and to make four (4) extra keys, so we will end up with a total of six (6) keys.

Action Item: Nelson to inform Bowen Park that we will change the locks to our cubby and thereafter liaise with Mike who will purchase the locks and perform the task of changing the locks. Additional keys should also be made, so we end up with six (6) keys in total.

Once the locks are changed, we are to notify people by e-news. Also suggestion to have a sign-in/sign-out sheet for the keys so we can keep track of where the keys are at all times.

8. Website updates. Contacts update with new Board. Members section password no change. Upload past meeting minutes. **Action Item:** Vicki to take care of website updates

9. Workshop requests:

-Gordon Pascoe at the AGM requested he would like to teach a vintage ballroom dance at a regular scheduled dance

Discussion entailed that Gordon had requested to teach the same dance workshop last year and it was shot down because the dance will take too long for people to learn. This time Gordon is fully aware that there is only one hour, and he feels confident that people can learn in one hour.

Vicki will be in touch with Gordon as she is the coordinator in charge of finding instructors for workshops.

10. The board approved a \$10 discount for NBDS members buying both Christmas & NYE tickets at the same time.

11. Next meeting date TBD

Meeting adjourned. 8:20 pm

Recording Secretary: Pinky Wong

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- **Action Item:** Nelson to book above dates for Bowen & Nanoose
- **Action Item:** Sarah to ask Sara T. to see if she would agree to be an alternate Master Key person for Nanoose
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