

B.C.S.&R.D.FEDERATION

Minutes of Board of Directors Meeting Saturday, March 30/19 - 10:00 AM Victoria, B.C.

WELCOME to delegates and guests.
Jean Wood introduced the Executive.

The Executive voted to allow Norm Cox to vote in Proxy for Ken Crisp in his absence.

IN ATTENDANCE: 33

Moved Norm Cox, Seconded Bill Morey that the Agenda be accepted with the necessary changes/additions.

1. Norm Cox advises that under New Business that #10 Festival 2020 should be added.

ADDITIONS TO AND ACCEPTANCE OF THE AGENDA.

Motion to accept the Minutes of BOD Meeting from April 7, 2018
Moved Connie Ritchie, Seconded Bill Morey that the Minutes of the Board of Director Meeting of April 7/18 be accepted with the necessary changes/additions.

This meeting is being hosted by Region 1 and not Frontier Twirlers.
Under Changes required to Constitution the word OLD act should be removed.

All in favour. Carried

CORRESPONDENCE AND BUSINESS ARISING FROM any correspondence. None

REPORTS on file on Federation Website:

PRESIDENT -	Jean Wood
SECRETARY -	Carla Gyle
FIRST VICE-PRESIDENT -	Dennis Sutton
SECOND VICE-PRESIDENT -	Bill Morey
PAST PRESIDENT -	Ken Crisp
CANADIAN SOCIETY REPS. -	Pat Zeeman & Gary Dodds
ROUND DANCE COORD -	Connie Ritchie
SQUAREUP BC	Brian Elmer
MOVING & GROOVING	Nick & Mary Anne Turner

WEBMASTER	Frank McNeil
1-800 NUMBER	Brian Elmer
FOUR SCORE & MORE BADGES	Connie Ritchie
BC SOCIETIES ACT	Dennis Sutton

BUSINESS ARISING FROM REPORTS -

Moved Norm Cox, Seconded Bill Morey that there is a need to make 25 more 4 Score and One Badges. All in favour. Carried.

REGION REPORTS -

1. REGION 1 - DANCER & CALLER-TEACHER ASSOCIATION
2. REGION 2 - DANCER & CALLER-TEACHER ASSOCIATION
3. REGION 3 - DANCER ASSOCIATION REPORT
4. REGION 5 - JOINT ASSOCIATION REPORT
5. REGION 8 - DANCER & CALLER-TEACHER ASSOCIATION
6. REGION 9 - JOINT ASSOCIATION

Moved Bill Cave, Seconded Gord Ruedig that the reports be accepted as presented and for view on the web. All in favour. Carried.

BUSINESS ARISING FROM REPORTS -

Connie Ritchie discussed the need for clarification on how to choose the Round of the Month from all Regions.

Moved Connie Ritchie, Seconded Wendy Krueger that it is necessary to come up with some criteria for choosing the Round of the Month. All in favour. Carried.

TREASURER'S REPORT - Due to Pat Zeeman's absence this Report will follow later.

OLD BUSINESS

Constitution and By-Laws, Revitalization - Dennis Sutton explained some of the questions arising from these reports.

NEW BUSINESS

Rules & Policies - Dennis Sutton explained the process and changes which are required to be done under the new Constitution. Bill Cave, Bill Wood and Dennis Sutton have agreed to be the Committee to work on this.

The Handbook Revisions and/or rewrite must be completely rewritten. This falls under the responsibility of First VP Dennis Sutton.

The New Constitution and other committees will be needed as we go along.

SILLERY Award Committee - Jean Wood recommended that the SILLERY Award Committee consist of past recipients.

Moved Dennis Sutton, Seconded Bill Morey that a Committee of three previous recipients be part of the committee. All in favour. Carried.

TREASURERS REPORT

Moved Pat Zeeman, Seconded Bill Wood that the Treasurers Report be accepted as presented. All in favour. Carried.

Web Security - Jean Wood explained that she has asked Frank McNeil to look into tightening the Security of our website.

Storage of BCS&RDF documents and other items. Discussion followed and Jean Wood requested anyone who is interested in discussing this further should speak to her at the end of the meeting.

BC Federation Flag - Bill Morey suggested that we have a BC Federation Flag to be flown at Festivals.

Swinging Singles (Member Club) advised that they had a Building Fund of monies they have been raising over the years. They had a special meeting of their members and it was decided to donate \$100,000 to the BC Federation with the gratitude for all everyone does for square dancing. The resolution stated that part of this donation should be for the 2020 National Convention for brochures acknowledging their square dance club. The balance of the money is for worthwhile purposes of the Federation. A huge thank you was given to the Swinging Singles for their very generous donation.

Moved Norm Cox, Seconded David McVige that the clubs contact person listed on the Registration Form which the BC Federation Treasurer received be forwarded to the BC Federation Secretary also. All in favour. Carried.

Moved Norm Cox, Seconded Bill Morey that the loans to the Festivals from the BC Federation be paid out of the BC Federation Funds.

Discussion followed, pro and con. The Motion was withdrawn.

Moved Dennis Sutton, Seconded Norm Cox that the proceedings of this meeting be presented at the AGM for ratification. All in favour. Carried.

Next BOD Meeting, which will be a General Meeting to be held in Abbotsford, March 28/20 at 10:00 am.

The AGM will be held in Salmon Arm, July 12/19 at 9:30 am

Bill Morey moved to adjourn at 12:20 pm.

Live Lively -



Square Dance!

“The purpose of the Federation shall be to preserve, promote and perpetuate Square Dancing, Round Dancing, Contra Dancing, Clog Dancing and other related forms of dance in the Province of British Columbia”

BC Square & Round Dance Federation
Balance Sheet Prev Year Comparison
As of 29 March 2019

	<u>29 Mar 19</u>	<u>29 Mar 18</u>
ASSETS		
Current Assets		
Chequing/Savings		
Bank Accounts		
Festival Acct - Manulife	17,128.48	16,000.00
Memorial Acct - Manulife	5,473.19	5,892.41
Moving & Grooving - Manulife	0.00	-37.38
Operating - BMO	18,153.80	0.00
Operating Acct - HSBC	847.44	18,840.70
Operating Acct - Manulife	11,397.81	16,002.02
Total Bank Accounts	<u>53,000.72</u>	<u>56,697.75</u>
Total Chequing/Savings	<u>53,000.72</u>	<u>56,697.75</u>
Accounts Receivable		
Accounts Receivable		
Festival Advance	3,000.00	3,000.00
Total Accounts Receivable	<u>3,000.00</u>	<u>3,000.00</u>
Total Accounts Receivable	<u>3,000.00</u>	<u>3,000.00</u>
Total Current Assets	<u>56,000.72</u>	<u>59,697.75</u>
TOTAL ASSETS	<u><u>56,000.72</u></u>	<u><u>59,697.75</u></u>
LIABILITIES & EQUITY		
Equity		
*Retained Earnings	50,844.16	70,823.38
Net Income	5,156.56	-11,125.63
Total Equity	<u>56,000.72</u>	<u>59,697.75</u>
TOTAL LIABILITIES & EQUITY	<u><u>56,000.72</u></u>	<u><u>59,697.75</u></u>

5:40 PM
29/03/19
Accrual Basis

BC Square & Round Dance Federation Income & Expense Statement 1 July 2018 through 29 March 2019

	<u>1 Jul '18 - 29 Mar 19</u>
Ordinary Income/Expense	
Income	
A -General Revenue	
CSRDS Memberships	5,710.00
Membership Dues	17,860.00
Total A -General Revenue	<u>23,570.00</u>
B -Interest	
Festival	128.48
Memorial Fund	42.39
Operating	101.18
Total B -Interest	<u>272.05</u>
C -Other Income	
Social Media Contributions	2,200.00
Total C -Other Income	<u>2,200.00</u>
Total Income	26,042.05
Expense	
A - General Expenses	
1 - 800 #	100.00
Advertising Expenses	35.75
Bank Charges	1.20
CSRDS Dancer Membership	5,710.00
CSRDS Federation Membership	5.00
Internet Expense	
Internet Webspace	2,521.89
Total Internet Expense	<u>2,521.89</u>
Meetings	95.00
Office Expenses	12.91
Travel Expenses	1,567.54
Total A - General Expenses	<u>10,049.29</u>
B - Special Expenditures	
Caller/Cuer Grants - Mem. Fund	250.00
Revitalization Committee	843.00
Total B - Special Expenditures	<u>1,093.00</u>
C - Promotional Expenses	
Social Media Campaign	9,700.00
Square-Up BC	43.20
Total C - Promotional Expenses	<u>9,743.20</u>
Total Expense	<u>20,885.49</u>
Net Ordinary Income	<u>5,156.56</u>
Net Income	<u><u>5,156.56</u></u>

BC Square & Round Dance Federation
Income & Expense - Previous Year Comparison
1 July 2018 through 29 March 2019

	1 Jul '18 - 29 Mar 19	1 Jul '17 - 29 Mar 18
Ordinary Income/Expense		
Income		
A -General Revenue		
CSRDS Memberships	5,710.00	5,882.00
Festival Revenue	0.00	1,200.68
Membership Dues	17,860.00	13,326.00
Total A -General Revenue	23,570.00	20,408.68
B -Interest		
Festival	128.48	0.00
Memorial Fund	42.39	0.00
Operating	101.18	120.92
Total B -Interest	272.05	120.92
C -Other Income		
Social Media Contributions	2,200.00	1,472.58
Total C -Other Income	2,200.00	1,472.58
Total Income	26,042.05	22,002.18
Expense		
A - General Expenses		
1 - 800 #	100.00	142.31
Accounts Rec. W/O	0.00	100.00
Advertising Expenses	35.75	31.45
Annual Society Filing	0.00	20.00
Bank Charges	1.20	0.00
CSRDS Dancer Membership	5,710.00	5,882.00
CSRDS Federation Membership	5.00	5.00
Internet Expense		
Internet Webspace	2,521.89	1,980.80
Webmaster Expense	0.00	341.87
Total Internet Expense	2,521.89	2,322.67
Meetings	95.00	317.27
Office Expenses	12.91	38.52
Recognition Expense		
Badges - Four Score & More	0.00	28.00
Total Recognition Expense	0.00	28.00
Travel Expenses	1,567.54	2,033.05
Total A - General Expenses	10,049.29	10,920.27
B - Special Expenditures		
Caller/Cuer Grants - Mem. Fund	250.00	250.00
M & G Expenses	0.00	13,771.46
New Dancers Class Fund	0.00	250.00
Revitalization Committee	843.00	563.50
Total B - Special Expenditures	1,093.00	14,834.96
C - Promotional Expenses		
Social Media Campaign	9,700.00	7,372.58
Square-Up BC	43.20	0.00
Total C - Promotional Expenses	9,743.20	7,372.58
Total Expense	20,885.49	33,127.81
Net Ordinary Income	5,156.56	-11,125.63
Net Income	5,156.56	-11,125.63

BC Square & Round Dance Federation
Income & Expense - Budget vs. Actual
1 July 2018 through 29 March 2019

	1 Jul '18 - 29 Mar 19	Budget
Ordinary Income/Expense		
Income		
A -General Revenue		
CSRDS Memberships	5,710.00	5,917.00
Festival Revenue	0.00	0.00
Membership Dues	17,860.00	19,521.00
Other Revenue	0.00	0.00
A -General Revenue - Other	0.00	0.00
Total A -General Revenue	23,570.00	25,438.00
B -Interest		
Festival	128.48	93.55
M & G Interest	0.00	0.00
Memorial Fund	42.39	32.74
Operating	101.18	120.69
B -Interest - Other	0.00	0.00
Total B -Interest	272.05	246.98
C -Other Income		
Donations	0.00	0.00
M & G Contributions	0.00	0.00
Social Dance DVD Contributions	0.00	0.00
Social Media Contributions	2,200.00	0.00
Website Advertising	0.00	0.00
C -Other Income - Other	0.00	0.00
Total C -Other Income	2,200.00	0.00
Total Income	26,042.05	25,684.98
Expense		
A - General Expenses		
1 - 800 #	100.00	146.83
Accounting Fees	0.00	0.00
Accounts Rec. W/O	0.00	0.00
Advertising Expenses	35.75	250.00
Annual Society Filing	0.00	20.00
Badges & Bars	0.00	0.00
Bank Charges	1.20	0.00
Books, Subscriptions, Reference	0.00	0.00
CSRDS Dancer Membership	5,710.00	5,917.00
CSRDS Federation Membership	5.00	5.00
Insurance - Liability, D and O	0.00	0.00
Internet Expense		
Internet Webspace	2,521.89	2,000.00
Webmaster Expense	0.00	200.00
Internet Expense - Other	0.00	0.00
Total Internet Expense	2,521.89	2,200.00
Legal Fees	0.00	0.00
Meetings	95.00	606.25
Office Expenses	12.91	293.44
Postage, Mailing Service	0.00	6.00
Printing and Copying	0.00	125.00
Recognition Expense		
Badges - Four Score & More	0.00	250.00
Recognition Expense Other	0.00	200.00
Round of the Month Certificates	0.00	50.00
Silfery Award	0.00	125.00
Recognition Expense - Other	0.00	0.00
Total Recognition Expense	0.00	625.00

BC Square & Round Dance Federation
Income & Expense - Budget vs. Actual
1 July 2018 through 29 March 2019

	1 Jul '18 - 29 Mar 19	Budget
Rent, Parking, Utilities	0.00	0.00
Supplies	0.00	0.00
Telephone, Telecommunications	0.00	0.00
Travel Expenses	1,567.54	2,603.16
A - General Expenses - Other	0.00	0.00
Total A - General Expenses	10,049.29	12,797.68
B - Special Expenditures		
Caller/Cuer Grants - Mem. Fund	250.00	500.00
Executive Emergency Fund	0.00	4,000.00
Festival Loss/Underwrite	0.00	0.00
Leadership Grants	0.00	1,000.00
M & G Expenses	0.00	0.00
M&G Postage	0.00	0.00
New Dancers Class Fund	0.00	1,483.87
Pilot Project	0.00	0.00
Region or Club Grants	0.00	0.00
Revitalization Committee		
West Coast Program	0.00	0.00
Revitalization Committee - Other	843.00	3,784.00
Total Revitalization Committee	843.00	3,784.00
B - Special Expenditures - Other	0.00	0.00
Total B - Special Expenditures	1,093.00	10,767.87
C - Promotional Expenses		
Marketing & Promotion	0.00	0.00
Region 3/9 Proposal	0.00	5,000.00
Social Dance DVD Expenses	0.00	0.00
Social Media Campaign	9,700.00	7,500.00
Square-Up BC	43.20	2,000.00
SquareUp BC	0.00	0.00
C - Promotional Expenses - Other	0.00	0.00
Total C - Promotional Expenses	9,743.20	14,500.00
Uncategorized Expenses	0.00	0.00
Total Expense	20,885.49	38,065.55
Net Ordinary Income	5,156.56	-12,380.57
Other Income/Expense		
Other Income		
Internet Contributions	0.00	0.00
Total Other Income	0.00	0.00
Net Other Income	0.00	0.00
Net Income	5,156.56	-12,380.57

B.C. SQUARE & ROUND DANCE FEDERATION

Claim Form - Reimbursement of Expenses

Name: _____

Address: _____

Phone #: _____ Email: _____

Date(s) of Travel: _____

Reason for Travel: _____

Claiming for Reimbursement as: _____ Delegate from Region _____
(To a Maximum of \$400.00 per Region)

_____ Executive - Position _____

_____ Designated Member - Position _____

_____ Director of CS&RDS

Mileage:

Total km Travelled _____
(In excess of 100 km to a max of 1,000 km)

Total km Claimed for _____ x 0.40 km \$ _____
(to a maximum of 1,000 km - \$400.00)

Ferry/Toll (as receipted) \$ _____

Accommodation
(Up to two nights, as receipted, to a maximum of \$115. per night) \$ _____

Meals (to a maximum of two days)

Breakfast \$10.00 per person per day \$ _____

Lunch \$10.00 per person per day \$ _____

Dinner \$18.00 per person per day \$ _____

Total Meals: \$ _____

Airfare (Society Delegates only, as receipted) \$ _____

Other Vehicle, or Public Transportation
(as receipted, or provide details on separate sheet) \$ _____

Office Costs (where applicable)

Telephone Calls \$ _____

Mailing - Paper, Envelopes, Stamps \$ _____

Copying Costs \$ _____

Total Office Costs \$ _____

Other (as approved and receipted) \$ _____

TOTAL CLAIM \$ _____

Please submit claim (with appropriate receipts) to:
 B.C. Square & Round Dance Federation Treasurer
 4030 Raymond Street North
 Victoria, BC V8Z 4K8

Or by email to: BCFedTreasurer@gmail.com
 (Scan Claim Form and Receipts in a printable format - prefer PDF if possible)

Please ensure claims are submitted in the same fiscal year that they are incurred in - our fiscal year is from July 1 of one year to June 30 of the following year. If claims are submitted outside the fiscal year they are incurred in there may be a delay as payment will have to be authorized.