

## **EOSARDA Board of Directors' Meeting**

**Sunday, January 18, 2009**

Ottawa Citizen Building, 1101 Baxter St., Ottawa ON

In attendance: Bruce Warner, Linda Warner, Chuck Langtry, Billi Langtry, Andy Himberg-Larsen, Bob Milne, Carol Milne, Dave Western, Ed Mills, Pat Mills, Laurie Ingram, Jack Gauthier, Ziggy Segstro, Anne Gibbs, Brian Gibbs, Bob Summers, Marguerite Summers, Don Clingin, Jean Clingin.

**1. Call to Order:** Meeting was called to order at 1:35 by Laurie Ingram

**2. Additions/Deletions / Approval of Agenda:** Agenda was approved as amended. (Dave Western, Chuck Langtry)

**3. Selection of Interim Chair:** Dave Western was nominated. (Chuck Langtry, Pat Mills) Nominations were closed. (Bruce Warner, Andy Himberg-Larsen) Dave Western will be the interim chair by acclamation. Dave welcomed guests Pat & Jack Gauthier. Dave also gave a brief update on Wendy Sauve who has a serious muscle weakness. A card with our thanks and best wishes will be sent.

**4. Approval of Minutes of October Board Meeting:** Were approved as amended

**5. Review of Minutes of November Council of Dancers:** Specific amendments were to be sent to Pat Mills. Minutes were approved as amended.

### **6. Reports**

- a) Treasurer: See attached.
- b) Registrar: See attached. The number of registered dancers is up from last year.
- c) Frosty Fling: See attached
- d) Square Time: Delete "Take-A-Step Rounds" for Tuesday Nights.
- e) OACA: This year's revenue for the Grey Cup Dance was the highest to date thanks to "goofer's pot". Dancers are reminded that the calling order is a suggestion only and calls may occur in different orders in different clubs.
- f) RDTA: See attached.
- g) P&P Committee: See attached.
- h) Correspondence: Trillium Grant Application was received from Swinging Swallows.
- i) Fall Fest: Peter Courdin: Peter will coordinate Fall Fest.

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### **7. Business Arising from the Minutes (Old Business)**

- a) Reconstitution of Dance Committee – Billi Langtry will reconstitute a dance committee from those who are coordinating this year's EOSARDA dances.
- b) Jamboree – Don & Jean Clingin offered to coordinate the April 25, 2009 Jamboree.
- c) Carrying Cases for EOSARDA Equipment - Andy Himberg-Larsen stated that the equipment cases have been distributed. Bruce Warner will pay when the bill is received.
- d) PDF File of Square Time on web site - Bob Summers, Chuck and Billi Langtry: After a brief discussion the Board decided that this was not necessary at this time.
- e) Trillium Grant Application - Gavin Curie & Pat Mills: Gavin will have a draft for next meeting. It was decided by council that the proposed area of concern involving recruitment, publicity, leadership and youth was the correct direction for the grant application.
- f) New Dance Signs - Ann Gibbs: A decision has been made as to the number of signs needed for each level. Anne Gibbs and Gerry Sawtell will decide on which callers need signs. Signs will then be ordered.
- g) Problems with the new Web Site - Bob Summers: Confusion has arisen as to who can talk to Pat Gauthier about changes to the EOSARDA Web Site. If it is EOSARDA business it must go through Bruce Warner. For club information, members may approach Pat Gauthier.
- h) Free Ribbons for EOSARDA Dance - Gerry Sawtell: Deferred.
- i) Refreshments at Board meetings - Brian and Ann Gibbs: Because Brian and Ann Gibbs will no longer be members of the Council of Dancers, we need someone to take the responsibility of refreshments for meetings. Dave Western has agreed to store the necessary equipment until a volunteer is found.
- j) Certificate for Seaway Squares – Bruce Summers will ensure that the Seaway Squares will receive their certificate. Bruce Warner has a record for each club indicating how long they have been a member of EOSARDA.

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### **8. New Business**

- a) Potential Marketing Strategies - Pat Gauthier: The council was given a very informative presentation on the importance of branding EOSARDA. After much discussion it was decided to pursue this matter by gaining information about cost. Pat Gauthier will get a quote from a firm.
- b) OTF Report from Swinging Swallows - Bruce Warner: A copy of The Swinging Swallows' Trillium Grant Application has been received. Pat Mills will forward the copy to Gavin Currie.
- c) Approval of Request(s) for Financial Assistance for the fall of 2009. Moved that the Treasurer is authorized to approve New Dancer Recruitment and Caller/Cuer Training Expense applications on behalf of the Board, in accordance with the EOSARDA guidelines,. (Pat Mills, Anne Gibbs) Passed unanimously.
- d) Motion to establish standing committees - Dave Western: See attached. Motion was approved as amended.
- e) Council approved the reimbursement of up to \$16.00 for the clothing rack purchased for the Used Clothing Boutique.
- f) Protocol for EOSARDA Directors Meetings: See attached.

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**TREASURERS REPORT AS OF JAN 18/09 FOR BOARD OF  
DIRECTORS MEETING**

As of this date the bank balance is \$ 12,809.35 with O/S cheques of \$ 209.11

This results in a book balance of \$ 12,600.24

There are NO unpaid bills

Respectfully submitted

Bruce & Linda Warner

Treasurers

[linro@rogers.com](mailto:linro@rogers.com) or 613-737-3687

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### **REGISTRAR'S REPORT AS OF JAN 18/09 FOR BOARD OF DIRECTORS MEETING**

The whole registration process is almost complete. Once again we continued with the electronic system of forwarding letters, forms and after a lengthy delay due to postal interruption, the distribution of insurance certificates.

There was no attempt this year to account for individuals who paid and/or paid to more than 1 club. Due to the enormous amount of labour and work placed on the clubs, we decided that if an individual wished to pay in several locations, that was no longer our business. Comments received from various sources confirmed this modification.

Our thanks to all who assisted us. After last year's wind up of insurance matters, and having submitted a proposal to reduce or eliminate lengthy time delays in distribution, we finally received a plan from Society to facilitate the process for next year. There still seems to be confusion concerning information displayed on the cards. The membership fees printed on the front of the card reflects the amount retained by Society for their operations.

In late December the Association welcomed a new club under it's wings. Seniors or Singles Dance Club operating out of Richmond on a Wednesday afternoon with caller Ivan Barron was registered. Also there were a few new additions to the dancer population.

As of today 39 clubs, 4 associations and 1213 dancers, callers and cuers are registered.

Respectfully submitted

Bruce & Linda Warner

Your Registrars

[linro@rogers.com](mailto:linro@rogers.com) or 613-737-3687

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### **Report on Frosty Fling, January 2009**

We are mostly ready for the dance with Meri Squares as our help club. We will also be getting two student volunteers from the school to help out with chairs, tables etc.

As hoped, we have recruited a dancing couple, Judy and Steve MacPhee, to take over and run the Used Clothing Boutique. We're hoping this will help to attract more dancers to this event and at the same time provide a service to all dancers. We suggest that EOSARDA pay for a clothes rack for the clothes.

We can always use more help with set-up, especially since Karen and Peter are not available to do the refreshments for this dance.

Gavin Currie is helping to run the dance.

Ann and Brian Gibbs

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**ROUND DANCE TEACHER ASSOCIATION REPORT**

The round dance world had successful Christmas parties.

All clubs are back after a nice Christmas break – refreshed and ready to finish the dance session.

Take A Step Rounds had a very successful New Year's Eve party. The Gibbs opened their home for a wonderful potluck dinner. Thanks to them.

RDTA are having a Valentine's Dance on the 14<sup>th</sup> at Parkdale Church at 7:30 p.m. – levels 2 to 4.

The next meeting for RDTA will be held at Don & June Cowan's before the Frosty Fling on February 7<sup>th</sup>.

*Submitted by Jean & Don Clingin on behalf of the RDTA*

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### **P&P Committee Report**

18 January, 2009

On December 8, 2008 a Working Group of the P&P Committee met with Gavin Currie to provide him with advice and guidance on the possible contents of the draft application for a Trillium Foundation grant. From that meeting came the discussion paper that the Board will be considering under new business.

Also in December, I was contacted by Ms Paula Sherwood of the 1,000 Islands Mall, who was looking for groups to put on demonstration dances in the mall as part of their Equitation Weekend that will take place on February 19 - 21. I passed this request on to both the OACA and the RDTA, with a strong recommendation that dance clubs in the area participate in this event and a request that they poll their members to see which Callers and Cuers would like to take part. Passing this request on to the two Associations was consistent with the advice that I had previously received from the Caller and Cuer reps as to how such requests should be handled. I also requested feedback from both groups on the results of the request.

When I hadn't heard anything further from either group by early January, I initiated follow-up action and included two people from the SVSRDA in the follow-up action.

I have now been advised that the Good Time Squares and Harbour Lites will be taking part in this event and that the Swingin' Saints and the Rock and Roll Squares are also considering taking part. I have requested to be kept apprised of developments in this regard.

Over the lunch hour today, the Square and Round Dance Week '09 Organizing Committee met to begin planning for this year's event.

The Organizing Committee is pleased to make the following recommendations to the Board:

- Square and Round Dance Week '09 should take place between September 12 and 19, 2009
- Square and Round Dance Week '09 activities should include:
  - the Grenville Gremlins' Hospice Dance (Saturday, September 12)
  - Demo Dances at St. Laurent and Bayshore Malls (both on Sunday, September 13)
  - Demos dances in as many of the major regional malls in Eastern Ontario as possible
  - Taste of Dance II (Saturday, September 19)
- All EOSARDA affiliated dance clubs should be encouraged to run events during the Week.
  - EOSARDA should both coordinate and publicize as many Square and Round Dance Week-related club events as possible
  - EOSARDA should conduct a regional advertising campaign in late August and early September aimed at publicising Square and Round Dance Week-related events

Dave Western  
Chair  
P&P Committee



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### **It is moved that:**

-the EOSARDA Board of Directors establish the following Standing Committees to conduct the day-to-day operations of the Association:

- Operations Committee
- IT Committee
- Publicity, Promotions and Publishing Committee (P, P and P)
- Dance Committee
- Club Liaison, Recognition and Awards Committee and
- Finance Committee

It was further agreed that:

- all Directors and Officers, with the exception of the RDTA and OACA Representatives, must participate actively on at least two of the Standing Committees. (RDTA and OACA reps may join one or more committees if they chose to do so.)
- The Operations Committee will consist of the Officers of the Association (President, Vice-President, Treasurer/Registrar, Secretary and Past President)
- Each committee shall meet at least once a month except for July and August. Meetings can be either in person or electronic (telephone, internet etc).
- Each committee will choose its own Chair from among the committee membership,
- Each Committee shall either keep minutes of its activities or maintain a written record of Decision and shall make a report on its activities at every Board meeting.
- Non-Board Members can also serve on any of the committees with the exception of the Operations Committee

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### **Committee Roles**

#### **Operations Committee**

The Operations Committee is responsible for setting Board priorities, planning Board activities, scheduling Board and Council of Dancer Meetings and setting their agendas, ensuring the selection of Officers and overseeing the operations of the Standing Committees. The Operations Committee will be composed of the Officers of the Board.

#### **The IT Committee**

The IT Committee is responsible for the development and maintenance of the Association's Web Site; ensuring that a responsible person is selected to carry out the functions of a Web Master; overseeing the activities of the Web Master; and providing the Web Master with guidance and advice as required. Upon request, the IT Committee will provide advice and guidance to Clubs seeking to establish, up-grade or maintain their own web sites.

#### **The Publicity, Promotions and Publishing Committee**

The P, P and P Committee is responsible for seeking opportunities to publicize Square, Round and Line Dance activities across the region and for planning, organizing and coordinating the Association's involvement in such activities including the Association's annual Square and Round Dance Week activities. The P&P Committee is also responsible for providing the IT and Publishing Committees with content for web pages, advertising brochures etc and up-dating such information as required.

In addition, the P, P &P Committee is responsible for ensuring the regular publication and distribution of Square Time and will oversee the printing, and distribution of such pamphlets, flyers, banners etc. as the Board may determine to be required. This committee will also provide standard advertising layouts in "camera -ready" format for Club use. The Editors of Square Time are to be members of this committee along with any other interested Board Members.

#### **The Dance Committee**

The Dance Committee is responsible for planning, organizing and running all EOSARDA sponsored dances. This will include: Fall Fest, Frosty Fling, Jamboree, the Autumn Affair and such other dances as the Board may direct from time-to-time.

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### **Club Liaison, Recognition and Awards Committee**

The Club Liaison, Recognition and Awards Committee is responsible for maintaining up-to-date contact lists for all member clubs; ensuring that the Board is aware on a timely basis of all significant club activities occurring in the region; ensuring that significant club anniversaries and other important occasions are identified in a timely manner and duly recognized by the Board by presentation of a suitable certificate or other memento at the time that the club marks that event or anniversary; and that member clubs are kept informed of significant Board activities. This committee will also be responsible for proposing to the Board nominations for honours and awards from the Ontario Square and Round Dance Federation, the Canadian Square and Round Dance Society and such other organizations as may be judged appropriate.

### **The Finance Committee**

The Finance Committee oversees the financial activities of the Association and makes recommendations to the Board from time-to-time in regard to the acquisition or liquidation of the Board's financial assets. As directed by the Board, the Finance Committee is also responsible for ensuring the timely preparation of any applications for subsidies, grants or other sources of external funding, however, final approval of any such applications rests with the Board. The Finance Committee also manages any club-funding program sponsored by the Board, reviews Club applications for funding under any such program and makes suitable recommendations to the Board.

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### **EOSARDA Director Meetings Protocols:**

- 1) Please arrive at meetings on time.
- 2) If you will be absent, please inform the secretary, and, if responsible for a report or a task for the meeting, please provide the secretary with a copy.
- 3) During the meeting please:
  - a) do not interrupt the current speaker
  - b) if you wish to speak, put up your hand
  - c) speak when "recognized" by the Chairperson
  - d) when speaking, stick to the subject matter (do not go off topic)
  - e) please limit speaking to no longer than about 2 minutes