

Minutes
EOSARDA Board Meeting - Sunday, February 19, 2012

Attendance:

Judy Adams, Paul Adams, Don Clingin, Jean Clingin, Gavin Currie, Barbara Dennison, Paul Dennison, Andy Himberg-Larsen, Billi Langtry, Chuck Langtry, Harold Moore, Marion Moore, Nancy Morgan, Bill Shields, Bruce Warner, Linda Warner, David Western, Pearl Western, Elizabeth Wollaston, Peter Wollaston

Regrets:

Cora Calwell

1. Call to order and approval of Agenda

a) The Meeting was called to order at 1:30 PM.

b) Approval of Agenda

The draft agenda was accepted with no changes.

2. Opening Remarks - Dave Western

I want to start by congratulating Dance Committee for a lively and interesting Frosty Fling. Those of us who attended found it most enjoyable. However, I have to admit that I was somewhat disappointed by the number of Directors who missed what is supposed to be one of the major events in the EOSARDA Dance Year.

I am not criticizing anyone for being absent, you all had good reasons for missing the dance. But when over a third of the Board misses an event that we are sponsoring, an event that should be a "Can't Miss" highlight of the dancing year, something is wrong somewhere. If we are not motivated enough to attend our own dance, how can we expect dancers to respond in large numbers? Either we have to turn this dance around or drop it from the schedule. Dance Committee is expending far too much energy for the results that we are getting.

Secondly, I hope that we can count on this Board's full support for Swing into Spring, our next major regional event,. We are expending a lot of time, energy and money to make this a major event. If we can pull it off, and I believe we can, the benefits to this association and to our dancers will be considerable. If it fails we will lose not only credibility but a fair bit of money. We need your help to make it a success. We need you to register to attend and we need you to promote Swing into Spring every chance you get. Don't let us down.

Two and a half years ago, this Board changed the way it does business by establishing five Standing Committees. These committees are charged with carrying out the day-to-day business of the Board, subject to the Board's oversight and any policy guidance provided by the Board. As you know, these Committees report regularly on what they have accomplished and what activities they are currently undertaking. However, to date the Board has not been provided the opportunity to evaluate each Committee's overall Work Plan to ensure that it is consistent with the Board's aims, objectives and priorities. Our committees are working hard, are they going in

the right direction?

With a little over 2 months left in this Board's mandate, this is a good time to take a look at where we are, and where we are going. Accordingly, I have asked the Chairs of the Standing Committees, to report on what their committees plan to do for the balance of the Dance Year. These reports will be presented under the New Business portion of the agenda.

Following each report, the Board will be given the opportunity to discuss the committee's work plan and either approve it or recommend changes. In order to ensure that we have enough time to deal appropriately with this subject, I am asking that the regular committee and working group reports be kept as brief as possible.

Hopefully this will leave us enough time to at least begin discussing the establishment of a permanent written guide, to the workings of this Board in order to demystify and simplify the way things work around here, an initiative that is long overdue.

So let's get to work.

3. Approval of Minutes, January Board Meeting - Pearl Western

Andy moved approval of the Minutes of the Board meeting of January 15. The motion was seconded by Peter and unanimously approved.

4. Reports

a) Operations Committee

i) Treasurer's Report - Bruce Warner
Treasurer's report available on request

ii) Registrar's Report - Linda Warner
Nil report.

b) Dance Committee - Gavin Currie

i) Frosty Fling 2012

The event was held at Mother Teresa High School on Feb 4. The Callers were Andy Himberg-Larsen and Graham Ingram and the Cuers were Jean & Don Clingin and Gerry & Jim Sawtell. Approximately 120 dancers attended the event and were treated to a lively evening of dancing. Numbers were down substantially from 2011 when some 170 dancers attended. The price was \$7 per person in advance and \$9 at the door. The dance made a profit of some \$300. Once again, Jude McPhee and her colleagues organized a used clothing boutique to raise money for the Heart and Stroke Foundation and succeeded in raising over \$1000, a remarkable achievement given the lower number of dancers. Dancers contributed generously to share-the-wealth and three envelopes with \$45 in each were distributed.

I would like to thank the Dance Committee and all those who helped to plan and run the event. Special thanks to Nancy Morgan for preparing a very attractive poster to publicize the event and for organizing the refreshments; to Ann and Brian Gibbs for stepping in at the last minute to help

organize the refreshments; to Marguerite Summers for organizing the purchase and distribution of ribbons; to Paul and Judy Adams, Pat Currie, Harold and Marion Moore, Robert and Jean Read, Bill and Wendy Shields, Adrian and Marie Vingerhoeds, Bill Weatherup and David and Pearl Western for assisting with registration, share-the-wealth and ribbon return; and to our two students, Caleigh and Ariel. Thanks also to all our Cuers and Callers for putting on such an entertaining program.

Gavin thanked David for his comments in his opening remarks.

ii) Jamboree 2012

There will be no Jamboree in 2012 as a result of the decision to hold Swing into Spring in Prescott on Apr 27-29.

iii) Fall Fest 2012

The dance will be held on Oct 27 at a location yet to be determined. The Dance Committee is currently looking at schools which would offer a better floor for Round Dancing than Sir Robert Borden. The Callers for the event will be Don Moger and Paul Adams; the Cuers will be Jerry and Bonnie Callen, Gerry and Jim Sawtell, and Dorothy Tweed. Details of the program are still to be worked out, but we intend to follow the pattern of 2011 and have dancing afternoon and evening.

iv) Frosty Fling 2013

Given the lower numbers of dancers attending this year's dance, Dance Committee is looking at possible changes to the format in an attempt to make the dance appeal to a larger number of dancers.

v) Swing into Spring - Dave Western
Status as of February 19 (Appendix A).

Elizabeth advised that a \$100 donation is required by the cafeteria department to recognize the efforts of the students. This is in addition to the \$6 charge for the catered lunch.

Dave advised that the profit from Swing into Spring is estimated to be up to \$1,700.

Harold said that there is a website showing the accommodations available in the Brockville area.

There has been interest in Swing into Spring from outside of the Ottawa area. (Mexico, New England, B.C., Quebec)

Bruce asked for info to take to Vermont. Gavin will give a small sign to Bob to take with him.

Paul asked if sending registrations to Wendy could be creating any confusion since she is also the recipient of Festival 2014 registrations. The consensus was that this should not be a problem.

A vendors' village for Swing into Spring is being planned. Nancy said a table is being offered to artisans for free but they will need to agree to promote Swing into Spring with their clients. Billi will contact Dancing Princess to see if they would like to take part.

c) P, P and P Committee - Barb Dennison

Andy and the Bay Waves did a series of demos at Winterlude with great success. One square of experienced dancers was present, two would have been better. Andy said people were enthusiastic and liked the modern music. One tip started with three couples and finished with 30 dancers. He also did one tip with a phantom couple.

Dave Currie ran a Square Dance Workshop in Greely for a Brownie Pack. The teacher and children loved him and thoroughly enjoyed their teach session.

d) Club Liaison Committee - Nancy Morgan

Mailchimp:

We are continuing to use this service as our main source of broadcasting news to the clubs.

Upcoming MailChimps include:

- Swing into Spring & SVSRDA Mother's Day Dance
- Mississippi Squares - Anniversary
- Limestone Dancers St. Pats Dance
- Swingin' Saints/Goodtime Squares - Spring Thaw
- Village Squares - Bunny Hop

Peter Wollaston has joined the Square Time team!!! (Hurray for me!) Peter will be sending out invoices and following up with those who "forget" to pay.

I have been approached by someone in Brockville about getting us a better price for printing. More information to follow next month.

In the Jan/Feb issue of ST (Vol58#1), the question was asked of the subscribers whether they would read ST if it was an online publication. More information to follow in the next ST.

Unfortunately, the Mississippi Squares Anniversary Flyer was mistakenly misfiled and left out of the most recent ST. Apologies have been accepted by Mississippi Squares and a flashy MailChimp will be sent out soon.

Comments about ST continue as people really miss the back pages. I continue to explain that without another subscription increase, the rising cost of printing doesn't allow us to increase the size of ST. At the last Council of Dancers discussion on this issue was dominated by a few people. Our subscribers are confused about this issue and don't seem to understand what is going on.

Club Liaison is gearing up for graduations. Unfortunately, the Chair of Liaison doesn't know what she's doing but will have it all worked out for the next meeting in March (hopefully!)

Bob has prepared a certificate for Mississippi Squares' 25th anniversary and given it to Dave.

Bruce wanted to know how to receive MailChimp as he is not getting them. Nancy said it goes to all Directors as an e-mail. It is a newsletter with lots of colour and good graphics. Bruce will check his e-mails again and if he has not been receiving any MailChimp posters, he will follow-up with Nancy.

e) IT Committee - Bob Summers
nil report

f) Festival 2014 - Dave Western
Nancy is working on a new Newsletter for the Festival.

We are in the process of finalizing the contract with Dynamix for the Vendors' Village.

The OCC has confirmed that shortly they will be firming up the contract for the July 20th Countdown to Festival 2014 Dance.

Swinging B's have advised that they will be hosting a Festival Fundraising dance this June.

Meri-Squares has volunteered as a club to help out with Publicity, Mississippi Squares has offered to help Barb's Registration Group and the Village Squares have volunteered to look after the Welcoming Committee.

The frequency of Festival Board meetings has been increased to every second month.

Linda asked about the Festival Round Dance program in light of the resignation of the Round Dance Committee. Andy said that we are continuing to look for a Round Dance Program Coordinator. Whether this search is successful or not, there will be a Round Dance Program at the Festival. If necessary, it will be run by members of the Program Group.

g) OACA Report - Paul Adams
The OACA met on Feb.5 2012. Many of our members were absent from this meeting due to previous commitments.

We had a good discussion as to additions and deletions to the CallerLab Basic / Mainstream List scheduled for voting at this up coming CallerLab convention in April 2012. Out of that discussion the group decided that we should be more concerned with the state of the movement in our area than in what CallerLab does.

We also took an interest poll in having Saint John Ambulance give us a demonstration on the use of the Heart Defibulator. Paul is to arrange this.

Brian Crawford gave an excellent presentation on Sight Calling through a Singing Call.

David asked Paul to speak to the Canterbury ceiling accident. Paul described the accident. The Cuthills were hit. Aline Brazeau was badly injured with broken facial bones. The media downplayed the responsibility. He suggested EOSARDA stay on top of this and help her out with legalities, etc.

Dave said Shirley and Ransom Nixon will be seeking legal assistance for Aline. Nancy suggested sending flowers to her. She is in convalescence in Orleans.

h) RDTA Report - Jean Clingin
nil report

i) Hearing Assistance Working Group - Barb Dennison

During the November/December sales blitz, 4 Deluxe FM systems were purchased.

The original cost of each system was \$197.00. Because we sold 4 systems the dealer provided a discount of \$30.00 off each system, reducing the cost per system to \$ 167.00. The EOSARDA subsidy is 25 % amounted to \$41.75 for each system. Therefore each system cost the user \$125.25 plus shipping, tax and exchange)

We are planning a terrific sales campaign for receivers in 2013 getting ready for Festival 2014.

5. Old Business

a) The Future of Square Time - Nancy Morgan

Efforts continue to find ways to eliminate the Square time printing deficit. Nancy is discussing a possible price reduction with a printer in Brockville. We are also considering moving Square Time to the internet as an e-zine to further reduce costs, but no decision has yet been made in this regard.

On the latter point, Andy cautioned that many of our dancers do not have computers or are not comfortable with e-zines. Dave said that this is one of the factors that the Board will have to consider if and when a proposal to move to an electronic format is placed before the Board, but no such proposal has yet been made.

Jean said that she misses the contact list in Square Time. Nancy said this is the biggest complaint that hse has received, but cautioned that it was eliminated as a cost-cutting measure.

b) Dancer Insurance (Follow-up to Council of Dancers) - Dave Western

There has been an exchange of correspondence with Society re Insurance for dancers registering after mid-November 2011 (see Appendix B). The issue is still not resolved. EOSARDA has requested that Society develop a clearer and more understandable policy for 2013 and that this be conveyed to all concerned in a timely manner.

A question was asked about insurance coverage for the type of accident that occurred at Canterbury Community Centre earlier this week. Our insurance is for 3rd party liability and would not come into play in this type of incident.

c) 2012 Dance Dangles - Dave Western

At Frosty Fling, nine EOSARDA Dance Dangles for 2011 were presented to the following:

- Carol Bell (Meri Squares)
- Brenda Chapman (Capital Steppers)
- Josh Cleary (Capital Steppers)
- Lynn Legree (Meri Squares)
- Terry Legree (Meri Squares)
- Lamar Mason (Meri Squares)
- Margaret McLean (Meri Squares)
- Carlos Viera (Meri Squares)
- Bill Weatherup (Meri Squares)

Dave believes that more needs to be done to promote the dance dangle program with our newest dancers.

6. New Business

a) Presentation and approval of Committee Work Plans

Gavin asked about the time line to be used in the work plans, pointing out that in many cases committees are working on projects that will not be completed within the current dance year.

David said our term of office ends in April with the election of a new Board, but he recognizes that many committees are working on events for next year and some committees such as IT are working on multi-year plans. He said that therefore there is no single one-size-fits-all answer to Gavin's question.

After some discussion it was agreed that committee work plans would cover the next 12 months.

i) Operations Committee Work Plan - Dave Western

Work Item	Projected Completion Date	Person Responsible
Plan, organize and chair March, April and May Board meetings	3 rd Sunday of each month	President

Plan, organize and chair April Council of Dancers	15 April 2012	President
Provide Board with monthly financial reports to end of year	3 rd Sunday of each month	Treasurer
Provide Council with financial report at April Meeting	15 April 2012	Treasurer
Close FY 2011/12 books and prepare a year-end financial report of revenues and expenses	3 rd Sunday in September	Treasurer
Plan, organize and hold 2012/12 Board elections	15 April 2012	President and Vice-President
Complete first part of Procedures Manual	30 May 2012	President
Prepare Fall registration campaign	1 August 2012	Registrar
Provide Board and Council with timely and accurate Minutes of meetings	on-going	Secretary
Support Swing into Spring Organizing Committee	30 April 2012	President
Represent the Board on the Festival 2014 Board	Monthly Festival Board meetings	President
Complete 2011/12 Hearing Assistance Campaign	30 March 2012	Vice-President

ii) Dance Committee Work Plan- Gavin Currie

Swing into Spring

The Dance Committee is assisting with the preparations for this event, including organizing the programs for the Fri. and Sat. dances; and organizing volunteers to do registration, sign-in and share-the-wealth during the event. Identifying volunteers will be done by SVSRDA.

Fall Fest 2012

The Dance Committee is working on the preparations for this event which will be held on Oct 27 at a location yet to be determined. The Dance Committee is currently looking at schools which would offer a better floor for round dancing than Sir Robert Borden. The Callers and Cuers have been approached and have agreed to lead the event. Details of the program are still be worked out, but we intend to follow the pattern of 2011 and have dancing afternoon and evening. No expenditures are anticipated in this time frame.

Frosty Fling 2013

The Dance Committee is in the early stages of planning this event. Given the lower numbers this

year, the Dance Committee is looking at possible changes to the format in an attempt to make the dance appeal to a larger number of dancers. No expenditures are anticipated in this time frame.

iii) Club Liaison Work Plan - Nancy Morgan

- § Coordinate Graduations (ie identify new Grads, schedule visits, presentation of Society Badges etc) Date: On or before end of April
- § MailChimps as required
- § Ensure EOARDA presence and presentation of certificate at Mississippi's 25th anniversary event
- § Encourage clubs to keep your Club Liaison advised of up-coming events such as anniversaries (on-going)

iv) P,P and P Work Plan - Barb Dennison

- § Support Club Open Houses this Fall, as required
- § Coordinate a region-wide Open House Lawn Sign campaign this Fall
- § Advertising on the web site
- § Participating in the Web Site Renewal Project

v) Information Technology Work Plan - Bob Summers

Bob presented the following Action Plan:

February:

Broadcast bulletin to dancers to see if we have any graphic arts expertise to draw on and perhaps some computer-literate bodies who will accept various maintenance roles.

March:

Determine which **hosting package** to buy and buy it.
Clone our current **website** (2-4 hours)
Reclaim our **domain name** so we can point it to our new site when ready or needed.
Restore our **current website on our new hosting package** (2-4 hours)
Develop **Site Plan**
Pick and purchase a template to use for the website.
Develop new menu (4-8 hours)

April:

Detailed **content** and page planning
Purchase KeepAndShare **calendar** account for EOSARDA
Populate calendar and test on website
Test menu design and functionality

May/June/July:

Add content to all pages
Have new website ready for **demo** use and testing

While the Board appreciates the time and effort that Bob has put into this project to date, there is concern that the work needs to be expedited by using a commercial web consultant to accelerate the process. The Publicity and Promotions Committee is particularly in obtaining a more up-to-date and versatile web presence for EOARDA as quickly as possible.

Accordingly a five-person working group consisting of: Bob Summers, Peter Wollaston, Barbara Dennison, Chuck Langtry and Andy Himberg-Larsen was set up and charged with reporting back to the Board at its March meeting with a recommended course of action.

b) EOSARDA Procedures Manual - Dave Western

One of the most frustrating things I encountered when I joined the Board approximately 4 years ago, was the lack of written operational guidelines. Finding out how things were done, what had to be done and when it had to be done was a very difficult process.

While this was a frustrating situation for a brand new Director, it was doubly challenging when I unexpectedly was requested to take on the responsibilities of President. Fortunately, I have been able to call on the corporate memories of the long-serving Directors to help me stumble through. But we have to recognize that their knowledge may not always be available when needed.

Furthermore, shortly after I replaced Wendy Sauvé, the Board agreed to revise the way that it does business. Rather than dealing with everything in Plenary, a process that was consuming increasing amounts of time and energy while impeding the decision making process, we decided to establish five Standing Committees which would look after the day-to-day operations of the Association. I think that it is fair to say that the Committee system is working reasonably well, even if some “Committees” are essentially one-person operations.

The time has now come to take the next step and to recognize and integrate the Committees’ duties into the overall Board process. It is time to begin setting down our processes in writing and making them readily available to Board members and any other interested party.

Thus I am proposing that Operations Committee be charged with putting together a comprehensive Procedures Manual that will systematically address the questions of What? When? How? and By Whom?

Such a manual will also establish clear accountabilities and clarify the Board’s role in the process.

Of course, this manual can not spring into existence overnight. It will have to be crafted one subject at a time and will have many authors. But if we approach the task in a logical manner, being mindful of our limited resources and our other priorities, I believe that we can gradually put together a comprehensive Procedures Manual that will be of enormous benefit to this and future Boards.

As a first step, I have drafted an opening chapter for the new Manual that deals with such issues as:

- § The Fiscal Year and Budgeting;
- § The election of Directors, Officers and Committee Chairs;
- § Committee Work Plans and the Board's role therein; and
- § Reporting to Council of Dancers.

This document is being submitted for your consideration and approval (see appendix C).

It will need to be followed by chapters dealing with *inter alia* and in no particular order:

- the Roles and responsibilities of our Standing Committees
- the Role and responsibilities of Council of Dancers
- Board grants and bursaries
- compensation for out-of-pocket expenditures
- organizing regional dances
- posting information electronically
- web site maintenance
- purchasing Hearing Assistance equipment
- EOSARDA Equipment Inventory and access to it
- Annual Graduation Exercises
- Registration
- Duties and responsibilities of our Federation Reps
- Recognition of Club/Caller/Cuer milestones
- Maintenance of our Not-for-profit status
- The EOSARDA Eagles

Some of this information already exists and will simply need to be added to the manual. Where this information is not readily available, it will have to be drafted by those on the Board who are most knowledgeable on the subject.

With your help, this project can and will succeed. Indeed if this Association is to continue as a viable entity, it has to succeed.

Following a discussion on possible sources of information that can be used to help complete the manual, the Board agreed to proceed with this project. Dave will circulate a list of possible contents and ask Directors to submit drafts dealing with those areas with which they are most familiar.

c) April Council of Dancers - Dave Western

Prescott has asked if we want to reserve the church hall in Prescott for the April Council of Dancers. The Board agreed that this should be done. Dave will confirm arrangements with Prescott. Directors are asked to submit agenda items for Council to Dave prior to the Board's March meeting.

7. Other Business

Chuck moved that the Board approve the purchase of flowers up to a value of \$50 for Aline, the

seriously injured dancer from the Sunshine Squares, and that cards be sent to other injured dancers . Nancy seconded the motion which was adopted unanimously.

Paul will purchase and deliver the flowers.

Next meeting is scheduled for March 18 .

Appendix A
Status of Spring into Spring Feb. 19, 2012

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- § Contracts for workshop instructors
Gavin has drafted the contracts and is in the process of having them signed.
NOTE: Gerry Sawtell has advised that she has to drop out of Swing into Spring due to Jim's Health problems. Jean is trying to find a substitute Cuer.

- § Workshop program
The minimum registration for any workshop is 8 dancers
A revised and hopefully final workshop schedule has been posted and circulated.

- § Evening dance programs
The Friday and Saturday evening dance programs are being organized by EOSARDA's Dance Committee.

- § Mothers' Day Dance
The SVSRDA has approved the Mothers' Day Dance program. Those attending only the MDD will pay \$8.00 at the door.

- § School booking
Teresa and Elizabeth visited the school on Friday, February 17 and finalized the school booking.

- § Accounts
All receipts and payments are being processed through SVSRDA Treasurer, Wendy VanderMeulen.

- § Sound equipment
This is being coordinated by Andy Himberg-Larsen, EOSARDA's Equipment Manager.

- § Accommodations and restaurants
A partial list of local hotels has been posted on the Swing into Spring web site. More will be added as they are identified.

- § Posters
Nancy has prepared and distributed posters to all clubs and has posted a down-loadable sample on the web site. Electronic copies have been sent to all Swing into Spring staff and anyone else we can think of. A large coloured poster has been provided to all those visiting clubs and clubs have all received an information package.

- § Format and planning for Sunday Morning
Dancing will be from 9:30 to 11:00 followed by a partially subsidized Brunch

All our new Callers plus some in the Montreal area have been asked to participate in a New Callers' Showcase. So far 4 have responded positively.

Dave will contact them to set up the program for the New Callers' Showcase.

§ Catering

Arrangements have been made with the school catering staff for lunch on Saturday. The cost will be \$6.00 per person plus a \$100 "donation".

§ Event promotion and club visits

As many clubs as possible are being visited. Board Members are asked to seize every opportunity to promote Swing into Spring. We hope to have a Swing into Spring table at the St. Patrick's Day Dance in Kingston, Maple Sugar in Vermont, Bunny Hop etc.

§ Sales

Sales are underway. As of last week, three registrations have been received.

§ Camping

There has been quite a lot of interest in camping during Swing into Spring. We are looking into allowing self-contained RV's to use the school parking lot. We are also investigating local camp grounds.

§ Conflicting club wrap-up events

Clubs are being asked to re-schedule any conflicting events where possible. But in recognition of the fact that this may not always be possible, provision has been made for "Saturday only" ribbons. An attempt is being made to attract non-dancers by way of a \$5 Saturday morning admission that will allow them to dance at any 3 of 5 "Beginner" workshops.

§ Ribbons

Saturday-only ribbons will have the corners cut off. Mothers' Day Dance only dancers will pay at the door (\$8.00).

Ribbons for the weekend have been ordered but not yet received.

Ribbons will be mailed as Wendy receives registrations.

§ Service Clubs

Assistance is required with registration desk, decorations (minimal), signage, Share the Wealth etc. Local clubs are being approached first, but other clubs may be asked to help, if insufficient help is forthcoming.

§ Budget

An up-dated budget has been prepared and circulated for comment.

**Appendix A (Cont'd)
Schedule of Club Visits**

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Club	Visitor(s)	Status
Adams Aces	???	
Bay Waves	Don and Jean	
Capital Steppers	Gavin	Done
Charmin Promenaders	Teresa	Done
Dynamite Tay Dancers	Andy	
Good Time Squares	Peter and Elizabeth	Done
Got Lines	Dave	Done
Grenville Gremlins	Don and Jean	
Harbour Lites	Peter and Elizabeth	Done
Harmony Rounds	Don and Jean	
Kanata Squares	Graham Ingram	
Limestone Dancers	Bob Summers	
Lockits	Dave	Done
Meri Squares	Wendy	
Mississippi Squares	Dave	Plus Done Basic/MS Done
PJ's	Nancy to ask Gremlins	
Quinte Twirlers	Material to be provided to club	
Rhapsody Rounds	Gavin	
Rock & Roll Squares	Teresa	
Round Tuit Dancers	not currently dancing	
Seaway Squares	????	
Stepping Out Rounds	Wendy	
Sunshine Squares	Nancy	
Swinging B's	Teresa	Done
Swingin' Saints	Nancy	
Swinging Swallows	Andy	
Take-a-Step Rounds	Don and Jean	
Trackers	Nancy	
Village Squares	Teresa	
Wendy's Elegant Eights	Wendy	
Skirts and Flirts	Teresa	Done

Border Boosters

Teresa

Done

Appendix B

p1/5

**Exchange of Correspondence re Insurance For Late Registrants
Document #1 - E-mail from Stephanie Charters received by Nancy Morgan**

Tuesday, January 10, 2012 4:45 PM
Subject: CSRDS Membership 2012

Thank you for helping to collect CSRDS membership in your province. Thanks to all our provincial reps we were able to renew the policy on time.

As stated in the instructions sent in the fall, any clubs with new members (since the December 15th deadline) must be directed to Mathieu.

Please send back all unused CSRDS membership cards to: 584 O'Connell Ave., Dorval, Quebec, H9P 1E5

We are hoping to encourage clubs to add classes of new members all year round; therefore, Mathieu and I will handle adding new members to clubs on a club-by-clubs basis.

I have attached an application form that you might want to give to any club that inquires about adding new members; we will also be using this form when clubs contact us.

Document #2 - Letter from President EOSARDA to Bob Ruohoniemi, President Canadian Square and Round Dance Society and Peter Piazza President Ontario Square and Round Dance Federation, Feb. 9, 2012

As I am sure that you both know only too well, there has been considerable confusion and miscommunication over what to do about insurance for dancers who register after the 2011/12 registration deadline. As recently as last November, we were advised by our Federation Representatives that it would be impossible for dancers registered after this year's deadline to obtain dancer insurance until the start of the next dance year.

Thus it was with considerable surprise that the editor of our quarterly magazine, Square Time, received the following e-mail [see above] in early January:

While it is encouraging to note that CSRDS is trying to accommodate late registrations, we have several concerns about how this is being handled:

- 1) The email was addressed to the editor of our quarterly magazine, Square Time. This is inappropriate; it should have been addressed to the Board through our Registrar or President.
- 2) The email said that it would "handle adding new members to clubs". It would be helpful if you could confirm that in fact late-registered dancers will be able to obtain dancer insurance despite what has previously been stated.
- 3) The course of action being proposed is unacceptable to this Association. It suggests bypassing both our association and the Ontario Federation. This would result in dancers being registered with Society without our, or the Federation's, knowledge.

We can see no reason why late registrations should not be forwarded to both Federation and Society through normal channels, ie via our Association's Registrar. This would enable us to:

- collect all fees payable whether to Society, Federation or our Association
- avoid duplicate registrations for dancers who belong to more than one club and
- provide support to all dancers in our region.

We therefore respectfully request that CSRDS rethink its policy with a view to establishing a procedure for late registrations that is clear and unambiguous and makes use of existing registration systems and procedures in order to ensure that new registrants are treated equitably and equally across Canada.

Document #3 - Letter from Bob Ruohoniemi, President Canadian Square and Round Dance Society to President EOSARDA, Feb. 18, 2012

Re: Your letter of 9 February, 2012 – Insurance for New Dancers Post- November 2011

I am in receipt of the Reference and forward the following information to you.

The information that you received: “That it would be impossible for dancers registered after this year's deadline to obtain dancer insurance until the start of the next dance year” was not clear.

The Society membership which includes Liability Insurance, begins each year on 1 January. The Insurance company permits the Society to add new members to the policy in February. The Society needs the application by 15 February in order to process a single submission to the Insurance company by the end of the month.

At present, there is no arrangement to provide Liability Insurance to dancers joining the Society after 15 February. The Society Board has been, and continues to seek, cost-effective arrangements for Liability Insurance for new dancers joining the Society following that date.

The information regarding the Society membership, which includes Liability Insurance, from 1 January to 31 December, is available on the Society website at www.squaredance.ca

The volunteer Society Board member who deals with the Society membership applications receives these from a variety of sources. Although each Province has two Provincial Directors on the Society Board, not all provincial Federations, Associations, or Clubs process their memberships through the Provincial Directors. Therefore, there is a great deal of work to process all the individual submissions for the one collection sent to the Insurance Company.

The Society Membership Director has been trying to get the most accurate, clear information to all Canadian Square & Round Dancers. Since there has been no change to the policy for Society membership this year, he is trying to use every available avenue to get the information out. Official correspondence from the Society is routinely sent directly to the Provincial Society Directors, they are expected to pass it along to the Provincial membership. Unfortunately, this route does not always result with all Provincial Federations, Associations, Clubs, and Dancers receiving that information. It has been the practice of the Society Membership Director to try to publish the information by every possible means.

The arrangements for processing Society memberships within each Province are made by the units in that Province. The Society Board would prefer if all membership submissions were collated within the province and submitted as one provincial input. This is currently being done by several provinces and is very effective.

Unfortunately, various groups have become accustomed to dealing directly with the Society Membership Director, rather than through the Provincial organization. An example, is your letter irectly to me, without including the Ontario Society Provincial Directors as addressees. (I have passed your letter to: Bill & Bonnie Taylor)

I appreciate your comments and interest in the policies and procedures of the Canadian Square & Round Dance Society. You should note that the Society Board has scheduled the next Annual General Meeting of the Society for 21 July, 2012 in Ottawa. The meeting details will be posted on the Society website. All paid-up members of the Society are entitled to and encouraged to attend. The Society Board is actively canvassing Society members to join the Public Relations Committee. All volunteers who are interested in helping the Society keep our activity alive are most welcome.

I have attached a listing of the benefits acquired with Society membership. Please feel free to distribute this throughout your organization.

Thank you for your letter.

Document #4 - E-mail from President EOSARDA to Bob Ruohoniemi, President Canadian Square and Round Dance Society Feb. 18, 2012

Thank you for your reply to my message of February 9 re insurance for dancers who registered after January 1, 2012.

In your reply, you state that I "addressed [my] letter directly to [you], without including the Ontario Society Directors as addressees". My letter was sent to you as a response to a direct communication from Society to the editor of our regional magazine, which did not come to us through our Ontario Society Directors. In my opinion, this communication should have been directed to us through the Ontario Federation, but this was not what was done. Having the communication bypass our regional executive compounded the error as it left us unaware of an apparent change in policy and hence unable to advise clubs on an appropriate course of action.

As for the actual policy on late registrations, I am now more confused than ever. We had previously been advised by Federation, apparently acting on instructions from Society, that the cut-off date for registering new dancers for 2012 was mid-November 2011 with no possibility of extension. In your letter, you speak of a February 15 cut-off date. Bob, this is the first that we have heard of a mid-February cut-off, a date that is now passed. Had we been aware of the possibility of procuring insurance for new dancers up to the middle of February, we would have so advised our clubs and put a mechanism in place for obtaining insurance for these people. This was not done, because no one told us that we should or could do so.

I fully understand that the Society Board consists of volunteers, that also applies to Federation and Association Board members. We are all working very hard to promote and grow square and round dancing in our particular areas of responsibility. I also appreciate the benefits of having a national organization that can speak on behalf of the Canadian square and round dance community. That doesn't excuse poor communications, especially on an issue as important as this one.

It is too late for this year. But could we please have a clear, coherent, unambiguous and practical policy in place for next year, hopefully a policy that will make reasonable provision for the registration and insuring of dancers who register after January 1, 2013.

1. Fiscal Year

- a. The Association's Fiscal Year runs from July 1st of one year to June 30th of the following year.
- b. This creates a practical problem since the new Board needs time to determine its program and priorities, strike a budget and have it approved both by the Board and by the Council of Dancers.
- c. In practice this means that the Board's budget has to extend from September 1st of any year to August 30th of the following year.

2. Elections

- a. The Board of Directors is elected by the Council of Dancers at its Annual General Meeting held in April of each year.
- b. The Association's By-laws provide that a "Board shall be retired at June 30th, following the Annual Meeting, **or when a successor Board shall have been qualified.**"
- c. Thus the new Board takes office immediately following its election in April.
- d. At its May meeting the new Board elects its Officers from among its Members, these being:
 - i. President
 - ii. Vice-President
 - iii. Treasurer
 - iv. Registrar and
 - v. Secretary

3. Standing Committees

- a. The Officers of the Board constitute the Board's Operating Committee which is chaired by the President.
- b. At its May meeting the Board elects the Chairs of the Standing Committees for the year, these being:
 - i. Publicity, Promotions and Publishing Committee
 - ii. Dance Committee
 - iii. Club Liaison, Recognition and Awards
 - iv. Information Technology
- c. Membership in these Committees and in any ad hoc Working Group is also determined at this time.
- d. All Directors are expected to serve on one or more of the Standing Committees
- e. The President is a defacto member of all Standing Committees
- f. See Appendix I for the duties and responsibilities of the Standing Committees, as determined by the Board of Directors

4. Work Plans

- a. The Chair of each Standing Committee is responsible for preparing an Annual Work Plan which sets out the work that the Committee expects to undertake during the course of the Fiscal Year.
- b. Work Plans are to include:
 - i. An estimate of costs that may be incurred as a result of the work being undertaken;
 - ii. An estimate of revenues that may be generated as a result of the Committee's activities;
 - iii. Milestones and time lines for the Committee's work; and
 - iv. Criteria for measuring the success of the work being undertaken.
- c. Each Committee's draft Work Plan will be presented to the Board at its September meeting.
- d. The Board will discuss each Work Plan and either approve it or refer it back to the Committee with policy direction.
- e. Expenditure authorization shall be an integral part of the Work Plan approval process.
- f. Where revisions are required, the revised Work Plan is to be submitted to the Board at its October meeting.
- g. Each Committee Chair will report monthly to the Board on the progress being made in regard to their Work Plan and may also seek the Board's approval of such amendments to the Work Plan as may be required.
- h. Committee Chairs will also present summary reports on the activities of their Committee to the bi-annual meetings of the Council of Dancers.

5. Budget

- a. The Treasurer will close the books as soon as possible after the end of the Fiscal Year and shall make a year-end financial report to the Board at its September meeting.
- b. The Treasurer will also prepare an Annual Operating Budget that includes all expected expenditures and revenues.
- c. The draft budget will be prepared taking into account not only the Association's fixed expenses and revenues from such items as Annual Membership Dues, but also the estimated expenditures and revenues set out in the Standing Committee Work Plans **as approved by the Board.**
- d. The Treasurer will present an initial draft budget to the Board for its approval at the October Board Meeting.
- e. If required, a revised draft budget may be submitted to the Board for its approval at the November Board Meeting.
- f. Where practicable, draft budgets shall be circulated to all Directors at least one week prior to the meeting at which they are to be considered.
- g. The Annual Operating Budget, as approved by the Board, shall be presented to the Council of Dancers for approval at its November meeting.
- h. Thereafter, the Treasurer will make monthly reports to the Board and semi-annual reports to the Council of Dancers on progress of expenditures and revenues against the

budget as well as statements of the overall financial status of the Association.