

**E.O.S.A.R.D.A. Board Meeting Minutes**  
**Nov. 16 2014**  
**Citizen Newspaper Conference Room,**  
**Baxter St., Ottawa**

In attendance: Dave Western, Bruce Warner, Andy Himberg-Larsen (Andy's email: andy.himberglarsen@gmail.com), June Tripp, Billi Langtry, Chuck Langtry, Pierre Reinhard, Gavin Currie, Mary Anne Reinhard (Recorder), Jim Sawtell, Richard Sharman, Bill Abelson, Barbara Englehart, Charlene Gardner, Ron Gardner and Bob Summers

- 1.1 Call to Order: 11:05 am
- 1.2 Regrets: None
- 1.3 Approval of agenda: Approved
  
- 2 Opening Remarks **See Attached** by Dave Western
  
- 3 Approval of Minutes  
May: Accepted 1-Ron 2<sup>nd</sup> Accepted  
October: Board Meetings as amended 1-Andy 2<sup>nd</sup> Accepted
  
- 4 Reports
- 4.1 Operations Committee **See attached** from Dave Western
- 4.1.1.A Secretary's report should have Action items Highlighted for ease of locating.
- 4.1.2 Treasurer's Report **See Attached** from Bruce Warner  
Information available upon request  
Go Dancing Ad cost us 1125, how effective was it, was it worth the money?  
Question: Did anyone see the AD, No response.  
Discussion on the amount we pay to the federation.
- 4.1.3 Registrar's Report **See Attached** from Barbara Englehart  
Question was posed if the cloggers were being counted  
All clubs should be registering their regular pay by night dancers.  
  
Action: Verify if cloggers and regular pay by night dancers are being accounted for.
  
- 4.2 Dance Committee
- 4.2.1 Committee Report See attached by Pierre Reinhard  
2015 Frosty fling was Voted and passed that we Postpone it for another year.
- 4.2.2 Swing into Spring 2015 See Attached by Andy Himberg-Larsen -MISSING  
Will include lunch, need to pre book, will roll into the mother's day dance.  
Ticket price for weekend and day, Vender village.
  
- 4.3 P&P Committee by Dave Western  
Need to make a group to look into this for the next season, proposed to have a group from members of the local clubs to communicate on line to come up with some strategies. Will approach clubs to give names of contact people to help.  
  
**Action: Follow up with getting together a Committee / Clubs: Where are people hearing about square dancing**
  
- 4.3.1 Club Liaison Committee See Attached by Bob Summers/Richard Sharman  
A couple of Broadcast messages sent out  
Some issues with some people not receiving the Mail chimp blast. Will investigate.  
New Club submission forms for subsidy – 2 pending application.

4.4 I.T. Committee See report Bill Ableson – MISSING  
Bill would like to step down as chair of IT committee

Action: a) Prototype of new membership forms up and on line by April  
b) Need to find a new Director for IT and Co Chair for Club Liaison  
c) Need to know who club contacts are / make sure we let clubs know that we need their club executive list for next season in the spring.

We need to know club contacts in the spring before clubs close down for summer.  
Ask clubs for their executive list in the spring

4.5 OACA See report Bob Summers

4.6 RDTA See Report Jim Sawtell  
Back on its feet, need more Cues.

4.7 Festival 2014 By Dave Western  
Festival 2014 was a success in regards to the positive feedback. We have a loss of 1044.44 that is to be split 3 ways, Board is to review the report Wendy has sent out.

Action: a) Find out from Wendy at COD the restrictions around the forgivable debt.  
b) Review draft report and get back to Dave Western  
c) Board to ask the society for more information on forgivable loan.

## 5 Business Arising from the Minutes

- ~~5.1.1 Execom Project (4.2 October Minutes) Dave Western Done~~
- 5.1.2 Certificate template (4.3 para 1, October Minutes) - Pierre and Mary  
Ann Reinhard - Pending
- 5.1.3 Club Summary in Square Time (4.3 para 2, October Minutes) - Richard  
Sharman  
Add line Dancers + AJs Barbara confirmed # Groups
- 5.1.4 eodance Listing of Directors (4.4 October Minutes) - All  
Directors  
Level of Detail would be nice to have mailing address, phone # Name.
- ~~5.1.5 Volunteer for Trillium Awards (4.4 October Minutes) All  
Directors Done~~
- 5.1.6 Review of Procedures Manual (5 October Minutes) - All  
Directors – New amended procedures will be sent out - Ongoing
- ~~5.1.7 Chapter 23 – Basic Dancer Visiting Program (6.2 October Minutes) Dave  
Western Done~~
- ~~5.1.8 Chapter 24 – EOSARDA Dance Dangle (6.1 October Minutes) Dave  
Western Done~~
- 5.1.9 Puttin’ on the Dance - a Dance Event (6.4 October Minutes) - All Directors  
Was it effective? Discussion no decision was made we should put together a group to  
discuss Publicity  
**MOTION: Send Bob Summers with the Expense of \$100 to this event. Passed**
- ~~5.1.10 5.1.10 Finalizing the Agenda for Council of Dancers (6.5 October Minutes) Dave  
Western Done~~

## 6 New Business

- 6.1 Financial Report 2013/14 Was reviewed verbally problem with powerpoint.
- 6.2 Operating Budget 2014/15 Was not presented at meeting
- 6.3 Recruiting Subsidies EOSARDA and Federation See Attached by Dave Western

Recruitment bursaries – Add a part 2 must come though EOSARDA. It was recommended that they have one form with two sides so they can submit the form once for both bursaries if they so choose. We should state on the form “As of this date\_\_\_\_\_” so we would not be responsible for updating the forms. But point them to the website.

Andy: We should only link to their website and not include the form.

**ACTION:** Will suggest to peter Billy and Chuck will take the forms to the Federation and see if they will put the form on the website.

- 7 Other Business  
The Treasures asked for a Float of 50\$ for a petty case, 1<sup>st</sup> Ron 2<sup>nd</sup> Carried.
- 8 Next meeting: Jan 18, 2015 @ Citizen Building – To be verified.  
We will not have a meeting in December  
Jan 18, 2015 @ Citizen Building

Submitted:  
Ronald Gardner  
Secretary

## **Attachments:**

### **2 Opening Remarks:**

Opening Remarks - November Board Meeting

November 16, 2014

Thanks for being here this morning. With two meetings today it is going to be a long day.

Many of you are new to or hold new positions on the Board. Please keep in mind that in meeting with the Council of Dancers, we are in effect meeting with our share holders.

It is up to Council to hold us to account for our past performance and to provide us with such direction as it judges appropriate in terms of current and future programs. It is up to this Board to provide Council with a comprehensive overview of what we have done and what we propose to do. The agenda for today's meeting with Council has been structured accordingly.

Reports should be factual in nature and deal with either past events or with non-controversial future events. Items that are likely to spark considerable debate or that require a decision from Council should be dealt with under either Old or New Business.

Those of you presenting reports to Council should speak clearly and not too quickly. Don't rush through your report and try to respond to any questions from Council to the best of your ability.

Also, please keep in mind that you cannot vote on any matter before Council unless you are also a Club Delegate.

Some of the items on today's agenda, particularly the Festival 2014 report, may spark considerable comment. Let's do our best to keep things on an even keel.

Hopefully we will come out of today's meeting with clear directions on such things as Fall Fest 2015, the Club Visit Program and the Dance Dangle program. It would be better still if we could also end up with a couple of new additions to the board, but that may be too much to hope for.

Dave Western

#### **4.1 Operations committee report Operations Committee Report**

**You will have noticed a change in the way that the agenda for today's meeting has been put together. The new heading of "Business Arising from the Minutes" is based on the "Action" lines in last month's Minutes.**

**Hopefully this will enable us to ensure that whatever action was agreed to at previous Board meetings has in fact been taken.**

**Accordingly, I am asking the Secretary to continue to include Action Lines in all future Minutes and to ensure that outstanding Action items are tracked. When putting together an agenda for future Board or Council meetings, I will ask the Secretary for a list of outstanding Action items similar to the list in this month's agenda.**

**It will be up to the Board to determine when an Action item can be considered to be closed and this decision will be reflected in the Minutes.**

**4.1.3 Registrar's report**

EOSARDA 2014-2015

REGISTRAR'S REPORT AS OF NOVEMBER 13, 2014

NEW SQUARE DANCERS	105	
RETURNING SQUARE DANCERS	675	
NEW ROUND DANCERS	4	
RETURNING ROUND DANCERS	64	
NEW LINE DANCERS		12
RETURNING LINE DANCERS		11
Clog	3	
TOTAL TO DATE	874	
CUERS , CALLERS, LEADERS AND PARTNERS		38
TOTAL MEMBERSHIP TO DATE	912	
TOTAL CLUBS TO DATE	33	
TOTAL ASSOCIATIONS TO DATE	4	

NOTE: A la Ronde and Purple Slipper expressed interest but never registered nor did they respond to my follow up messages.

ISSUED: NOVEMBER 13, 2014

**4.1.2 TREASURERS REPORT AS OF (Nov 16) FOR  
BOARD OF DIRECTORS MEETING**

As of this date the bank balance is \$ 10,082.93

With O/S cheques of 382.84

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This results in a book balance of \$ 9,700.09

O/S cheque 1432 - Stone Bridge 132.84

1433 - Swinging Swallows 250.00

382.84

CICs purchased Oct 28, 2014 \$10, 000.00

Respectfully submitted

Bruce Warner (Charlene Gardner)

Treasurer

#### **4.2.1 Dance Committee Report (Nov 16)**

Frosty Fling: Poster has been made and sent to Bob Summer to be added on the events calendar on the EODance web page. A copy was also sent to Richard Sharman for the next issue of Square Times. The dance will be held on Saturday afternoon, February 7th, 2015 at Mother Theresa HS. This the dance will in the afternoon instead of the evening and will be from 2 to 4. The callers are, Andy Himberg-Larsen and Wendy VanderMeulen. The cuers are Jean&Don Clingin and Susan & Doug Conners

Fall Fest 2015: At the Nov 2013 COD, an informal vote for dropping Fall Fest 2014 and those of attendance voted in favour of dropping by 12 to 5. There was e-mail traffic between Gavin and Dave at the end of Nov 2013 suggesting to discuss and made a decision at the next board meeting Jan 2014. Looking at the Jan 2014 minutes I do not see any mention of this discussion or decision. However, we all know that Fall Fest 2014 has been cancelled. This being said, do we go ahead and start planning with Fall Fest 2015? At COD Apr 2014, it was mentioned that "if there is interest in having Fall Fest again in 2015, a decision will have to be made in Oct or Nov this year in order for the necessary planning to be undertaken." We should start thinking as a board should start thinking about and try to get feedback from the dance community.

### **4.3.1 Club Liaison (Nov 16)**

#### **Awards**

On September 27, Bob Summers presented a Certificate of Achievement on behalf of EOSARDA to the Riverside Gypsy Squares who were celebrating 20 years as a club at their campout dance.

Dave Western attended the Harbour Lites 40th Anniversary on Oct 18 and presented the club with an Achievement Award for commemorating their 40 years. He also presented a Trillium Award for long service to Rusty Saunders at the same dance. Recently Dave was also able to present merit awards to Chuck and Billie Langtry.

#### **4.5 OACA report to Board (Nov 16)**

Here is the OACA report that I made to the EOSARDA Board at the November meeting. I believe that the Club Liaison report (excluding Mail Chimp and Square Time from Richard) was "no report".

Bob Summers

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#### **OACA Report to EOSARDA Board Mtg -- October 19, 2014**

Bell High School has had a week-long square dance program during the last week before Christmas for a long time (perhaps more than 20 years). Graham Ingram is the latest of the callers to call for this event and has been doing so for many years. Due to his health, this year he did not feel he could do the event. He asked (via email) if there were any callers available to take over the event for this year to ensure the program continues. Sadly, there was not too much interest except from a new caller.

Callers discussed David's "Special Message to Callers and Cuers" that appeared in the last issue of Square Time.

*"You keep telling me that you can make Basic, Mainstream and Phase II dances challenging and fun - but you keep not doing it."*

We talked about David's statement. It's always a dream for every caller to be able to call more interesting "stuff" but as always, the weakness of the floor has us toning everything down.

At Open Dances, generally the caller is aiming for success for the floor. Only when conditions are right can a caller do more to challenge the dancers. Brian Crawford mentioned that he been able to call a very good Mainstream-only dance in Peterborough the previous Sunday, a dance that left him with one of the best feelings after calling that he can remember. Again this is was a factor of the strength of dancers on the floor.

Wendy and Francois gave short workshops. Wendy discussed what she learned from her latest attendance at Ken Ritucci's Caller School. Francois demonstrated some song choreography that was a little different that the usual.

#### **4.6 RDTA report to Board (Nov 16)**

The RDTA had a meeting on Nov 1 2014 and elected a new executive: Chairperson Gerry Sawtell, Secretary Bill Cibula, and Treasurer Jim Sawtell. We agreed that the organization will continue for at least another year.

Present at the meeting were two cuer couples as well as one teacher with another cuer couple absent due to unforeseen circumstances.

RDTA is planning a Cancer Benefit Dance for April 25, 2015 in memory of Don Cowan our long term chairperson who passed away this past September. This will be an all level dance being held in two halls.

It was decided that dancers be encouraged to attend some Montreal dances and they are invited to attend our dances in order to improve attendance. The first such dance is being held by Bill Cibula's club "shall we dance" on Saturday afternoon in late January 2015 with many cuers taking part.

We hope to attract more cuers to join the RDTA.

Submitted by Jim Sawtell, RDTA rep to EOSARDA

Nov 16, 2014

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## **Basic Dancer Visiting Program**

A **Basic Dancer Visiting Program** has been implemented by a number of EOSARDA Member Clubs. It is voluntary program that Basic/Mainstream clubs are invited to join by registering with Bob Summers, co-Chair of EOSARDA's Club Liaison Committee.

### **Basic Dancers**

Clubs taking part in this program have agreed to admit free of charge any Basic dancers from any other EOSARDA club that is participating in the program.

### **Angels**

Any experienced dancer (Mainstream and above) who accompanies an eligible Basic Dancer on a visit to another club receives half-price admission to the club being visited, (limit 2 Angels per Basic dancer).

The following clubs have agreed to participate in the Club Visit Program during Dance Year 2014/15:

\$	Bay Waves	- Constance Bay	- Friday
\$	Date Squares	- Ottawa	- Wednesday
\$	Dynamite Tay Dancers	- Perth	- Wednesday
\$	Grenville Gremlins	- Kemptville	- Monday
\$	Harbour Lites	- Prescott	- Wednesday
\$	Kanata Squares	- Canada	- Thursday
\$	Limestone Dancers	- Kingston	- Thursday
\$	Meri Squares	- Ottawa	- Tuesday
\$	Napanee Pioneers	- Napanee	- Friday
\$	Stone Bridge Squares	- Russell	- Friday

It's always a good idea to contact the club to be visited beforehand to make sure they are dancing that night and at their stated location (sometimes unforeseen circumstances arise that may change their dancing pattern). It's definitely a good idea to contact them if you are coming as a group so that the club can be prepared. However, last-minute visits by individuals are generally welcomed regardless.

Introduce yourself to the caller so that he/she is aware of your visit and your dance level.

Please try to bring with you a list of the moves that you have been taught at your home club.

Most callers follow the same Basic teaching order but will have some personal exceptions and not all clubs are at the same place at the same time. Knowing what moves you have covered will help the caller in fitting you in with his own dancers.

For more information please see [http://www.eodance.ca/SD\\_visits.php](http://www.eodance.ca/SD_visits.php)



## Overview

The EOSARDA Club Visit Dangle is intended to encourage visits to other EOSARDA Member Dance Clubs. It is awarded, upon application, to any registered dancer who completes the specified number of club visits during the course of a single dance year (September 1 through August 30).

For the purposes of qualifying for this dangle the term “*club visit*” includes:

- \$ a visit to any EOSARDA Member club on its regular club night
- \$ attendance at any Open Dance sponsored by an EOSARDA Member Club or Association
- \$ attendance at Frosty Fling or Swing-into-Spring

To obtain your dance dangle:

- \$ visit the required number of EOSARDA Member club during a single dance year (only one visit per club per year per applicant please)
- \$ have the application form signed and dated as proof of your visit
- \$ - submit the completed application form to Mary Anne Reinhard, Club Liaison Committee by no later than September 30 of the following year.

## Achievement Levels

### Silver Level

To earn a Silver Club Visit Dangle, a dancer must, during the course of a single dance year, visit 5 other EOSARDA Member clubs.

### Gold Level

To earn a Gold Dance Dangle, a dancer must, during the course of a single dance year, visit 8 other EOSARDA Member clubs.

### **NOTE**

The Skirts and Flirts in Canton New York are members in good standing of the Seaway Valley Square and Round Dance Association which is a member of EOSARDA. Therefore, a visit to the Skirts and Flirts qualifies as a club visit under this program and any dancer registered with the Skirts and Flirts may qualify to receive a Club Visit Dangle.


 EOSARDA Club Application Form

**Please Print**

Name:

Club:

Mailing Address:

Phone Number:

**Club Visits**

	Name of Club Visited	Date of Visit	Signature of Caller or Club Executive
1			
2			
3			
4			
5			
6			
7			
8			

**EOSARDA-Sponsored Dances**

Signature of member of dance committee or EOSARDA Executive

Frosty Fling

Swing into Spring

Note all visits must be completed between September 1 and August 30 of a single dance year.

Submit completed form to Mary Anne Reinhard of the Club Liaison Committee on or before September 30 of the next dance year.

For more information see [http://www.eodance.ca/sd\\_visits](http://www.eodance.ca/sd_visits)

### **5.1.1 External Communications Project (ExCom)**

- \$ Except for Dance Year 2013/14, (and perhaps this year) the number of dancers registered with EOSARDA has been declining by about 10% per year.
- \$ A few Member Clubs are experiencing healthy growth in membership, but many clubs are experiencing difficulty recruiting new dancers from the non-dancing public.
- \$ Dance\_Ottawa was a good point of contact with people looking to learn to dance, but it is now shut down
  
- \$ EOSARDA does not have a region-wide communications strategy
- \$ Newspaper ads, where used, are club-specific, and usually quite local. They do not cover the whole region.
- \$ The use of ads in periodicals has been sporadic and has not targeted younger people looking to learn to dance.
- \$ There is no way to measure the impact of those ads that are placed in local newspapers and magazines
- \$ We make no use of either TV or radio advertisements
  
- \$ EOSARDA's Internet presence includes:
  - \$ our web site - eodance.ca;
  - \$ @squaretimed - on Twitter;
  - \$ SquareTimeEditor - on Pinterest; and
  - \$ SquareTimeEd - on Reddit; SquareTimeEditor - on Issuu;
- \$ postings on these sites is largely left to the discretion of a few individuals with no overarching policy or guidelines.
- \$ there is no formal Internet Communications Policy or Protocol leaving us vulnerable in the event of the departure of a few key individuals.

We are looking to create a working group to help the Association develop a comprehensive, effective, consistent and affordable external communications program for the Eastern Ontario region that will compliment the promotional activities of Member Clubs, with the aim of attracting new dancers to Square, Round and Line dancing across the region.

Given that this project will impact on all of our clubs, I would like a representative from each club to sit on this working group. This may be the person or persons currently responsible for club publicity, or it may be someone else from the club who has an interest in this area.

The working group will do its work via electronic media and will not be required to meet on a regular basis, if at all.

I would like to have the working group in place and fully operational by early this coming January. The goal will be to have an external communications plan approved and operational in time for the start of recruiting for Dance Year 2015/16.

Please let me know the name of your club delegate to the ExCom Working Group by December 1 at the latest.

**6.3 Bursery and Financial Assistance:  
Chapter 13**

**Financial Assistance for Recruiting and Club Promotion Activities**

**PART 1**

**EOSARDA Subsidy for New Dancer Recruitment and Club Promotional Activities**

**13.1 EOSARDA's Subsidy Program**

- a) The EOSARDA Board of Directors has approved the establishment of an annual fund of \$2,000 to help Member Clubs with their new dancer recruiting and club promotion activities.

**13.2 Eligibility**

- a) Application for an EOSARDA subsidy may be made by any Member Club in good standing.

**13.3 Limitations**

- a) Subsidies are allocated on a first-come, first-served basis until such time as the funds set aside for this purpose in any dance year are exhausted.
- b) There is a limit of one application per dance year per Member Club.
- c) Assistance under this program is limited to a maximum of 50% of net expenses incurred to a maximum of \$250 per club.
- d) Eligible expenses must be over and above the club's normal operating expenses. Normal expenses for such things as hall rentals and dance leader fees are not eligible for reimbursement.
- e) All applications must be supported by copies of invoices and expenses must have been incurred within the current dance year. (See Appendix 1 for application form)

**13.4 Process**

- a) Application for an EOSARDA subsidy should be made by a duly authorized member of a club's executive body and should be sent to the Chair of EOSARDA's Club Liaison Committee.
- b) Application may be made at any time during the course of a dance year, subject to paragraph 13.3 a) above.
- c) The Club Liaison Chair will review the application for completeness and will ensure that it meets all applicable criteria. Incomplete applications will be returned to the applicant with explanation and may be resubmitted at a later date. For the purposes of determining priority of application, the date of receipt of an amended application will be the date on which it is received by the Club Liaison Chair.
- d) Where the Club Liaison Chair is of the opinion that an application meets the applicable criteria, he or she will:
  - Forward to the Treasurer of EOSARDA a copy of the completed application form submitted by the club with either the original or copies of all receipts submitted with the application.
  - Advise the Treasurer that the application has been reviewed and is in order and request that reimbursement be made to the club.
- e) Disbursements from this fund, up to the limits agreed to by the Board, may be made by the Treasurer upon the recommendation of the Club Liaison Chair

- f) Notwithstanding the foregoing, the Treasurer may, at his or her discretion, refer any application to the Board for its review, approval or rejection.
- g) The Board's decision in any such matter is final.

## **PART 2**

### **Ontario Square and Round Dance Federation Recruitment Bursary**

#### **13.5 Federation Bursary Program**

- a) Clubs applying for an EOSARDA subsidy may also apply for a Federation Recruitment Bursary.
- b) The Federation's Bursary program functions independently from EOSARDA's subsidy program. However, application for a Federation Recruiting Bursary is made via EOSARDA and may be made at the same time as an application for an EOSARDA subsidy.
- c) The criteria for obtaining a Federation Bursary are not the same as those for an EOSARDA subsidy.
- d) Clubs are not required to apply for a Federation Bursary in order to obtain an EOASRDA subsidy.
- e) For more information about the Federation's Bursary Program please see <http://www.squaredance.on.ca/clubsupport.html>;

#### **13.6 Process for Applying for a Federation Recruitment Bursary**

- a) To apply for a Federation Recruitment Bursary, a club must
  - i) Complete the Federation Recruitment Bursary Application portion of the application form (Appendix 2).
  - ii) Submit the completed form to the Chair of EOSARDA's Club Liaison Committee.
- b) The Chair of Club Liaison will:
  - i) Screen the application to ensure that it meets the basic criteria of the provincial program.
  - ii) When satisfied that the application is complete and meets the Federations requirements, forward it, with comments, to the Federation Director specified by Federation.
- c) Federation Bursary Applications must be received by EOSARDA on or before October 31 of the dance year in which the expenses were incurred and must be received by Federation on or before December 31 of the same dance year.
- d) The Federation has final approval over which clubs will receive a Recruitment Bursary.

**Chapter 13 - Appendix 1**  
**Eastern Ontario Square and Round Dance Association**  
**Application for Subsidy for New Dancer Recruitment and Club Promotional Activities**

*To be completed if applying for an EOSARDA Financial Subsidy*

**Name of Club:** \_\_\_\_\_

**Name of applicant:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

Telephone Number: (    ) \_\_\_\_\_ - \_\_\_\_\_    Email: \_\_\_\_\_

A: Description and date of activities.

B: Please attach a financial report with copies of all receipts.

C: Total Expenditures	\$
Less 50%	- \$
Balance	\$

Amount of assistance requested \_\_\_\_\_ (Maximum \$250.00)

List of Attachments: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_                      Date: \_\_\_\_\_

