

**EOSARDA Board Meeting Minutes
September 20, 2015
Citizen Newspaper Conference Room,
Baxter St., Ottawa
1:30 pm to 4:30 pm**

In attendance: Dave Western, Bruce Warner, Andy Himberg-Larsen, June Tripp, Gavin Currie, Jim Sawtell, Barbara Englehart, Jane Trach, Jim Trach, Shirley Hull, Germain Hull, Charlene Gardner and Ronald Gardner, Bob Summers, Richard Sharman, Dave Currie

Date: Sunday, September 20, 2015
Time: 1:30 - 4:30 pm
Place: Ground Floor Board Room, Ottawa Citizen's Building,
Baxter Road, Ottawa

1.1 Call to Order @ 13:33

12 Regrets

- Dave Western

Mary Anne Reinhard, Pierre Reinhard, Billi Langtry, Chuck Langtry

1.3 Approval of agenda

Addition of :

- | | |
|----------------------------------|-----------------------|
| 6.2 Beautiful Basics | - Wendy VanderMeulen |
| 6.3 Sustainable 50 Dance program | - Andy Himberg-Larsen |
| 6.4 Historical Documentation | - Bruce Warner |
| 6.5 Mail Chimp | - Richard Sharman |

2. Opening Remarks

- Dave Western - **See Attached #1**

3. Previous Minutes

- | | |
|----------------------------------------------|---------------------------------------------------------------------------|
| 3.1 Approval of Minutes - June Board Meeting | - Ron Gardner |
| Amended | 1 st Andy Himberg-Larsen 2 nd Bruce Warner - Passed |
| COD Minutes - June COD Meeting | - Ron Gardner |
| Amended | 1 st Andy Himberg-Larsen 2 nd Bruce Warner - Passed |

4. Reports

4.1 Operations Committee

4.1.1 Treasurer's Report - Charlene Gardner - **See Attached #2**

Motion: Rollover GIC in October to 2 year term fixed rate **Charlene Gardner Jim** **Passed**

4.1.2 Registrar's Report - Barbara Englehart - **See Attached #3**

Packages sent out to all clubs – Waiting for Registrations to come in.

Question: some clubs would like a copy of their insurance certificates for their rental agreements.

Answer: Clubs can request a copy of the certificate be sent to them

Some clubs would like the insurance to coincide with the dance year not calendar year.

Action: Bruce Warner to contact the insurance company and report back to the board on the status

4.2 Dance Committee

4.2.1 Committee Report

- Barbara Englehart - **See Attached #4**

60th anniversary dance:

Tickets available. Estimating 180 people, printed 200 tickets.

Cost estimate : \$2700 – Rental, flyers, Posters, Dangles

Income estimate \$2140 Possible Deficit.

Action: Revise flyer to include “catered light lunch” in place of “Snacks”.

Action: Letter to Dave Western inviting federation to attend, (without charge)

60th anniversary dangle:

Discussion on shape and color of the Dangle. Decided to go with Red and white, Diamond shape.

Clubs should be encouraged to bring Banners

4.2.1 Swing into Spring 2016 & Frosty fling - Andy Himberg-Larsen - Nil Report

Frosty Fling: St Patrick’s HS 2-4:30 Feb 6th

Swing into Spring 2016: Not an EOSARDA sponsored dance, they will be going alone without any help from EOSARDS.

4.3 P&P Committee - Mary Anne Reinhart – Nil Report

4.3 Club Liaison Committee - Richard Sharman - **See Attached #5**
Square times due Sept 26th

4.4 I.T. Committee - Bob Summers

1. The front page of eoDance.ca was updated to include
 - A highlight "box" to attract new dancers to try Dancing this fall
 - An overlay on the header photo saying "Join your friends, Dancing starts this September"

2. A page listing all clubs who are welcoming new dancers was updated and linked from the front page. Some of the updating included different club contacts for this year and these were updated on the Clubs page as well.

3. A highlight box was added to the front page of eoDance about Keith Watters retiring from calling with a link to information about his career. Also more permanently linked from the Callers page.

4. Last year we introduced a "New-Dancer Visit" program where new-dancers could visit participating clubs for free and angels bringing them got in for 1/2 price (See eoDance Visit page). Emails have been sent out to all clubs that have Basic dancers to ask them if they want to participate (again) this season. The list of participating clubs is being updated as replies come in.

Putting on the Dance Report - See Attached #6

Working Committee on workable solutions to reduce event conflicts. - See Attached #7

Bob Summers

4.5 OACA - Dave Currie – Nil Report

4.6 RDTA - Jim Sawtell – Nil Report

5. Business Arising from the Minutes

5.1.1 Putting on the Dance - Bob Summers - **See Attached #6**

5.1.2 Trillium Award Nominations (6.2 January Minutes) - Dave Western

5.1.3 Posting of Previous Minutes (3.1 February Minutes) - Ron Gardner & Bob Summers

Done

5.1.4 Young Dancer Initiative (5.1.8 May Minutes) - Dave Western - **See Attached #9**

5.1.5 Working Group on Scheduling Conflicts (6.4 May Minutes) - Bob Summers - **See Attached #7**

Action: Revisit the Motion at COD

Discussion on “definition of conflict”

No Sanctions only restrictions to be able to publish in Square Times or on Website.

6. New Business

6.1 EOSARDA’s Facebook Presence - Bob Summers – Not discussed

6.2 Beautiful Basics - Wendy VanderMeulen - **See Attached #7**

#1 Introduction to Modern Square Dance and Contra Dance Saturday Jan 23 2-5 pm
Live Band. Cost \$10 pp Introductory so all levels Welcome

#2 New Dancer Basics 7-9 Herron community Centre – Thursday Nights 7-9 Cost: \$6 pp
Extended Basics

6.3 Sustainable 50 Dance program - Andy Himberg-Larsen – Nil report

New initiative to get more people up and Dancing Basic faster. 12 Week program

Don’t teach Extended

Need commitments from clubs so people are all dancing to the same level.

6.4 Historical Documentation - Bruce Warner

Dave Western to take home and put with other documentation

6.5 Mail Chimp - Richard Sharman – Not Discussed

7. Other Business –

**Submitted by
Ronald Gardner
Secretary**

**Next Meeting:
October 18, 2015 1:30**

Reports:

Attachment #1 - Submitted by Dave Western

Opening Remarks - September 2015

Welcome to another fun filled, dance year. To those who are returning for another stint on the Board, welcome back. To those who are new to the Board this year, welcome. Thank you to all of you for agreeing to serve.

I hope that you all got in at least a little dancing during the summer month. Pearl and I managed to get to Marlebank a couple of times to dance with Dave Hutchinson, we attended a couple of Don Moger's workshops and last night we were at the Gypsy Square to help them celebrate their last weekend of the current season.

And of course, for many of us, fall dancing has already begun. For many clubs this means that it is Open House Season as their Fall Recruiting drives get underway. Of course it will be some time to know how successful we will be either in retaining experienced dancers or recruiting new ones, but the initial oral reports that I have received from a couple of clubs are encouraging.

That being said, if we are to succeed in our mission of promoting and encouraging the growth of square and round dancing in Eastern Ontario, this board needs to remain firmly focussed on our twin goals of recruitment and retention.

In trying to achieve these goals, we need to keep in mind that this Board is not a regulatory body. Our role is to support and encourage, not to govern. Nevertheless, Council of Dancers has conferred upon us the responsibility of developing a new policy on dance schedule conflicts. Last Spring, the Board established a working group to study this issue and to come up with recommendations. We are going to hear the results of their deliberations this afternoon.

The Board has also established a Steering Group to oversee the Young Dancer Initiative. This group has also been meeting over the summer months and we are also going to receive a report from them this afternoon.

And of course, we are going to hear from Dance Committee about the big 60th Anniversary Dance coming up this October and I am hoping that we can also clarify the Board's role in providing support and encouragement for Swing-into-Spring 2016.

But not all of activity aimed at recruitment and retention is coming from this Board. There are a number of people outside the Board who are working on new and exciting initiatives. We are going to hear from one of these people this afternoon, as Wendy VanderMeulen has requested to brief the Board on her new initiatives. We will add Wendy's briefing to the agenda under new Business.

So, with a new Board in a new dance year, let's get down to business.

Attachment #2 - Submitted by Charlene Gardner

Treasurer's Report

Information available upon request

Attachment #3 - Submitted by Barbara Englehart

**EOSARDA 2015-2016
REGISTRAR'S REPORT AS OF SEPTEMBER 20, 2015**

NEW SQUARE DANCERS

RETURNING SQUARE DANCERS

NEW ROUND DANCERS

RETURNING ROUND DANCERS

NEW LINE DANCERS

RETURNING LINE DANCERS

TOTAL TO DATE 0

CUERS , CALLERS, LEADERS AND PARTNERS

TOTAL MEMBERSHIP TO DATE 0

TOTAL CLUBS TO DATE

TOTAL ASSOCIATIONS TO DATE 2 4 REGISTERED OUT OF

ISSUED: SEPTEMBER 20, 2015

Attachment #3 - Submitted by Barbara Englehart
DANCE COMMITTEE REPORT

EOSARDA 60th ANNIVERSARY PARTY - October 25, 2015

The Dance Committee met on August 2, 2015 to discuss plans for EOSARDA's 60th Anniversary Party.

- 1 HALL RENTAL -After being bumped from the planned venue, Gavin Currie and David Currie began the search for a new venue. They were able to secure Bell High School for the required date .
- 2 REFRESHMENTS- It was decided that the refreshments in the form of a light lunch should be catered vs asking clubs to contribute or for board members to make enough for the expected number of dancers. Prices were obtained from Independent, Sobey's and Villeneuve Family Catering. A final decision will be made shortly as to which caterer will be selected.
- 3 DECORATIONS - Barb & June will visit Bell HS to see what kind of decorations would work at this venue. Some ideas are: Center Pieces for the Food Table, Balloons (Red & White) , EOSARDA banner in the front of the stage between two Helium Balloons, Ask Clubs to bring their banners, EOSARDA memorabilia if anyone has any.
- 4 TICKET PRICES - \$10.00 in advance and \$12.00 at the door
- 5 SHARE THE WEALTH- If the pot is over \$100- split into a couple of smaller prizes.
Price -3 for \$2.00 \$10.00 for \$5.00
- 6 CALLERS/CUERS- Andy is working on the line up and the agenda for the afternoon. Some ideas: Have a Grand Parade, Call some 'old time' tips.
- 7 VOLUNTEERS: A request has gone out to clubs for volunteers to decorate and set up/take down.
No response as yet...so a follow up will be done.
- 8 Volunteers also needed for the sign-in table and to sel 50/50 tickets. (12 or so)
- 9 GREETERS AT THE DOOR: EOSARDA Executive Members and Federation and Society
Barb is to draft a Letter of Invitation for Dave to send to Federation and Society inviting them to the event.
- 10 Dance Dangles have been designed and presented to the Board for approval.
- 11 The estimated budget is as follows: Cost \$2700 Revenue \$2140.00 leaving a deficit of \$560.00. The numbers are based on an attendance of 200.

FROSTY FLING- February 6, 2016

- 1 The venue will be St. Patrick's High School from 2:00-4:30 p.m.
- 2 The flyer has been submitted to Eodance and to Square Times.
- 3 Tickets \$8.00 in advance at \$10 at the door
- 4 Callers and Cuers have yet to be determined.

Issued: 20-Sep-15

Attachment #5 - Submitted by Richard Sharman

Club-Liaison Committee Report

Over the summer several Broadcast messages went out.

I received one complaint/query from some who said they hadn't received one that they had requested sent, yet the mailchimp system claimed it was "sent but not opened" to them. Possibly it got caught in his spam filter I don't know. Other than that there were no problems that I'm aware of.

Mary-Anne had received 21 "dangle" forms as of a couple of weeks ago. (She will send me the exact number on Tuesday.) I believe most are the "gold" level. If we are to present them at the 60th dance they should be ordered soon.

I received a quote from SGA Signs of:

25 FOR 2.10

50 FOR 1.65

If we expect similar responses next year and go with the same design we could save some money by ordering 50.

Richard Sharman

Attachment #6 - Submitted by Bob Summers
Report on Attending Putting on the Dance

In March of this year, there was a weekend conference called Putting on the Dance (POTD) held at the Senior Center in the west end of Ottawa. This was the 2nd conference of it's type, the first being held in 2011. POTD was established to help organizers of any English/American dance series in the Northeastern United States and Eastern Canada. This series includes contra, square, English country, Quebecois, Cape Breton, family, community, and gender free (never found out what that means although it may be similar to 3-person dances where you only deal with insides, outsides and centers and nobody swings anybody).

With Square Dancing, we live in a world where our dances have become complex puzzles that require a long series of lessons to handle; With so many lessons, these lessons (and our dancers) are divided into a dance levels; All these multiple levels stretch dancer and financial resources so thin that we find it hard to sustain anything.

As such, I am always envious of those other dance forms that seem to allow beginners to join right in at any time of the year with only a half hour of instruction and to have fun with experienced dancers right away. On rare occasions I have introduced simple contra lines or circle dances to change the pace of square dancing at a club. So my initial reason for wanting to attend the Putting On The Dance conference was to compare the community type dances with modern square dancing and perhaps learn a few more contra dance sequences that I could use in my own environment to add variety.

Well, that opportunity very limited – but fun when it occurred. The Friday night caller-showcase which had us dancing contra, old thyme squares, and English country dance and the Saturday night dance had us joining in with regularly held contra night of the Ottawa Contra Dance group.

Primarily the daylight hours of the conference were spent doing exactly what the conference title said: “putting on the dance” -- not “dancing”. Topics included “Constructive Relations Between Performers and Organizers”, “Designing the Sound System (for live music)”, “Organizing a Dance Weekend Event”, “Growing Local Talent (think musicians)”, etc.

Some topics were more applicable to our environment “Happy Boards and Committees”, “Engaging Families”, “Creating a Happy Volunteer Base”, “Engaging Younger Dancers”, “Non-profit Management”, etc

While attending various sessions, I couldn't help thinking that the discussions would be more appropriate for “Clubs” rather than for myself as an individual or as a representative of an Association. Most of the dance organizations at the conference were basically small separate autonomous groups that held one dance per week or every 2nd week. If you contrast this with our association comprised of 30 or so club nights, you can see that these group are more closely set up as independent “clubs”. They are not part of a bigger association except in very loose terms. They may consist of 12 or so people who do English country dancing or only a group of members or volunteers who put on dances for a larger number of people. For example, Ottawa Contra Dance has only 100 paid members. At a typical dance night, they might attract some 130 dancers at the door but perhaps only 60 of them are paid members of their group.

Things that stood out for me:

Consider seeking out sponsors to support or advertise your dances. As an organization that promotes a healthy lifestyle, senior fitness, community values, etc, clubs might be able to make a case for a sponsor to get good advertising on your flyers for helping you support the community. As well as commercial sponsors, there are foundations that support various community endeavours and art forms (like dance).

Use Not-for-Profit status (because that's what clubs are) to encourage sponsors to support your group. Upgrade to a Non-Profit status to be able to offer your sponsors a tax receipt in return for their support. Non-profit status is apparently not too difficult to get and easier in Canada than in the United States.

CDSS (Country Dance and Song Society), a co-sponsor of the POTD conference in Ottawa, is a cross border organization that can offer advice on non-profit and other community dance topics such as funding, advertising, organization, financial reporting, bylaws writing, registration procedures and more.

For non-teaching clubs ... consider dancing every 2nd week. Instead of wearing out your dancers, give them a chance to visit other clubs when you are closed. Cut your expenses in half (hall & caller) and perhaps get more dancers coming for each dance because "you aren't open next week". Many such clubs in the USA only dance on the 1st and 3rd Tuesdays of the month or the 2nd and 4th Thursdays only. These clubs usually have a roster of visiting callers with a schedule to show who's calling when.

At the conference, I was wearing my name tag that includes the word "Caller". Most thought that I was a contra caller. When told that I called modern western Square Dancing, they wanted to know what that was. They understood Old Thyme squares but had no concept of how our dancing differs or that there were any dancers out there that did that. And this is from people who are involved with the dance movement in some form or other. So while some of us may be trying to change the word "modern" to "contemporary", etc to make it more appealing, perhaps we need more than a word change.

Community Dance groups like contra or old-time squares have the advantage that their simple dance forms allow visitors to be able to participate in the dancing after just a brief introduction to the dance. As such, a lot of new people can participate by just showing up and don't need to become "members" of a "club". However, since these organizations don't actually have paid members (well perhaps just a small number of long time supporters as members), they have difficulty in obtaining insurance coverage that we have so conveniently and economically arranged for within our associations and clubs.

Interestingly, with all their apparent inclusiveness (meaning anyone can dance with them), they do have some of the issues that we have. I heard some mention of that some experienced dancers don't like dancing with new dancers. This may be more an issue that some of the new dancers are quite young, ie, the children of parents who dance. They also haven't reached the point where they have different levels of skills like Square Dancing (B/MS/Plus, etc), however the Contra movement does have workshops for more advanced contra dancing.

Attachment #7 - Submitted by Bob Summers

Preamble

This is the report of Working Group tasked with suggesting workable solutions to minimize scheduling conflicts between events. Working Group members are:

Gavin Currie
Andy Himburg Larsen
Bob Summers

The suggestions within are for consideration by the EOSARDA Board. The need for such a guideline is the result of a resolution passed by the Council of Dancers in April of 2015 to appoint a Scheduling Coordinator to reduce scheduling conflicts. No guidelines were given by the Council of Dancers but the general premise was to encourage a good attendance at each event by not splitting the dancer pool between two competing events on the same date. Ideally, there would never be two events scheduled at the same time but we recognize that situations will occur when there are two events on at the same time.

So without guidelines given by the Council of Dancers the purpose of this report is to:

- A) Propose **guidelines** to determine when one event conflicts with another event
- B) Suggest **what to do** when there is a conflict
- C) Propose how to implement the **“scheduling coordinator” function**.

Note that this report does not address the issue of whether we might have too many events scheduled in any time span such that dancers will attend one events and another (eg, the number of St Patrick’s Dances, Valentines Dances, etc, two dances on the same weekend).

We hope that this report will also lead to guidelines for clubs to help avoid future conflicts and to thus ensure the best possible attendance at their dance.

Executive Summary

The Working Group noted that there have been very few actual conflicts based on information in the dance calendar on eoDance.ca.

We formed a general guideline:

The need to reduce conflicts does NOT mean eliminating ALL choices for dancers. There indeed could be 2 events on the same date without detriment if they cater to different audiences.

Recognizing Conflicts

In recognizing the possibility that 2 events might exist on the same date, we propose that:

- 1) *Round Dance events do not conflict with Square Dance events (and vice versa).*
- 2) *Dance levels that are not adjacent or overlapping, do not conflict.*

A short list of particular instances of adjacency includes:

- C1 does not conflict with Plus and below
- A1/A2 does not conflict with B/MS

Handling Conflicts

EOSARDA should encourage all clubs to avoid conflicts of all kinds but when two events are deemed to conflict, we propose that only the first event received (or an event in a protected list) gets the benefit of EOSARDA promotion. This promotion includes

- Adding the event to the web calendar on eoDance.ca
- Printing/advertising the event in Square Time,
- Sending out a broadcast message (currently Mail Chimp)

Scheduling Coordinator function

In practice, there is already a “point of first entry” that could be used as a gating point without setting up a separate “Scheduling Coordinator” position. This “point of first entry” is the web calendar. The person entering the calendar data is able to see immediately if there is another event on that date. Secondary entries include printing in Square Time and Mail Chimp broadcast emails. We propose that the Scheduling Coordinator function or decision making be shared with among those already handling those entry points for promotion, using the proposed guidelines.

Detailed Report

The Working Group evaluated a number of scenarios which have risen in the past that might have had the potential to lessen the number of dancers attending an event. We also noted the following:

- There appear to have been very few actual “real” conflicts based on our analysis of the dance calendar in eoDance.
- Finding a venue at a reasonable cost on the desired date is not an easy task and sometimes a date that coincides with another event is all that is available. EOSARDA planners have stated that it’s almost impossible to find a school that is available on a Saturday afternoon.
- There are only 9 weekends (Oct to Dec) and 14 weekends (Jan to Mar) available during the dance season. Of those, 9 dates are “grandfathered” by virtue of them having been events that occurred regularly over the past number of years. One club has 3 dates grandfathered.

The Working Group formed a general guideline that is the basis for evaluating individual events and event types:

***The need to reduce conflicts does NOT mean eliminating ALL choices for dancers.
There could indeed be 2 events on the same date without detriment if they cater to different audiences.***

The good news is that “real” conflicts are rare. Only on a few occasions have there been more than one event scheduled on the same day and even fewer that catered to the same audience.

A. Guidelines:

Two cases stand out specifically from the general guideline:

1) Round Dance events do not conflict with Square Dance events (and vice versa).

Many dancers do not or can not Round Dance. This is obvious by the number of dancers who sit out when we have Rounds between the Squares at dances. The pool of Round Dancers is relatively small. Note that last year EOSARDA had 4 Round Dance clubs and 3 of them are outside of Ottawa (in Kingston, Cornwall & Carleton Place). While we would hope that there wouldn’t be a Square Dance that could draw dancers away from a Round Dance event, restricting a Square Dance event on the same date would remove the chance to dance from a lot of our dancers. As well, some Round Dances are at a higher level, beyond the reach of a lot of occasional round dancers. (We’ve left Line Dance out of the equation all together because historically there have not been any open Line Dance events.)

We recognize that a number A1/A2 dancers are also Round Dancers and therefore that an A1/A2 event and a Round Dance on the same date will be a conflict for some dancers. Where possible these events should not be scheduled on the same date. But the number of dancers is relatively small and we do not believe that this should be a formal conflict from an EOSARDA perspective.

2) Dance levels that are not adjacent or overlapping, do not conflict.

We see a conflict occurring only if there are overlapping or adjacent levels involved. For example, an A1/A2 event might draw dancers away from with a Plus event. However a C1 dance would not likely to have any effect on a B/MS or Plus event. Similarly, those who are primarily Phase 2 dancers are not likely to attend a high level Round Dance with Phases 3, 4 & 5. Sadly the definition of overlap or adjacency is not always clear cut and will require a judgement call to determine if the events conflict.

Primarily ...

- C1 does not conflict with Plus and below
- A1/A2 does not conflict with B/MS

Adjacent levels that would be considered to conflict would be

- A1/A2 competing with Plus and
- Plus competing with B/MS.

Workshops: In essence, every dance is a “workshop” in that it will improve your dancing. There are some that are known to be (or advertised to be) more challenging than others and sometimes these are labelled as “workshops” or “blasts”. Regardless, workshops may conflict with existing events if levels are adjacent or overlap.

Multi-week events: Any multi-week event (eg, workshop event, “Improve Your ..*whatever*..”, etc) that occurs once a week for several weeks becomes an issue if one of its dates is the same as another event and vice versa. Fortunately these are not generally weekend events so conflicts would be rare.

Workshops: Each date of a workshop event can be treated as a single event because dancers are not committed to attend all sessions. However will it really make sense to advertise all the dates except the one that conflicts? Conversely should one event (advertised first) prevent a multi-week event from being planned. It is more difficult to find a location and time-frame that accommodates multiple dates in a row; should a single event be able to prevent those dates from being used.

Teaches: Teaching one day each week over multiple weeks is a bit different from a workshop over multiple weeks. There is a rather small audience and the dancers must be committed fully to the session. This makes it unlikely they would attend some other single event in that period if it meant missing a teach day. Hence a multi-week Teach would not conflict with another event.

Club Dates: Open Dances do not conflict with clubs who might dance on the same date (eg, no Open Dance on Sunday would conflict with clubs who dance regularly on Sunday, nor would a special anniversary dance conflict with other clubs dancing on that day). Themed dances by a club on their regular club date are not considered to be “events” (eg, Pie Night, Sundaes on a Wednesday, Halloween) so other events should be able to use that date. However the question remains as to whether we should advertise (via the web calendar and Mail Chimps) a club’s theme dance if it coincides with another event.

Distance: History has shown that we have many events where dancers have driven several hours to attend dances. Thus distance does not reduce the potential for conflict if a second event is planned for the same date as another.

B. What to do when an event conflicts with another.

We do not see that EOSARDA has any practical way of imposing sanctions on club for a conflicting event nor do we suggest that direction. Our approach should be one of encouraging good practice, not penalizing clubs.

EOSARDA should encourage all clubs to avoid conflicts of all kinds, and only the *first event on a date* (where there are conflicting events) gets the benefit of EOSARDA promotion. This promotion includes

- Adding event to the web calendar on eoDance.ca
- Printing/advertising event in Square Time,
- Sending out a broadcast message (currently Mail Chimp),

The *first event on a date* is one which:

- EOSARDA has received a notification of the event
- The event is in the list of reserved dates for yearly events
- The club has a commitment from the venue for that date although details are not “flyer-ready”

Any event which is deemed to be in conflict with another event

- is not entered into the web calendar on eoDance.ca,
- does not get printed in Square Time, and
- is not broadcast to dancers (via Mail Chimp).

C. “Scheduling Coordinator” function

Clubs request promotion of their event at various times leading up to the event.

- **Initial Info.** Information about an event is sent to the web calendar well in advance of the event to both publicize the event and to secure the date. (eg, EOSARDA’s 60th anniversary dance has been on the web calendar for months even though the dance details have not been finalized.
- **Follow-up Info.** If flyers were not available in the initial stage, they are later sent to the website for on-line access. If wanted, they are also sent for inclusion in Square Time.
- **Reminder Info.** Even closer to the event date, broadcast messages (eg, Mail Chimps) are sent out to remind dancers of the upcoming event.

Thus, in practice, there is already a “point of first entry” that could be used as a gating point without setting up more bureaucracy with a separate “Scheduling Coordinator”. This “point of first entry” is the web calendar. The person entering the calendar data is able to see immediately and graphically if there is another event on that date.

Secondary points of entry are the Square Time publication and the broadcast messages.

If the coordinator function were to be handled as a separate position, it has the potential to cause more work and bottleneck events at all 3 stages. As well, the coordinator would receive the same event perhaps 3 times to pass on and presumably some checking must be done each time.

The Working Committee recommends that the Coordinator Function and initial decision making be shared by those EOSARDA reps who already doing the various tasks of publicizing the events. At most this would be 3 people, but currently comprises only 2: the web-calendar editor and the Square Time Editor (who also sends out the broadcast messages). Note that the EOSARDA board might have to get involved in any disputed cases.

The sequence might be like this:

- **FIRST.** Publish the event in the on-line calendar where it is immediately available for all to see. While entering the event, it is graphically easy to see if there is another event on that date. If any potential conflict is seen, the issue can be discussed with the others who are part of the Coordinator Team if needed and the event entered or refused.
- **SECOND.** Add the event to the next Square Time issue if requested. The Square Time editor has easy access to the on-line calendar to see if that event has already been entered there and can put the event into the Square-Time list if OK.
- **THIRD.** The person sending broadcast messages also has easy access to the on-line calendar to check the event does not conflict before sending the message.

Follow Up

There is a page on the eoDance website describing how to submit an event. This page should be changed to add information about the need to avoid conflicts as well as the following:

- there should be a statement that EOSARDA may refuse to add the event to the calendar if it is thought to conflict with another event.

- submissions of events to the website calendar should be accompanied by the one of the following statements from the sponsor:

“There is no other event is listed in the eoDance calendar for this date”.

“There is another event listed in the eoDance calendar on the same date.”

In the latter case, the event may still be accepted if the second event would have minimal impact on the first event.

Addendum

Potential reserved (grandfathered) events: (need confirmation and dates)

EOSARDA (Frosty Fling)
EOSARDA & SVSRDA (Swing Into Spring)
Swinging B's (St Patrick's dance, Tartans and Kilts, Valentine's Dance)
Limestone Dancers (St Patrick's dance)
Mississippi Squares (Half Way dance)
Capital Carousels (Capital Caper)
Grenville Gremlins (New Year Eve dance)
Riverside Gypsy Squares (Mid Winter dance)
Harbour Lites (Food Bank dance)
Seaway Squares (Dance for Knowledge ... with alternate name now)
Don Moger (Magic weekend at the Nav Center)
Bay Waves (Masquerade Ball)

Attachment #8 - Submitted by Wendy Vanermulen

Beautiful Basics

Practice Makes Perfect

Dancing can be really fun but only if you know your Basic moves really well.

How well do you think you know your Basics?

Practice makes perfect.

Perfect your Basics – Thursdays, beginning September 17th.

Heron Community Centre

Walkley Room, 2nd Floor

1480 Heron Road, Ottawa, ON K1V 6A5

(just east of Bank)

Thursdays

7:00 p.m. – 9:00 p.m.

Beginning September 17

\$6 per person per night

For information, contact:

Wendy VanderMeulen at:

613-987-2711 or wendyv@sympatico.ca

Please note: This is not joining a Club – it's JUST DANCING. Please be sure to pay your EOSARDA membership and insurance at your home Club.

Attachment #9 - Submitted by Dave Western
Young Dancer Initiative Steering Group Report

September 20, 2015

The Young Dancer Steering Group, as originally established by Council of Dancers, consisted of 8 individuals. Unfortunately two members have had to resign from the Group for personal reasons. At present the steering Group consists of: Peter Courdin, Karen Remy, Bob Summers, Jane Trach, Jim Trach, and Dave Western.

The Committee has met three times since it was established and has developed a work plan for implementing the Young Dancer Initiative, along with suitable milestones and time lines.

As part of its implementation plan, the Steering Group has developed a Power Point Presentation which we would like to present to this Board now.

After the presentation we will discuss our proposed next steps and do our best to answer your questions.

SLIDE SHOW

It is our intention to give this presentation to the Callers Association, club executives, dancers and the Council of Dancers over the next few months. We will also have a version of the presentation playing at the 60th Anniversary Dance.

And speaking of the Anniversary Dance, the Steering Group has prepared an information package on the Young Dancer Initiative for use at the Dance. Jane is the principal architect of this package and will review it with the Board at this time, - Jane.