

Special EOSARDA Board Meeting

Sunday, 21 July 2019

1:30 - 4:30 pm

Wendy's residence, 119 St. Paul Street, St-Albert, KOA 3C0

Potential Attendance:

Gavin Currie

Teena Clarke

Gerry Johnson

Arlo Speer

Jacques Chesnais

Barb Englehart

Lamar Mason

Wendy VanderMeulen

Cathy Whitty

Geoff Clarke

Pat Gauthier

Bob Pitruniak

Dave Western

1. Call to Order

Further to item 4.1 of the 26 May 2019 Organisational Board meeting, this meeting is a special meeting of the Board, called to discuss these items only:

- *review work plans*
- *identify any budget implications from the work plans*
- *review work plan of key timeline for decision making by the board*

In addition, two other items have been added to this agenda because they need to be addressed before our 15 September meeting

Approval of Agenda

Dave Western

2. Additional Items:

- 2.1. Confirmation of e-mail vote for operating a booth in the ByWard Market over the summer 2019

Lamar Mason

MOTION: Mason/VanderMeulen That the board approve an expenditure of up to \$750 to cover the costs of an event to promote square, round and line dancing to be held 11 August 2019 in the ByWard market in Ottawa.

CARRIED

- 2.2. Location for Fall board meetings

Dave Western

The Board agreed to book Pretty Street Community Centre in Stittsville for the third weekend in each of October, November (morning and afternoon for Council of Dancers), January, February, and March.

ACTION: Dave will book the hall

Our 1:30 Sunday 15 September meeting will be hosted by Pat Gauthier at 6070 Fourth Line Road, North Gower.

3. Work Plans

The Chairman's opening remarks on Work Plans are attached as Appendix A

In preparation for discussion on the work plans, the approved 2019/2020 budget is attached as Appendix B.

3.1. Operations Committee (Executive Committee) Dave Western
Appendix C
The board asked Dave to amend the Operations Committee work plan to reduce the repetition of items such as general duties of officers that are found in our Procedures Manual and other EOSARDA documents.

3.2. Dance Committee Appendix D Barb Englehart

MOTION: Englehart / Gavin Currie That the board approve an expenditure of \$1200 for Frosty Fling 2020. **CARRIED**

3.3. Publicity Committee Appendix E Lamar Mason
MOTION: Lamar Mason / Pat Gauthier The board approves an expenditure of up to \$400 for on-line advertising in the www.summerfunguide.ca **CARRIED**

3.4. Technology Committee Appendix F Arlo Speer
The Board requested a general time frame for work related to Hearing Assist.

3.5. Club Liaison Appendix G Geoff Clarke
The committee has identified areas where requirements for subsidies and assistance on our website and in various other documents are unclear, contradictory or incorrect. The Board advised the committee that in all such instances, they should take the necessary steps to bring the material in question into line with the Association's current policy as set out in the Procedures Manual.

At the same time, the Board directed the Committee to accept reasonable requests for subsidies regardless of when the expenses were incurred, as long as the expenses were made in respect of the 2019/2020 dance year and are consistent with current Association policy as set out in the Procedures Manual.

In the event that requests for subsidies in the 2019/2020 dance year exceed the \$1,200 provided for in the approved budget, the committee may refer requests which exceed the budgetary limitation to the Board for a decision.

The Board identified the need for requests for Dance Leader Subsidies to be submitted through EOSARDA to the Ontario Federation and the Canadian Society.

The Board asked that the Square Time work plan include the publication schedule for Square Time editions as well as proposed dates for any of the special articles proposed in the workplan.

The Board agreed that Skirts & Flirts (of Canton, New York) be considered a "Friend of EOSARDA" and as such be able to submit articles for Square Time, calendar entries and EOSARDA Bulletins.

4. Next Regular Board Meeting

1:30 15 September 2019

Hosted by Pat Gauthier at 6070 Fourth Line Road, North Gower.

Agenda items for the 15 September meeting are to include:

- Normal Board Meeting items
- Agenda for November Council of Dancers meeting
- Review the needed frequency for future Board meetings
- Review and approval of final version of committee work plans

Appendix A – Chairman’s Opening Remarks

Today’s meeting is a special meeting of the Board, called at the Board’s request, to consider Standing Committee work plans for Dance Year 2019/2020. The genesis of this meeting was the Board’s decision at our last meeting to reinstate the five Standing Committees (Operations, Publicity, Dance, Club Liaison and Technology.)

Work plans should be a road map of what each committee hopes to accomplish in the new dance year. As such they should identify:

- What work has to be done
- How it is going to be done
- When it has to be done and
- Who is going to do it

If additional funding over and above that approved in the budget is required, a cost estimate and justification for the unbudgeted expense should be included in the work plan.

The Board’s review of the committee work plans is intended to ensure that:

- nothing of significance has been left out of the plan
- the Board is comfortable with the direction that each committee intends to take and
- that appropriate spending authority is in place

Setting clear objectives and milestones at this early point in the year facilitates each Committee Chair’s tracking of progress against the plan and helps them to identify problems and needed adjustments as the year progresses.

Also, in the event that a Director is incapacitated or leaves the organization, a work plan should make it easier for someone else to take over the task. This can be particularly important during the annual transition to a new Board in order to ensure that nothing falls between the cracks during the transition phase.

Work plans are not discussion papers or project proposals and should not be considered as such.

In reviewing the draft work plans today, please keep the foregoing in mind. Any work plans that do not measure up to these criteria should be sent back to the committee for revision. Revised work plans will be re-considered at the regular September Board meeting.

Appendix B – Approved 2019-2020 Budget

Additional information has been omitted from the on-line version but is available upon request.

Appendix C – Operations Committee Workplan

President

Person responsible: Dave Western

On an on-going basis:

- Plan, organize and chair Board meetings on a schedule approved by the Board
- Plan, organize and chair two Council of Dancers meetings, one in November 2019 and one in April 2020
- Oversee the workings of the Operations Committee
- Edit the Association's Procedures Manual as required, circulate draft amendments of the Manual to the Board for approval and ensure that amended chapters are posted on eoDance.ca in a timely manner
- Provide advice and guidance to the Association's Officers and Committee Chairs as required
- Ensure that queries and requests for assistance from Club Executives are responded to quickly and appropriately
- In a timely manner, provide the editor of Square Time with an article entitled "President's Message"

Vice-President

Person responsible: Gavin Currie

On an on-going basis:

- Provide the President with advice and guidance on issues before the Board
- In the President's absence, chair Board and Council of Dancers meetings

Secretary

Person responsible: Arlo Speer

On an on-going basis:

- In cooperation with the President, draft Board and Council of Dancer meeting agenda
- Circulate draft agenda for approval as appropriate,
- Create a written record of all Board and Council of Dancers meetings
- Circulate draft meeting records for comment and approval as appropriate
- Ensure that a final copy of any meeting record is posted on eoDance.ca in a timely manner
- Maintain a record of all correspondence received or issued by the Association

Registrar

Person responsible: Barbara Englehart

- In August prepare and issue registration packages to all EOSARDA Dance Clubs
- Review completed registration packages as received and ensure that any required revisions are made by the club
- Deposit all club payments in EOSARDA's bank account as they are received
- By October 31, 2019 submit a complete Registration report to the Ontario Square and Round Dance Federation along with payment of all appropriate fees
- Throughout the year, receive and review any additional dancer and club registrations as they are received
- Throughout the year, submit any additional dancer and club registrations to the Ontario Square and Round Dance Federations with appropriate payments

- Make regular reports to the Board and to the Council of Dancers on club and dancer registrations

Treasurer

Person responsible: Bob Pitruniak

On an on-going basis:

- Maintain EOSARDA's bank account
- Ensure that all monies received by the Association are deposited on a timely basis
- Make payments as approved by the Board
- Make regular 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.
- In February 2020 begin drafting a budget for 2020/2021 for approval by the Board in March 2020 and by Council of Dancers in April 2020
- Ensure that an independent audit of the Association's books for Fiscal Year 2019/2020 is conducted and report the results of the audit to both the Board and the November 2019 Council of Dancers.

Trillium Awards Program

Person responsible: Dave Western

Late summer 2019

- Receive Federation decisions re nominations for 2019
- Ensure that nominators are aware of the outcome and congratulate recipients
- Make arrangements with nominators, recipients and Federation for presentation of Awards.

Fall 2019 through winter 2020

- Present Awards for 2019

On or before the end of September 2019

- Review Chapter 12 "Trillium Awards" of EOSARDA's Procedures Manual to ensure that it is accurate and up to date, particularly as regards any Federation mandated changes to the Trillium Awards Program.
- Redraft Chapter 12 as necessary and circulate to Board for comments
- Revise draft as necessary

At the October 2019 Board meeting

- Seek formal approval from the Board for any revisions to Chapter 12

By the end of October 2019

- Amend the Master Copy of the Manual (held by Dave Western) in all formats and submit an electronic copy to Web Master for posting on eoDance.ca

At the November 2019 Council of Dancers

- Brief Council on any changes to the Trillium Awards Program
- Remind Club Delegates to submit any Trillium Award Nominations to Dave Western on or before the deadline of March 1, 2020

On or before January 15, 2020

- Issue a Bulletin reminding clubs of the Trillium Award Program, the criteria for each type of Award and the nomination deadline.

January - February 2020

- Review nominations as they are received

- As necessary discuss possible amendments with the nominators and ensure that nominations have been properly formatted
- Circulate compliant nominations to the Board for comment
- Seek a Board decision for each nomination
- Advise nominator(s) of the Board's decision in respect of each nomination
- Forward approved nominations to Federation for consideration and advise nominators accordingly

March - June 2020

- Respond to any request for additional information from Federation

Late summer 2020

- Receive decisions on 2020 nominations from Federation
- Ensure that nominators are aware of the outcome and congratulate recipients
- Make arrangements with nominators, recipients and Federation for presentation of Awards.

Fall 2020 through winter 2021

- Present Awards for 2020

Appendix D – Dance Committee Workplan

DANCE COMMITTEE WORK PLAN 2019/2020

Person responsible: Barb Englehart

Early Summer 2019

- Meet with Dance Committee to determine what dances we want to plan, organize and run in 2019-2020
- Who will be the dance co-ordinator for each dance
- Timeline for initial plan to Chair of Dance Committee

Early Summer 2019 – January 2020

- Planning of Frosty Fling 2020- Pat Gauthier
Initial plan & proposed budget has been submitted to the Dance Committee Chair.
- Frosty Fling will be held February 9, 2020 at Mother Theresa High School

Summer 2019- Fall 2020 Co-Sponsored Dances

Support for Shades of Autumn. Contact Swinging Swallows to see what they need from us. Pat to contact Gloria Bateman.

- Encourage Clubs to co-sponsor future dances. – Dave
 - Reach out first week of June 2019
 - Follow up in September 2019

Summer 2019

- Report on Swing into Spring 2019 to be submitted by June 30, 2019
- EOSARDA Rep for Swing into Spring 2020 – Arlo Speer
- Schedule next dance committee meeting.

Fall 2019

- Review of Dance Leader compensation. Wendy to discuss at next Caller's meeting in October.
- Swing into Spring Committee to report monthly to EOSARDA
- Look into options on how to promote round dancing. ie Hold an Easy Round Dance Night combined with squares
- Look into options for a dance that would include lines as well as square and rounds.

Winter 2019-2020

- Update Dance Manual – Barb will submit a draft for board review and comment no later than March 2020.

Appendix E – Publicity Committee Workplan

Committee composition: Lamar Mason (EOSARDA Director)
Gloria Bateman
Carole Lauzon

OBJECTIVES

1. Raise the visibility of square, round and line dancing in Eastern Ontario to assist in dancer recruitment
2. Support clubs with recruitment and retaining dancers
3. Raise the visibility of EOSARDA and www.eodance.ca among member clubs

POTENTIAL MEANS TO ACHIEVE OBJECTIVES

1. Organize/coordinate regional promotional initiatives
2. Renew EOSARDA Publicity Network or create similar networking mechanism
3. Support clubs in their own initiatives by sharing ideas, materials, etc.
4. Develop materials for use by clubs (social media clips, articles, quotable quotes, PowerPoint presentation, video, etc.)
5. Create a central repository for promotional/publicity materials and ideas provided by clubs or from other sources
6. Recognizing the increased importance of social media and websites, work with the Technical Committee to create a new/improved page on eodance.ca for new dancers, available year-round, that provides useful information for new dancers and is easily accessible on the eodance.ca website
7. Investigate new advertising mechanisms (especially online/social media) to raise the visibility of square, round and line dancing.

JULY TO SEPTEMBER 2019

1. E-bulletins: introduce committee, seek input, provide promotional ideas, etc.
2. Organize a regional promotional event in August 2019 in Ottawa
 - August 11, Byward Market, Ottawa (50,000 visitors on weekends)
 - Square, round and line dancing
 - Develop promotional materials (banner, map)
 - Obtain advertising/open house materials from member clubs
 - Encourage participation of all clubs (dancers) and callers/cuers

Budget: approx. \$700

3. Advertising mention in Glengarry Highland Games program

Budget: \$25

4. Create Publicity Committee email address: publicity@eodance.ca

5. Investigate online and print mechanisms to advertise EOSARDA and clubs (eodance.ca)
 - A. **First initiative – August 2019**
 Seek support to make use of Tourism Ontario Summer Fun Guide as a tool to promote EOSARDA and square, round and line dancing year-round
 - www.summerfunguide.ca
 - Covers events in Ontario (can select Eastern Ontario) in summer, fall and winter
 - **Print version:** 250,000 copies distributed at Onroute stops, tourism outlets, visitor info sites, etc.; also available online (same content as ad)
 - List an “event”: 35 word “ad”: we can promote EOSARDA and eodance.ca and promote open houses in September
 - Available for May to September (distributed in early spring)
 - Timeline for ad submission: early 2020

Budget: \$199 (plus HST?)

 - **Online version:** Full profile page listing, can add websites (club/EOSARDA websites), photos, clips, managed by us and update throughout the year to reflect upcoming dances, events, etc.
 - Available listing any 3 months or annual
 - Creates visibility, is consulted by people with interest in music, activities, online version attractive to younger demographic
 - Timing: Can be created anytime (if we create now (August 2019) and we can add and edit until August 2020 so it could include materials covering 2 sets of Open Houses)

Budget: \$349 (plus HST?) for one year (preferred option)

SEPTEMBER 2019 TO MAY 2020

1. E-bulletins to clubs: continue to seek input, provide promotional ideas and materials, gather feedback on effectiveness of promotional efforts
Budget: n/a
2. Enhance New Dancer information on eodance.ca: provide updated materials for people interested in dancing
Budget: ??
3. Work with Technical Committee to investigate ways to enhance overall appearance of webpage (eodance.ca) and especially to make information for potential new dancers more readily visible.
Budget: ??
4. Develop new promotional materials: identify mechanisms to attract younger dancers, enhanced use of social media
Budget: ?
5. Continue to investigate online and print mechanisms to advertise EOSARDA and clubs (eodance.ca)
Budget: ??

6. Identify and begin organizing two regional promotional events for summer 2020

LONGER TERM AND ONGOING

1. Increase EOSARDA/club use of social media: identify club needs, provide materials for posting, provide training
2. Organize caller appreciation event
3. Work with Canadian Society to develop national advertising campaign/tv ad
4. Prepare PowerPoint presentation for clubs to use at demos, info tables, etc.
5. Identify ways to retain dancers
6. Identify ways to attract younger dancers

Budget requirement for 2019-2020: estimate: up to \$2500

Appendix F – Technology Workplan

Committee Composition:

Geoff Clarke
Arlo Speer, Chair
Bob Summers

Ongoing throughout the year:

- Maintain EoDance.ca website
- Issue EOSARDA Bulletins
- Update Calendar of Events
- Co-ordinate among *EOSARDA Bulletins*, *eoDance.ca calendar*, and *Square Time* regarding Scheduling Conflicts (Procedures Manual, 26.5)

POTENTIAL COSTS: Domain registration and associated ISP fees.
Other ????

Fall 2019 through winter 2020:

- Identify steps to deal with future phishing e-mail occurrences
POTENTIAL COSTS: ???
- Identify needs with respect to Hearing Assistance equipment
See page 2
POTENTIAL COSTS: ???
- Identify needs with respect to EOSARDA's sound equipment
POTENTIAL COSTS: ???
- Identify need for co-ordination with the Club Liaison Committee with respect to Conflict Policy (Procedures Manual, Chapter 26)
- Identify needs with respect to eoDance.ca
 - Workload with respect to SVSRDA portions of the site
 - Workload with respect to *Swing into Spring* portions of the sitePOTENTIAL COSTS: ???

Winter 2020 to June 2020:

-

Hearing Assistance
DRAFT Work Plan for 2019-2020

This area hasn't really received a lot of 'attention' in recent times and because of that & Geoff's personal exposure to the need for hearing assistance (from my dancers), the intention is to "revisit" this topic for the benefit of all the dancers in EOSARDA.

The following are the items/areas that my focus will be upon for this dance year: -

1. Procedures manual Chapter 19 needs revising as much has changed since it was written in 2011. Much of the information is outdated.

2. Evaluate EOSARDA's hearing systems for functionality & condition. As well, do we need 4 systems any longer?

3. Reach out to the EOSARDA Clubs to determine: -

- a. What hearing assistance equipment do you have?
- b. Are your dancers aware of its availability?
- c. Do you use it? If not, why not?
- d. Are there any issues as to why you don't or won't
- e. Do you have any 'surplus' HA equipment?

4. Launch a campaign to promote the use of HA throughout EOSARDA

- a. Highlight the need to use & the benefits of same.
- b. Get the Clubs "on board"
- c. Get the Callers "on board"
- d. Note the availability of HA at 'your' club
- e. Depending on the amount of equipment that IS available, if needed, then source out purchase of any 'new' HA required.

5. NEW HA TECHNOLOGY

- a. Continue investigation into the use of Blue Tooth (BT) technology as it applies to HA.
- b. Confirm BT functionality as HA & advise the clubs & callers of -
 - i. Connectivity
 - ii. Benefits
 - iii. Restrictions
 - iv. Costs (to club / caller)
- c. Advise dance community of the benefits of BT HA.

POTENTIAL COSTS: ???

Appendix G – Club Liaison Committee Workplan

EOSARDA Dance Dangle Program - Draft Work Plan for 2019 -2020

BACKGROUND

Last Spring, I presented New Dancer Certificates at two Clubs on behalf of SVSRDA. At both of these I extended the usual congrats to recipients for their achievement and then asked the question "What Now?" The obvious answer to that is encouragement to people to continue their learning at their respective Clubs at the higher level and I followed that with encouragement to them to begin visiting other Clubs. I outlined benefits they would/could receive:

- Meet new people, make new friends
- Increased dancing opportunities
- Benefits of dancing to different callers. They all "do the same things differently."
- Benefits as well in seeing how Clubs also "do the same things differently."
- Receive Incentive badges and dangles
- etc

I was surprised at both Clubs, when people approached me afterwards telling me that they had never heard of "Club Visitation, Incentive Programs". These were not just the new graduating dancers, but also "experienced dancers", who should have known.

SO WHAT DO WE DO?

I personally do not have any issues about the programs themselves (Either EOSARDA, or SVSRDA). I don't think they need changes procedurally, although I would happily receive suggestions from people about that. My phone: 613 253 2960 or my email: hsgoodman@rogers.com., can be used for that purpose.

We need to promote our visitation incentive programs so that dancers:

- Know of them
- Know procedures to follow
- Know where Clubs are, and their contacts
- etc

HOW DO WE PROMOTE?

- Articles in "Square Time" and the SVSRDA Calendar
- Develop a pamphlet for placement on Club Flyers tables
- Request that Club announcements
 - include reference to incentive programs and
 - that forms are at the table

Nothing is well developed at this time. We can't force people to visit other clubs, but we can try and make people "want to".

COSTS?

- It looks like dangles cost \$2.00 x 25 = ~ \$50
- Pamphlet printing about another \$50 (I'll tuck it in with the SVSRDA Calendars when they are printing) I'll be able to send them around the country, using the Calendar "Pony Express"
- Maybe need some other contingency funding \$25

Helgi

Submitted by: Helgi Goodman

Last Update: July 18, 2019

Dance Leader Training Subsidies

Work Plan & Timeline

Chairperson: Wendy VanderMeulen
EOSARDA Board Contact: Wendy VanderMeulen

Preamble

Dance Leader Training Subsidies are funds which are available to persons who attend Leader Training Workshops or Schools. They can be existing Leaders who are working at improving their skills or dancers who are interested in becoming Leaders. "Leaders" is understood to be Square Dance Callers, Round Dance Cuers, and Line Dance Leaders.

Leaders of other dance forms may be considered as long as that dance form has a club that is- or intends to start a club which would be- a member of EOSARDA. The other dance forms to be considered would be Contra and Clogging, as these are dance forms considered to be part of the "Square Dance Family."

August 2019

- Distribute, through the eoBulletin system, a notice of the existence of the Subsidy program and encourage interested parties to contact the Chairperson for more details. The letter will explain some detail of the requirements for the subsidies.

September 2019

- Prepare an article for Square Time to further encourage dancers and leaders to take advantage of the subsidy program.

November 2019

- Prepare a report for the Council of Dancers meeting to further encourage dancers and leaders to take advantage of the subsidy program.

October 2019 through April 2020

- Monitor incoming applications and/or inquiries for more information.

April 2020

- Report to the Council of Dancers on the numbers of people who took advantage of the program and those who asked for more information.
- At the same time, continue to encourage people to consider the possibilities of going to a Leader Training Workshop or School.

EOSARDA Club Liaison - **New Dancer Celebration**
DRAFT Work Plan for 2019-2020

In January 2020

1. Acquire New Society Pins - approximately 150 (or as soon as available)
2. Find out contact person from the EOSARDA Clubs that teach Basic dancers. (I expect to find that information in the back pages of Square Time)
3. Instead of enclosing the 'outdated' EOSARDA brochure in the dancer hand-out for new dancers, I will request a "Welcome Letter" from the EOSARDA President welcoming the new dancers to the Square Dance activity as well as 'briefly' outlining the function of EOSARDA. This letter will also have a 'print out coupon' for a free EOSARDA dance in the upcoming season.
 - Print 100 copies of the letter or, the exact # of new dancers.
4. In accordance to Procedures Manual 10.1 (b & c), clarify the criteria as to who will receive the envelopes in the Spring.

In late February

1. Contact the Clubs to determine the number of dancers & the dates of their Celebration/Graduation.

In early April

1. Prepare envelopes for distribution.
2. Set up dates of Club Celebrations that require EOSARDA visitation
3. Get volunteers from the EOSARDA Directors to make the club visitations to hand out the envelopes.

WHO Has to do what?

- I will acquire the new Society pins. (Peter Piazza)
- I will run off sufficient President Welcome letters to cover the # of new dancers.
- I will purchase the brown envelopes & assemble the package.
- I will have the information of how many Basic dancers are completing & where & when the celebrations are taking place.
- I will be one of the Directors visiting the Clubs on their Celebration/Graduation night.
- In April I will be asking which Directors are willing to help with the visitations.

COSTS (approx)

- 150 NEW Society Pins @ \$3.50 ea. + shipping = ~\$575.00 (*note: previous pins were \$3 each + \$15 shipping. Actual costs in about 3 weeks*)
- 100 form letters with coupons @ .12/copy = \$12.00
- Stationary & supplies (envelopes, paper clips, etc) = \$80.00
- **Total Approx. Cost = \$667.00** *not including any travel expenses associated with the club visitations. (By-Laws - Directors Expenses)*

REVENUES - None

Submitted by: Teena Clarke

Updated: July 18, 2019

Draft work plan for EOSARDA New Dancer Recruitment subsidies program

Jacques Chesnais, May 2019

Current situation:

Based on a review of the relevant parts of the EOSARDA site and Procedures Manual, my meeting with Ann Davelaar, and the reading of the binder she kindly left with me, I have the following comments:

- The EOSARDA New Dancer Subsidies Program is used by a limited number of member clubs (essentially 5-6 during the last 3 years). These clubs appear to appreciate the program, which allows them to defray part of the cost of their promotional activities.
- These activities consist mostly of newspaper advertisements or articles, the production of flyers, the purchase or making of signs and banners, etc. They do not replace the promotional activities that EOSARDA could make on behalf of all member clubs, in order to promote square and round dancing in Eastern Ontario and reduce the yearly decrease in the number of dancers. Currently, EOSARDA does not have a budget for such activities. Therefore, the Board should consider establishing a budget for this purpose, even if this requires using some of its reserve fund.
- The information provided to member clubs about the program is currently quite confusing and should be corrected and simplified, especially:
 - o Application process: the description of the application process is different on the EOSARDA site and in the Procedures Manual (Chapter 13. According to the EOSARDA site, the applicant must first forward club plans to the EOSARDA president “on or before the Council of Dancers meeting in November”, the EOSARDA Board then reviews and approves the application, and the applicant must forward a report and receipts to EOSARDA “on or before the Council of Dancers meeting in April”. According to the Procedures Manual, Chapter 13, Part 1, there is no pre-approved club plan. Applications may be made “at any time during the course of a dance year”, and subsidies are allocated on a first-come first served basis until such time as the funds set aside for this purpose are exhausted. Over the last year, the process that was used in practice was neither that described on the site nor in the Procedures Manual: no club plan was required, and all applications, with receipts, were sent to EOSARDA in late September or in October, so as to precede the Ontario Federation deadline for their “top-up” program (see later). Clearly, EOSARDA needs to choose one application process and make it the same on its site and Procedures Manual, and in correspondence with member clubs, to prevent confusion among applicants.
 - o Total amount available for the program: \$1, 500 on the EOSARDA site, \$2,000 in the Procedures Manual, \$1,200 in the 2019/20 EOSARDA budget. It needs to be the same everywhere (the Procedures Manual could either give a range or be updated once the budget is approved).

- Time period for eligibility of expenses: the site states that the relevant activity (for which partial reimbursement is sought) must “take place during the current dance year”. The Procedures Manual also states that “expenses must have been incurred within the current dance year”. In practice, during the last 3 years, expenses were disallowed if they were not incurred between July 1 (the start of EOSARDA’s fiscal year) and the date of the application (usually October). In other words, they had to fall mostly OUTSIDE the dance year, assuming the dance year runs from September to May, contrary to what either the site or Procedures Manual are stating. Although many promotional expenses take place during the summer, this is not always the case. Several clubs have had their expenses regularly disallowed because they occurred prior to July 1, which does not encourage a pro-active approach. The rule for disallowing expenses prior to July 1 was apparently set for accounting reasons. However, there does not seem to be a good accounting rationale for it. Promotional expenses incurred by member clubs should already appear in the budget of these clubs in the financial period in which they were paid or billed (depending on whether the club uses a cash or accrual basis).

EOSARDA program payments are not the same as these club expenses. They are an expense related to a specific EOSARDA program. They represent only 50% of the approved total up to \$250 per club per year (and therefore do not match individual club receipts) and must appear in the EOSARDA budget in the EOSARDA accounting period in which they are paid (which can be different from that of the clubs). It would be useful to check with an accountant, but it seems to me that these payments can cover club expenses for whatever period the EOSARDA Board decides to use, for example for the full year from October 1 to September 30 if applications are accepted in October.

- Other eligibility criteria: Expenses must serve to the recruitment of new members or to club promotional activities. There are no other eligibility criteria except that dance leader (caller or cuer) fees and hall rental expenses are not admissible.
 - Approval of applications by EOSARDA: According to the Procedures Manual, the normal process is for the club liaison chair to review and approve the application, and submit it with copies of all receipts to the treasurer, who can then make the approved payment to the applicant if there are sufficient funds remaining in the allocated budget for this program. Notwithstanding this, the treasurer may refer the application to the Board for a decision. However, it seems that in practice both the Board and the Council of Dancers are involved in discussing every application during their November meetings. Is this necessary or even desirable if the corresponding budget has been approved and the approval process is clear?
 - Payments to clubs for successful applications: last year, for various reasons, payments to several successful applicants, who had applied in October 2018, were not made by EOSARDA until late February 2019. A process should be in place to ensure that successful applicants are reimbursed in a timely manner.
- The Ontario Federation offers its own program of recruitment bursaries. This program is separate from the EOSARDA program and has its own, more extensive, criteria.
- Applications

must be vetted by EOSARDA, and sent to the Federation by December 31. The maximum bursary is set at \$200 per club per year, with a maximum of \$1,000 per year in total for the Federation (unless this has changed and the OSRDF site is no longer up to date). Awards are considered on a first come first serve basis, but are approved at the OSRDF Board meeting in the Spring. The program is described in part 2 of Chapter 13 of the EOSARDA Procedures Manual and on the OSRDF site, under “Club Support for Recruitment Programs”. From a club perspective, there are a number of issues with this program, which serves as a “top-up” to the EOSARDA New Dancer subsidy program:

- Is there really a need for two separate programs, with two different criteria, and two different forms? The purpose is to assist member clubs, not make their life more complicated.
- The criteria in the OSRDF program appear daunting at first site. Given the amount of information requested, several clubs felt that applying to the program was not worth the time and effort. Last year, because of this, one club gave up on the EOSARDA application, not realizing one could apply to EOSARDA without applying to OSRDF.
- In reality, the main difference is that OSRDF requires clubs to have a promotional plan for the year, and some way of evaluating its success, rather than just sending receipts for eligible expenses. This is justifiable given the lower total amount of funding at OSRDF (\$1,000) and the greater competition (all Ontario clubs) for this funding. The additional documentation helps the OSRDF Board rank the applicants and award funding on more than just a first come first serve basis.
- It would be helpful, however, to have feedback from OSRDF (or from the EOSARDA clubs that applied) on which clubs were successful each year. Clubs would then be in a better position to decide whether to apply or not. Currently, there is little or no feedback.
- Last year, OSRDF changed the application form on November 1, and refused to consider applications that did not use the new form. This caused a lot of extra work, since EOSARDA had already received applications on the old form. We should ask OSRDF to make all program changes before September 1 to avoid a repeat of the same situation.

Recommendations to the EOSARDA Board

Once the Board agrees on specific aspects of the process, I am offering to rewrite the information on the EOSARDA Web site, in the Procedures Manual, and in the message to member clubs, so it is clear and the same everywhere. However, before this happens, the Board will need to make some decisions at its July meeting. I have the following recommendations.

1) Process for EOSARDA applications:

- A pre-approved club promotional plan would not be required (same approach as today, but different from statements on the EOSARDA site).
- Clubs to submit their applications between October 1 and October 31 each year, with attached receipts. Clubs would no longer be able to apply at any time during the year, since

a) this has not occurred in practice in the last few years (to my knowledge); b) it simplifies the process, time-wise; and c) the first come first serve rule, if extended over a full year, could push the clubs to apply earlier and earlier, even if some promotional activities occur later on, because of the competition for funds, which could be stronger if year-round expenses are deemed eligible (see later) and the total funding remains roughly the same. This would be a change to current rules. Another option would be to allow clubs to apply year-round, either once only or more than once, but that could become more complicated.

- Total amount available for the program: edit all documents so they match the budget figure for the program in the accounting period when applications are received.
- Time period for eligibility of expenses: allow club expenses incurred during the period October 1 to September 30 (i.e. one full year rather than July to September). This would be a change to current rules. The intent is to support clubs for their promotion activities year-round rather than only after July 1st.
- Other eligibility criteria: keep the same.
- Approval of applications by EOSARDA: club liaison and treasurer to approve in normal circumstances, otherwise refer to the EOSARDA Board.
- Payment to clubs for successful applications: ensure this can be done no later than December of that year.

2) Process for OSRDF applications:

- Keep the existing process (for the reasons indicated above) but provide clubs with examples of what a successful OSRDF application has required, and with information about the current success rate of such applications, so they are in a better position to decide whether to apply or not.
- This would mean keeping the two separate application forms.
- Deadlines for such applications will remain the same, i.e. received at EOSARDA by October 31, vetted by the club liaison chair and forwarded to OSRDF by December 31.

Draft work Plan for New Dancer Recruitment subsidies

- June: discuss above recommendations with EOSARDA Club liaison Committee, and incorporate feedback
- July: get Board to vote on recommendations for the program
- Early August: amend or rewrite relevant information on the EOSARDA site and in the Procedures Manual
- Early August: send communications to club members explaining the process in simple terms (repeat in September)
- October: start receiving applications
- October to December: apply the agreed upon process
- Spring 2019 EOSARDA Board meeting: evaluate the results and make program changes if deemed appropriate.

**Club Recognition Committee
Recognition of Major Anniversaries and Accomplishments
Work Plan & Timeline**

Chairperson: Helen McCallum
EOSARDA Board Contact: Wendy VanderMeulen

Preamble

The Club Recognition Committee ensure that major milestones for Clubs, Club Members, and Club Leaders do not go unrecognized. These milestones consist of, but are not limited to:

- Club Anniversaries (e.g., 20 years, 30 years, etc.)
- Dancer birthdays (50, 60, 90 ...)
- Dancer recognition of years danced
- Leader Anniversaries of Calling/Cueing/Prompting or Retirements

A Club may request recognition for any event it feels is worthy. The Chairperson will do her best to ensure nothing gets missed but recognizes that input from Clubs is of the utmost importance to accomplish that. In order to help the Clubs, the following timelines have been set:

August 2019

- Distribute, through the EOSARDA Bulletin system, a “letter of introduction” from the Chairperson to all EOSARDA member Clubs, explaining the purpose of the Committee.

September 2019

- Send out, through the EOSARDA Bulletin system, a request to all EOSARDA member Clubs to identify when the Club was established, so as to calculate how many years the Club has been dancing, and determine if any have significant anniversaries in the current dance year.
- At the same time, ask if there are members within the Club who have significant occasions coming up in the current dance year that deserve to be recognized.
- Prior to the Callers Association first Fall Meeting, send a letter to the Association President asking if any Callers have significant milestones in the upcoming year that deserve to be recognized.

October 2019 through April 2020

- Ensure special events, as outlined in the responses from Clubs and Leaders, are recognized and an EOSARDA Board Member is available to present the certificate of recognition for each event.

EOSARDA - Recognition & Awards - Draft Work Plan 2019-2020

I will be sending this letter out to ALL EOSARDA Member Clubs by August 1.

To All EOSARDA Member Clubs:

For those of you who don't know me, my name is Helen MacCallum. I am the President of the Swinging B's, Cornwall, with Bob Cameron. I have been active in our Club for a few years, and I have also been active with the SVSRDA. And, for a couple of years, I was on the SIS Committee.

I have volunteered to take on the position of Program Coordinator to look after recognition of major anniversaries and accomplishments of EOSARDA member clubs and of dancers within these clubs.

For Example - from the EOSARDA web page, I can see that the Swinging B's Square and Round Dance Club debuted and joined EOSARDA in September of 1976. Is that correct?

If so, that means that the Swinging B's will celebrate their 43rd Anniversary in 2019. Is that correct? Is there a date reserved at this time for any kind of celebration marking the 45th Anniversary in 2021? If so, can we get the date on the EOSARDA Calendar so that nothing else is booked on your date?

How many years has your club caller been calling? 20, 25, 30, 35 years, etc. Are they due for any special recognition?

Do you have someone in your club who has constantly gone above and beyond to help out at your club? Someone who is constantly there to open/close the hall? Someone who always helps with the snacks table? Someone who has acted on the Executive in a number of positions for an excessive number of years? Anyone who just constantly and consistently helps the club to move along week after week all year? These types of people deserve recognition. Not because they are looking for it, but because they are not looking for it!

I am looking forward to developing a conversation with each and every EOSARDA Member Club to make sure all Anniversaries and Accomplishments are recognized and rewarded. Please get back to me to confirm the following:

1. What year did your Club begin?
2. What year did your Club join the EOSARDA?
3. What Anniversary will your Club be celebrating THIS year?
4. How many years has your Club caller been active as a caller?
5. Is there any one in your Club that is deserving of special recognition?

I am very much looking forward to hearing back from each EOSARDA Member Club.

Sincerely,

Helen MacCallum
EOSARDA, Program Coordinator,
Anniversaries and Accomplishments

EOSARDA Liaison Committee - **Scheduling Conflicts**
DRAFT Work Plan for 2019-2020

This policy was established in 2015 as the result of a directive from the Council of Dancers & was last updated in April 2017. In taking on responsibility for this in 2019 I will review all areas with a view to determining if this is indeed functioning in a manner that effectively prevents "conflicts" between dance events that results in dancers have to decide 'which event will I support?'

The following are the items/areas that my focus will be upon for this dance year:-

August 2019

- Purchase a 5 year Calendar for posting & tracking of all Dance Events to monitor for conflicting dates & potential impacts.
- Ensure that all events that are received for Web posting, eBulletins & Square Time are also routed to me for tracking purposes.

September 2019

- Review section 26.4 (grandfathered) & 're-validate' the existing event dates & adjust accordingly.
 - a. Is EOSARDA Fall Fest date still valid?
 - b. Reach out to the clubs to determine confirm their 'Grandfathered' dates & if there's any other dates that have been missed or should be included?
 - c. Reach out to the clubs to determine any 'special events' that may arise in the next 2 years? (eg: up to the 2021-22 dance year)

Sept - Oct 2019

- Determine & review the number of conflicts that have occurred over the past 2 years since the last policy 'review' was made.
 - a. How many have occurred?
 - b. Could they have been prevented?
 - c. If so, How?
 - d. If not, why not?

Oct - Nov 2019

- Examine sections 26.2 (Definitions) & 26.3 (Policy) to see if they're still valid & functional?
- Review 26.6 (Guidelines) - section (c) - concerns as to validity of what's there.

2019 November Board & CoD Meeting

- Having reviewed 26.5 (Implementation) and revisited the concept of a SINGLE Coordinator (contact) rather than 3 "co-coordinators" (eg: Bob, Arlo, Gerry), be prepared to make any recommendations to the Board & Council of Dancers for changes.

Submitted by: Geoff Clarke
2019

Last Update: July 18,

EOSARDA - SQUARE TIME - Draft Work Plan 2019-2020

Plan for the upcoming season of Square Time:

I will do an article on what is available on the EODANCE web site. I think many dancers have not taken the time to review what is available.

We will continue the 'meet our dance leaders' series, but I need to get material for other callers and cuers. We might do some bios on leaders who have now stepped away.

I would like to get back to articles on dancing. Both Geoff Clarke and Dave Hutchinson have helped in the past. I would like to have something from the round dance community.

I will see if I can get input from some of the clubs that have not been submitting material.

I want to get input from the dance community; what they would like to see. Perhaps we could reprint articles from other dance publications.

Gerry Johnson

Square Time Editor

DRAFT