

Special Organisational EOSARDA Board Meeting

Sunday, 26 May 2019

1:30 - 4:10 pm

Pretty Street Community Centre

In Attendance:

Gavin Currie	Jacques Chesnais	Geoff Clarke
Teena Clarke	Barb Englehart	Pat Gauthier
Gerry Johnson	Lamar Mason	Bob Pitruniak
Arlo Speer	Wendy VanderMeulen	Dave Western

Observers:

Jacques Gauthier

Cathy Whitty

1. Call to Order

The Chairman called the meeting to order at 1:30.

1.1. Approval of Agenda

– Dave Western

MOTION: -- Lamar Mason/Gavin Currie that the agenda be adopted as circulated.

CARRIED

1.2. Opening Remarks

See Appendix A

– Dave Western

1.3. Additional Board members

Article 7a(i) of the By-Laws identifies representatives of the Ottawa Area Callers Association as Ex-officio Directors who may, at the discretion of the Board, be accorded voting status.

MOTION: Gavin Currie/Lamar Mason –in accordance with Article 7a(i) of EOSARDA’s By-laws, Wendy VanderMeulen be granted voting status as the representative of the Ottawa Area Callers Association.

CARRIED

At the April 2019 Council of Dancers, 7 Board members were elected by Council pursuant to Article 7a(iv) of EOSARDA’s By-Laws. Since that time, four additional volunteers have offered to serve on EOSARDA’s 2019/2020 Board of Directors:

- Jacques Chesnais,
- Geoff Clarke,
- Teena Clarke, and
- Pat Gauthier

MOTION: Wendy VanderMeulen/Gavin Currie –in accordance with Article 7a(viii) of EOSARDA’s By-laws, the above 4 individuals be appointed as full voting members of the Board.

CARRIED

2. Previous Minutes

2.1. Approval of Meeting Record from 28 April 2019 Board Meeting

MOTION: Gavin Currie/Jacques Chesnais that the meeting record of the 28 April 2019 board meeting be approved as presented.

CARRIED

2.2. Acceptance of the record of the 28 April Council of Dancers.

MOTION: Wendy VanderMeulen/Gavin Currie that the meeting record of the 28 April 2019 Council of Dancers meeting be accepted with modified formatting for the Registrar's Report and Financial Statement. **CARRIED**

2.3. The Treasurer reported that our fiscal year ends at the end of June. It appears we will have a small surplus from the 2018/2019 dance year.

3. New Business

3.1. Election of Officers:

Bylaw 14(e) calls for the directors to elect officers from amongst themselves. Nominations for EOSARDA officer are:

- President - Dave Western
- Vice-President - Gavin Currie
- Secretary - Arlo Speer
- Treasurer - Bob Pitruniak
- Registrar - Barbara Englehart

MOTION: Lamar Mason/Gerry Johnson given that there were no further nominations from the floor, the above positions be filled by the directors indicated above. **CARRIED**

3.2. Confirmation of assignments to duties related to the priorities identified by the Council of Dancers:

- Registration Co-ordination - Barb Englehart
- EoDance.ca website - Bob Summers
- Square Time - Gerry Johnson
- EOSARDA Bulletins - Arlo Speer
- EOSARDA representatives to the Ontario Square and Round Dance Federation - Barbara Englehart, June Tripp, Gerry and Jim Sawtell

MOTION: Arlo Speer/Geoff Clarke that the above duties be assigned to the directors listed above. **CARRIED**

3.3. Board structure 2019/2020 (Directors and Volunteers) – Dave Western

The Board agreed to continue with a committee structure, similar to that described in Chapter 8 of the EOSARDA Procedures Manual. Committee Chairs assigned are:

- Dave Western: Operations Committee
- Barb Englehart: Dance Committee
- Arlo Speer: Technology Committee
- Geoff Clarke: Club Liaison, Recognition and Awards Committee
- Lamar Mason: Publicity and Promotions Committee

The Board agreed to blend the former committee structure with the list of proposed board member responsibilities that was circulated in advance of the meeting (attached as Appendix B). The result was a revised committee composition that is attached as Appendix C.

Among the agreed-upon changes from the initial proposal (Appendix B), the revised version (Appendix C) shows:

- Trillium Awards as a function of the Operations Committee, and
- the OACA Representative as a member of the Dance Committee.

3.4. Director's Work Plans for 2019/2020

– Dave Western

Committee Chairs and committees should complete draft work plans for presentation at the July meeting, with final versions due for presentation to the Board in September 2019. See Appendix D for a sample work plan.

4. Next Meetings

4.1. **Special Meeting** 1:30 21 July 2019 ... Wendy's residence, 119 St. Paul Street, St-Albert, K0A 3C0

- The agenda will be limited to 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

4.2. **Regular Board Meeting** 1:30 15 September 2019 ... 2 Pretty Street, Stittsville

- Agenda:
 - Normal Board Meeting items
 - Agenda for November Council of Dancers meeting
 - Review the needed frequency for future Board meetings

The Chairman declared the meeting adjourned at 3:50.

Appendix A: -- Chairman's Opening Remarks

Welcome to the first meeting of EOSARDA's 2019/2020 Board of Directors.

To those who are coming back for another term on the Board, welcome back and thank you for your on-going dedication to the square and round dance community. Experienced Directors provide the Board with stability and continuity and allow us to build on our past achievements.

To our newest colleagues: Jacques Chesnais, Geoff Clarke, Teena Clarke, Pat Gauthier and Lamar Masson, a special welcome. Thank you for volunteering to serve on this year's Board. New Directors bring new ideas and concepts to the Board and keep us from getting stale. By questioning established practices, you help us to avoid two serious pitfalls which can be the death of any institution, namely:

“That's not how we do things”

and

“We tried that once and it didn't work”

Today's meeting is billed as a Special Organizational Meeting intended to:

- give the Board an organizational structure for the new Dance Year
- determine what tasks the Board intends to undertake in 2019/2020 and
- assign responsibilities for each of the tasks to be undertaken.

We have a lot of work to do this afternoon, but I am confident that this year's Board is up to the challenge. So, let's get to it.

Appendix B: -- Proposed Board Member Responsibilities

1. Executive

President	- Dave Western
Vice-President	- Gavin Currie
Treasurer	- Bob Pitruniak
Registrar	- Barbara Englehart
Secretary	- Arlo Speer

2. Publicity

- Lamar Masson (Director)
- Gloria Bateman
- Carole Lauzon

3. Club Liaison Functions

New Dancer Recruitment Subsidies	- Jacques Chesnais (Director)
New Dancer Celebrations	- Teena Clarke (Director)
Dance Dangle Program	- Gerry Johnson (Director) - Helgi Goodman
OACA Rep	- Wendy VanderMeulen
Dancer Leader Training Subsidies	- Wendy VanderMeulen
Certificates of Accomplishment	- Wendy VanderMeulen (Director) - Helen MacCallum
Trillium Awards Program	- Dave Western (Director)
Scheduling Conflict Policy	-Geoff Clarke (Director) - Arlo Speer (Bulletins) - Bob Summers (eoDance.ca) - Gerry Johnson (Square Time)

4. Dance Related Functions

Frosty Fling 2020	- Pat Gauthier (Director)
Co-sponsored Dances	- Dave Western - Pat Gauthier
EOSARDA Rep - Swing into Spring	- Arlo Speer

5. Technology

Information Technology	-Arlo Speer (Director)
Web Master	- Bob Summers
EOSARDA Bulletins	- Arlo Speer
Hearing Assistance	- Geoff Clarke

Appendix C: -- Board Members Responsibilities

Chapter 8 of the EOSARDA Procedures Manual identifies five standing committees to facilitate the Board completing its day-to-day work. These committees are:

- Operations Committee
- Dance Committee
- Technology Committee
- Club Liaison, Recognition and Awards Committee
- Publicity and Promotions Committee

Each committee is led by a Chair who is an EOSARDA Director. Additional members, including other directors and volunteers from EOSARDA member clubs, make up the remainder of each committee. The following preliminary committee composition was agreed to by the Board:

Operations Committee Chair: <u>Dave Western</u>	Publicity and Promotions Committee Chair: <u>Lamar Mason</u>
• Gavin Currie	• Gloria Bateman
• Barb Englehart	• Carole Lauzon
• Bob Pitruniak	
• Arlo Speer	
Dance Committee Chair: <u>Barb Englehart</u>	Technology Committee Chair: <u>Arlo Speer</u>
• Gavin Currie	• Geoff Clarke
• Pat Gauthier	• Bob Summers
• Arlo Speer (<i>Swing into Spring</i>)	
• Wendy VanderMeulen (OACA)	
• Dave Western	
Club Liaison, Recognition and Awards Committee Chair: <u>Geoff Clarke</u>	
• Jacques Chesnais	• Geoff Clarke
• Teena Clarke	• Helgi Goodman
• Gerry Johnson	• Helen MacCallum
• Wendy VanderMeulen	

Appendix D: -- 2019/2020 Work Plans

If you don't know where you are going, how will you know when you get there?

Now that we have determined what tasks we are going to undertake this year, and who is going to be responsible for each one, we have to determine how we are going to do it and when it has to be done.

This is not something that has to be done today, it is rather a Summer Assignment. Over the next 3½ months each of us needs to develop a work plan that identifies what has to be done; who is going to do it; when it is going to be done; and an estimate of how much it will cost.

These work plans will be reviewed by the Board at our September meeting. Once approved, the work plans will form the basis for the Treasurer's spending estimates which he will present to the Board in October and to Council in November.

Progress against work plans and any needed adjustments thereto will be the basis for Directors' regular reports to both the Board and Council.

To help you with this exercise, I am handing out copies of the first draft of my work plan for The Trillium Award Program. It starts out by picking up the threads of the program from 2018/19 and continues through to a hand off to the next program coordinator in 2020/2021.

If at any time you need help in developing your work plan, please feel free to contact me.

Dave Western

Trillium Awards Program 2019/2020

Work Plan

May 26, 2019
26 May 2019

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