



Minutes - EOSARDA Board Meeting Sunday, 16 October 2022

Attendees: Geoff Clarke, Ron Gardner, Gerry Johnson, Lamar Mason, Bob Pitruniak, Wendy VenderMeulen, Dave Western

Regrets: Gavin Currie, Barbara Englehart, Arlo Speer

1. Opening Remarks - Dave Western

We're back! Dance Year 2022/23 is off and running, and it seems that the return to dancing is going reasonably well.

We don't yet have any official numbers from our Registrar on dancer and club registrations, but initial informal reports on returning dancers and attendance at club open houses are encouraging and from all accounts our participation in the International Plowing Match was a success.

Of course, it has not been all smooth sailing.

- \$ The Village Squares and Stone Bridge Squares have closed their doors
- \$ Got Lines Line Dancing has suspended operations for at least the current dance year
- \$ Not all clubs are back on the dance floor as yet, for example, Limestone is planning not to start until this coming January
- \$ The dance leader situation across the region continues to be critical and
- \$ Reports of outbreaks of COVID among dancers continue to be received from time-to-time.

But clubs are opening, dancers are dancing and dance leaders are leading.

I'm certain that there will be many challenges ahead of us, but we're dancing again

2. Review of Agenda - Dave Western

Item 5.4 Recruiting Additional Directors and Volunteers - deleted

Item 6.3 renumbered to Item 6.4

Item 6.4 renumbered to Item 6.6

Addition of new Item 6.3 Facility Rental for Swing into Spring 2023 - Bob Pitruniak

Addition of new Item 6.5 Changes to Ontario's Not-for-Profit legislation - Bob Pitruniak

See revised agenda Appendix A

3. Review of Record of 31 August Board Meeting - Dave Western

Motion by Bob Pitruniak, seconded by Gerry Johnson to accept the Record as circulated - **Passed**

4. Committee Reports

4.1 Executive Committee

4.1.1 Financial Report - **see Appendix B** - Bob Pitruniak

4.1.2 Registrar's Report - Nil Report

4.1.3 Trillium Awards - Dave Western

I am very pleased to confirm that the Ontario Square and Round Dance Federation has approved EOSARDA's 2022 Trillium Merit Award nomination for Arlo Speer. Arlo's was the only Trillium Award nomination approved by Federation this year,

Federation has advised that the award plaque, certificate etc will be sent to me by mail. Upon their receipt I will contact Arlo and his nominator to determine how and when the Award will be presented.

I am also very pleased to report that for the first time since 2019, all four of last year's awards for recipients in our region have been presented in person to the recipients by various Board and Federation representatives.

4.2 Dance Committee - see Appendix D - 5.3.3 - Wendy VanderMeulen

4.3 Swing into Spring - Bob Pitruniak

Plans for Swing into Spring 2023 are underway. Shirley Brown has joined the Swing into Spring Organizing Committee. The venue for Swing into Spring 2023 has not yet been finalized (see Item 6.3 below).

4.4 Ottawa Area Callers Association - Ron Gardner

The Entandem Project Team is still negotiating with Entandem, but they are closer to having a signed agreement.

The OACA is trying to get someone to book the callers for Swing into Spring on an ongoing basis

Most clubs are still calling CALLERLAB Basic only a couple Clubs are calling SSD.

The IAGSDC (International Association of Gay/Lesbian Square Dance Clubs) Convention 2023(40th) will be held in Ottawa.

FM Hearing Assist systems should be disposed of and no longer used by the Association.

Dancing Clubs:

Harbour Lites, Meri Squares, Crazy A's, Mississippi Squares, Kanata Squares, Sunshine Squares, Swinging B's, Napanee Pioneers, Opeongo Squares, Ottawa Date Squares, Square Dance Ottawa, Lockits, Grenville Gremlins, and Swinging Swallows, Bay Waves (updated post meeting)

4.5 Publicity Committee - see Item 5.1 below and Appendix D - 5.3.4 - Lamar Mason

4.6 Technology Committee - see Appendix D - 5.3.5 and Item 6.1 below - Geoff Clarke

4.7 Ontario Square and Round Dance Federation - Nil Report

4.8 Club Liaison Group - Geoff Clarke

The Club Liaison Committee has had a major overhaul of its members since the last year it prepared any seasonal Work Plans (2019-20). Gone from that period are three experienced members, Teena Clarke, Helgi Goodman & Jacques Chesnais, none easily replaced & we thank them for their service!

Appeals made to the dance community for volunteers to replace these folks generally fell on deaf ears until Michelle Gravelle & Sander Rosen from the Meri Squares Club contacted this chair to volunteer their services to take on the 'New Dancer Celebrations' portfolio! I met with them both on Oct 7th for the very first time and at that meeting they also volunteered to handle the "EOSARDA Dance Dangle" Program! **THANK YOU!**

That still left a vacancy in the New Dancer Recruitment Subsidy Program which needed to be filled quickly as the applications from the clubs had already started to roll in (with the chair handling the first request until a replacement was found). Thankfully, our VP, Gavin Currie has offered to manage this program once he returns to Ottawa later this month.

So, as of today, once more, we have a full committee. However, as that has only occurred in the past week, we have not yet had our first meeting to discuss tasks & work plans etc. Thus, the work plan submitted for Club Liaison is a preliminary” plan which may change over the weeks to come.

5. Business Arising from the Past Records and Decisions

5.1 The International Plowing Match - see Appendix C - Lamar Mason

5.2 Square Time - Status Update see Appendix D - 5.4 - Gerry Johnson

5.3 Committee Work Plans - see Appendix D - Dave Western

Motion by Lamar Mason, seconded by Ron Gardner

That the Standing Committee work plans for 2022/23 be adopted as presented. **Passed**

6. New Business

6.1 Disposal of Williams Hearing Assist Equipment - Geoff Clarke

The OACA has recommended that, due to the absence of any demand from our dancers, coupled with the vintage of the FM technology being used, EOSARDA should no longer use the Williams FM Hearing Assist systems and should dispose of it.

Motion by Geoff Clarke, seconded by Ron Gardner:

That due to the absence of any demand from our dancers, coupled with the vintage of the FM technology being used Technology Committee be authorised to dispose of the Association’s Williams Hearing Assist systems. **Passed**

It was also agreed that due to advances in the technology of hearing assistance equipment owned by dancers with hearing difficulty, there is no need for EOSARDA to purchase any new hearing assistance aids at this time.

6.2 Budget up-date and Year-to-Date Financial Report see Appendix D - Bob Pitruniak

After some discussion it was agreed that since it appears that the demand for CSRDS pins will be greater than anticipated this year additional funds needed to be set aside for the purchase of more pins and that the amount allocated in the current budget for travel by Directors also needs to be significantly increased.

Motion by Bob Pitruniak seconded by Lamar Mason that the budget for the purchase of CSRDS pins be increased by \$525.00 and the amount set aside in the budget for EOSARDA travel expenses be increased by \$2,000.00 - **Passed**

6.3 Facility Rental for Swing into Spring 2023 - Bob Pitruniak

The Swing into Spring Committee tasked me with arranging the facility rental for Swing into Spring 2023 through the Upper Canada Board. The first thing required at request time is to sign a waiver PERSONALLY accepting all risk for any claims made as a result of COVID. I refused to sign such a waiver. That was about 3 weeks ago. I since learned that Arlo is willing to sign because he thinks risks are low.

If there was any litigation for COVID related issues because of Swing into Spring, the Swing into Spring Committee as well as the sponsoring organizations would also be at risk. I believe that EOSARDA Board members must know about the risk to them and must have a recorded vote to affirm the continued sponsorship of Swing into Spring.

The Board recognized the problem, but was split over the acceptability of the implied risk. It was pointed out that clubs may establish their own COVID protocols concerning such things as Proof of Vaccination and masking. But, given the prevalence of COVID in society, the efficacy of such protocols in preventing the spread of COVID is highly doubtful. It was also pointed out that the travel industry now offers COVID-related insurance.

While we realize that our insurer is not willing to extend COVID coverage to individual dancers, who would have difficulty in establishing the source of their infection in any event, the same should not apply to Director liability insurance since without such protection many people would be unwilling to serve on regional, provincial and national Boards due to the financial risk.

Accordingly, Dave was tasked with taking the issue up with Federation and Society. Dave will circulate for the Board's review and comments a draft memo to Federation dealing with this issue.

ACTION: Dave Western by November 1, 2022.

6.4 Preparation for Council of Dancers Meeting

- Dave Western

Issues for the agenda for the next CoD include:

- \$ Reinforcing the benefits available to clubs through our subsidy programs
- \$ Briefing clubs on SSD, what it is and how it is working out
- \$ Report on Fall Registration highlighting good news stories
- \$ Report on IPM
- \$ Encouraging Trillium Award nominations for 2023
- \$ discussion about Frosty Fling
- \$ up-date on SVSRDA

6.5 Changes to Ontario's Not-for-Profit legislation - Bob Pitruniak

Bob reported that The Ontario Not-for-Profit Corporations Act (ONCA), first announced in 2010 became law on October 19, 2021 for more information, see <https://www.rlb.ca/finally-onca-comes-into-force/>.

Organizations which fall under this legislation have three years to become fully compliant. the new Ontario Business Registry (OBR) will be launched on October 19, 2021, which will allow for streamlining of processes, and the processing of many transactions and applications online, including incorporation, dissolution and many filings which apply to not-for-profits and charities.

Unlike CNCA, corporations that fall under ONCA will not be dissolved if they do not actively address the new legislation. Doing nothing will simply mean that you are deemed to comply with ONCA after the three-year implementation period. However, after October 19, 2022, any bylaws, letters patent or other

governing documents and resolutions which are not in compliance with ONCA will be overridden by the legislation.

After some discussion, Bob offered to prepare for review and comments by the Board a draft of both the Constitution and By-laws taking into consideration the requirements of the new legislation. It was recognized that it may be necessary to seek legal counsel before finalizing any suggested changes to our foundational documents. It will also be necessary to seek Council of Dancer agreement with any recommended changes.

Action - Bob Pitruniak by January 1, 2023

6.6 Board Meeting Schedule - Dave Western

It had previously been agreed that the November Board and Council of Dancers meetings would be scheduled for 11:00 am and 1:30 pm, Sunday, November 27, 2022.

However, it has subsequently been determined that changing the original date of the meetings from November 20 to November 27 will create a conflict with the Swinging Bees Annual Tartans and Kilts dance in Cornwall scheduled for November 27. A motion to reschedule the November Board and Council meetings to November 20 is under discussion by the Board.

7. Adjournment

The meeting was adjourned by Motion from Wendy VenderMeulen seconded by Geoff Clarke at approximately 4:00 pm

Appendix A
Revised agenda
EOSARDA Board Meeting
Sunday, 16 October 2022 1:30 pm

- 1. Opening Remarks** – Dave Western
- 2. Review of Agenda accepted as presented.** – Dave Western
- 3. Review of Record of 31 August Board Meeting** – Dave Western
- 4. Committee Reports**
 - 4.1 Executive Committee
 - 4.1.1 Financial Report – Bob Pitruniak
 - 4.1.2 Registrar – Barb Englehart
 - 4.1.3 Trillium Awards – Dave Western
 - 4.2 Dance Committee – Wendy VenderMeulen
 - 4.3 Swing into Spring – Bob Pitruniak
 - 4.4 Ottawa Area Callers Association – Ron Gardner
 - 4.5 Publicity Committee – Lamar Mason
 - 4.6 Technology Committee – Geoff Clarke
 - 4.7 Ontario Square and Round Dance Federation – Barb Englehart
 - 4.8 Club Liaison Group – Geoff Clarke
- 5. Business Arising from the Past Records and Decisions**
 - 5.1 International Plowing Match – Lamar Mason
 - 5.2 Square Time – Status Update – Gerry Johnson
 - 5.3 Committee Work Plans, per Chapter 9 of the Procedures Manual – Dave Western
- 6. New Business**
 - 6.1 Disposal of Williams Hearing Assist Equipment – Geoff Clarke
 - 6.2 Budget up-date and Year-to-Date Financial Report – Bob Pitruniak
 - 6.3 Facility Rental for Swing into Spring 2023 – Bob Pitruniak
 - 6.4 Preparation for Council of Dancers Meeting – Dave Western
 - 6.5 Changes to Ontario's Not-for-Profit legislation Report – Bob Pitruniak
 - 6.6 Board Meeting Schedule – Dave Western
- 7. Adjournment**

Appendix B
4.1.1.1 EOSARDA Treasurer's Report
15 Oct 2022

1. Current results

I include a summary of activity for the current fiscal year, 01 July 2021 to 15 Sep 2022. Please note these figures have not yet been reviewed by an outside reviewer.

Dancing has resumed for most clubs although the current report does not yet show much activity.

Again, print this report in landscape mode.

2. Financial compliance

No change.

3. Online access to bank account

Online bank account access issues have been resolved and e-payment acceptance has been successfully established. I have already accepted payment for registration fees from 2 clubs.

Bob Pitruniak
Treasurer, EOSARDA

4.1.1.2 Financial Review Report 2021/22

Mary Power

To: Bob Pitruniak
Sat, Oct 15 at 5:23 PM

To: the Board of Directors and Members of Eastern Ontario Square and Round Dance Association

I have completed a review of the records related to the revenues and expenditures of EOSARDA as of June 30th 2022. This review was limited to the amounts listed in the records, bank statements and deposit slip.

I found the records to be well documented and nothing appeared to be false or inaccurate, therefore I believe they present the true financial position of the Association.

Mary Power

Appendix C
5.1 The International Plowing Match
REPORT OF THE PUBLICITY COMMITTEE

Background

The EOSARDA Publicity Committee (PC) first identified the International Plowing Match (IPM) as an opportunity for raising the awareness of square, round and line dancing in Spring 2021, through suggestions from Carole Lauzon and Peter Matthews. After reviewing related costs of an information booth and exhibitor passes for volunteers, the PC made a budget request of \$1500 to Council of Dancers in fall 2021, which was approved.

In March 2022, the PC submitted an expression of interest to be part of the IPM entertainment, offering to do demonstrations and audience participation in square, round, and line dancing.

In April 2022, ONTARIO SQUARE AND ROUND DANCE FEDERATION agreed to provide \$800 toward the cost of the information booth and participation in the IPM. In exchange, EOSARDA PC agreed to promote clubs from across Ontario through advertising materials. In June 2022, we submitted a request to have an information booth in the Rural Living tent. The logistics of being inside and not having to supply our own tent made an indoor venue more realistic. The cost of the booth itself was about \$785. Additional costs were incurred for landscaping and additional exhibitor passes to cover volunteers, totalling about \$177. Costs for promotional materials were about \$53.00.

All EOSARDA clubs and the regional publicity representatives for the Toronto and District Square and Round Dance Association, South Western Square and Round Dance Association and Lakehead and District Square and Round Dance Association were contacted in mid-August to send in promotional materials. The Ontario associations determined that they would send association materials rather than seek materials from individual clubs

In July, we were asked to provide a 1.5 hour demonstration on September 20 and then in late August we were approached to provide a further one-hour demonstration.

A request for volunteers to dance and to staff the information booth was sent out via EOSARDA ebulletin, and a request for dance leaders was sent directly in August.

All club, EOSARDA and ONTARIO SQUARE AND ROUND DANCE FEDERATION promotional materials were received or created and ready for the start of the IPM. Costs for promotional materials were about \$53.00, with additional free copying being provided by Mattress Mart Canada.

IPM

On Monday, September 19, Gloria and Doug Bateman and Matthew Mason set up the information booth at the IPM. The landscape materials that had been ordered were delivered, all promotional materials including the EOSARDA banner and map and ONTARIO SQUARE AND ROUND DANCE FEDERATION banner were effectively displayed.

From Tuesday through Saturday, Gloria and Doug Bateman and Shirley and Collin Brown collaborated with other ONTARIO SQUARE AND ROUND DANCE FEDERATION and EOSARDA volunteers to ensure there were always two members at the information booth from 8:30 am to 5:00 pm.

On Tuesday, September 20, John Charman called the demonstration dance with 10 dancers present. It was well received and despite the cold, rainy weather, people had a good time. One tip was called with a couple of people from the audience. Dancing was indoors in a tent.

On Friday, September 23, Wendy VenderMeulen called the demonstration with 9 dancers present. Again, while the weather was not ideal (cold), the demonstration as well received. The people in charge of the entertainment were pleased and EOSARDA received payment of \$250 for the two demonstrations.

Additional expenses relate to caller honorariums and expense claims.

Unfortunately, Lamar Mason, who had been the lead in the organization of EOSARDA's participation in the IPM was unable to attend the event until the last day due to illness. However, Gloria Bateman and Shirley Brown stepped up to fill the gaps and the booth and demos were a success.

Results

Many people stopped by the information booth. We had visitors from right across the province, and elsewhere. The number one comment was: "I remember square dancing in school" or "My parents used to square dance". No one thought square dancing was available anywhere close to where they lived. Fortunately, we were able to hand most people a brochure for a nearby club or the information from their association to guide them to a local club.

We definitely succeeded in raising the visibility of square, round and line dancing. We handed out lots of brochures. We chatted with lots of people and made them aware of our activity.

Getting dancers for the demonstrations was difficult. We heard from only one round dance couple and there were no line dance leaders available. In the end, we had only a single square, and one extra couple, for both demonstrations, where we had hoped to have two squares and round and line dancers.

Take-aways

- \$ We should consider re-creating an EOSARDA demonstration team
- \$ We need to find a better way to encourage participation by all clubs in major promotional events.
- \$ EOSARDA needs to consider having permanent display materials for demonstrations/promotional events (i.e. tables, chairs, tents, display stands, videos)
- \$ EOSARDA should consider having a "give-away" item at its information booth, i.e. magnet, pencil as these were very popular at other booths and attracted visitors. They also provide a more permanent reminder than paper.
- \$ Other associations or OSRDF should consider participation in an IPM or similar event in their area to raise awareness. Under normal circumstances, the IPM is held annually somewhere in Ontario.

Thank yous

The PC would like to thank OSRDF for its financial support for our participation in the IPM. We would also like to thank John Charman and Wendy VanderMeulen for giving of their time to call the demonstrations. We are grateful to all the dancers and people who gave of their time in the information booth during the week. Your assistance was much appreciated!

I would like to extend a personal thank you to Gloria Bateman (and Doug) and Shirley Brown (and Collin) who immediately stepped in to ensure the event ran smoothly when I was unable to attend. Their efforts in arranging the booth and engaging people ensured the success of our participation.

Submitted by

Lamar Mason

with Gloria Bateman and Shirley Brown

EOSARDA Publicity Committee

Our appreciation to the following individuals who volunteered during the IPM as dancers or in the booth Jean and Howard Lander, Geraldine Matthew, Heidi Bremer, Wendy McCracken and Harold Hedley, Michelle Gravelle, John and Barb Legrew, Tom and Ardele Mesman, Lee Warriner, Theresa and Harley Summach, Bill and Diane Molson, Sandy Rosen, Beth and John Tilbury, Pat McLachlan, Jacques Chesnais, Maureen and Bill Newby, Doug Bateman, Collin Brown, Wendy VenderMeulen

Appendix D

Standing Committee Work Plans 2022/23

5.3.1 Executive Committee Work Plan 2022/2023

The Executive Committee consists of the Association's President, Vice-President, Treasurer, Registrar and Secretary. The committee is chaired by the President.

The Executive Committee is responsible for:

- \$ overseeing the financial activities of the Association;
- \$ administering the Association's club and dancer registration program;
- \$ creating and maintaining a documentary record of the Association's deliberations, decisions and activities;
- \$ scheduling Board and Council of Dancer meetings, and setting their agendas;
- \$ ensuring the election of Officers and the appointment of Committee Chairs;
- \$ proposing to the Board nominations for honours and awards from the Ontario Square and Round Dance Federation, the Canadian Square and Round Dance Society and such other organizations as may be judged appropriate.

President and Vice-President

Persons responsible: Dave Western and Gavin Currie

- \$ Manage the activities of the Eastern Ontario Square and Round Dance Association and the Association's Board of Directors

Treasurer

Person responsible: Bob Pitruniak

- \$ Prepare a Year-end Financial Report for Fiscal Year 2021/22 for the Board's approval and presentation to the November 2022 Council of Dancers.
- \$ Monitor progress against the Budget approved by Council for 2022/23; make regular reports to both the Board and Council on the state of the Association's finances; and make such suggestions for such amendments to the budget as may be required during the course of the fiscal year.
- \$ In February 2023 begin drafting a budget for 2023/2024 for approval by the Board in March 2023 and by the Council of Dancers in April 2023.
- \$ Ensure that an independent audit of the Association's books for Fiscal Year 2021/2022 is conducted; and report the results of the audit to the Board and to the November 2022 meeting of the Council of Dancers.

Registrar

Person responsible: Barbara Englehart

- \$ In August 2022 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, 2022 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 process 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

Secretary

Person responsible: Arlo Speer

- \$ Prepare and circulate draft agenda of both Board and Council meetings in a timely manner prior to the meeting.
- \$ Prepare and circulate draft Minutes of both Board and Council meetings in a timely manner following the meeting
- \$ Ensure that copies of approved Minutes are posted on eodance.ca
- \$ Assist the President in planning and organizing on-line Council meetings

Trillium Awards Program

Person responsible: Dave Western

- \$ Late summer 2022: receive Federation decisions re nominations for 2022; ensure that nominators are aware of the outcome and congratulate recipients; make arrangements with nominators, recipients and Federation for presentation of Awards.
- \$ At the November 2022 Council of Dancers remind Club Delegates to submit any Trillium Award Nominations to Dave Western on or before the deadline of March 1, 2023
- \$ On or before January 15, 2023 issue an EOSARDA Bulletin reminding clubs of the Trillium Award Program, the criteria for each type of Award and the nomination deadline.
- \$ January - February 2023: review nominations as they are received; as necessary discuss possible amendments with the nominators and ensure that nominations have been properly formatted; circulate completed nominations to the Board for review; seek a Board decision for each nomination and advise nominator(s) of the Board's decision in respect of each nomination
- \$ Forward approved nominations to Federation for consideration and advise nominators accordingly; respond to any request for additional information from Federation
- \$ Late summer 2023: receive decisions on 2023 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.

Submitted by Dave Western

5.3.2 Dance Committee Work Plan 2022/2023

Dance Committee consists of:

- Wendy VenderMeulen, Chair
- Gavin Currie
- Arlo Speer
- Dave Western

Dance Committee coordinates two types of dances:

- \$ EOSARDA-sponsored dances
- \$ Joint dances, co-hosted by EOSARDA and a member club

To date, for the 2022-2023 dance season, no dances are being aggressively planned although there is the potential of a Frosty Fling dance on Sunday, February 12. We are waiting on a report on the number of dancers who have returned to dancing as that number should give some indication of people's comfort levels in going out with their fellow square dancers again.

Also, the SVSRDA has a meeting on Sunday, October 23, which could determine the continuation of the association or not. In the event that it closes, the Dance Committee will look at hosting the annual Christmas Dance and the annual Mothers' Day Dance.

Nothing has yet been done about pursuing a joint dance with a member club. That will probably wait for awhile yet. Perhaps in the new year, a bulletin will go out asking clubs to start thinking about such a dance in the 2023-2024 dance season.

In conclusion, we are still in "wait mode" for the most part until we hear from clubs about whether or not their dancers would be prepared to support an open dance.

Submitted by Wendy VenderMeulen

5.3.3 Publicity Committee Work Plan 2022/2023

Committee members:

- Lamar Mason (EOSARDA Director)
- Gloria Bateman
- Shirley Brown

OBJECTIVES

1. To raise awareness 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

PLANNED ACTIVITIES FOR 2022-2023

1. Organize and execute EOSARDA participation in International Plowing Match 2022: information booth and demonstrations
2. Organize/coordinate at least one regional promotional activity in late summer 2023
3. Organize an in-person (preferably) or zoom meeting of club publicity personnel to share ideas and identify needs
4. Examine the possibility of re-creating an EOSARDA demonstration group
5. Raise awareness among clubs of the available promotional materials on eodance.ca and other sites
6. Continue to research and explore public events where EOSARDA can participate, i.e. fall fairs, spring festivals, and work with local clubs for representation
7. Research the possibility of partnering with community colleges to become one of their 'personal interest' courses: requirements, funding, locations
8. Work with the Technical Committee to continue to enhance the New Dancer page and resource section
9. Provide clubs with information on potential social media options for club promotion and new dancer recruitment
10. Develop a PowerPoint presentation that can be used at demonstrations and promotional events
11. Develop a 'kit' to present to large businesses to promote square, round or line dancing as a potential 'team building' exercise or as part of their wellness program

Submitted by Lamar Mason

5.3.4 Club Liaison Group Work Plan 2022/2023

The key points of each portfolio are:

1. New Dancer Celebrations - the introduction of SSD into two of our clubs will impact on this program the most, primarily the anticipated increase in 'graduating/celebrating' new dancers. This increases the budget requirements - **see revised attached at the end of this document.**
2. New Dancer Recruitment Subsidy Program - with the increase in funds made available for 2022-2023 (to \$300/club), we anticipate more applications from the clubs. To date, one application has been received (& paid) and a second is 'in the mail'.
3. Dance Leader Training Subsidy Program- with the current low number of available Callers & Cuers in EOSARDA, this is the "challenge" for this program & why \$1500 has been set aside to recruit new leaders. More to come.
4. EOSARDA Dance Dangle Program - until such time that all clubs are active & dancers are again willing to 'visit' other clubs, this will be somewhat 'quiet'. It's anticipated that it will be early 2023 before dancers start to visit again. More to come.
5. Association Recognition of Major Anniversaries & Accomplishments - will also be a slow start as Clubs ramp up for the new season. More to come.
6. Scheduling Conflict Policy- really now just a 'monitoring' activity as dancing restarts & clubs start to plan for 'other' types of dances.
7. Square Time Publications - will only be available as an "online" version until such time as the Board decides otherwise.

Committee Chair: - Geoff Clarke *

Committee Members - Michelle Gravelle (new member)

- Sander Rosen (new member)

- Ron Gardner *

- Helen MacCallum

- Gerry Johnson *

- Gavin Curry * (new member)

* are also Board members, the others are our committee volunteers

New Dancer Celebrations Committee Primes: Michelle & Sander (Volunteers)

October – November 2022

1. Familiarize ourselves with the process. Currently 61 pins on hand \$3.50 each plus tax (past pricing). Need to purchase (100?) for 2023 season. Have a "*Welcome letter from EOSARDA President*" prepared & copies made in preparation for the New Dancer Celebrations in December of 2022. Consider specialty quality paper for the letter enhanced keepsake. This letter will also contain a cut-out coupon for free admission to the 2023 Frosty Fling and/or SSD event. (TBD)
2. Current letter size white envelopes in stock
3. In accordance with the Procedures Manual Section 10.1(b&c), clarify the criteria regarding who qualifies to receive these envelopes.

End of October 2022

1. Contact Registrar to get listing of Clubs registered and contact list.
2. Contact the Clubs to determine the number of dancers & the dates of their respective Celebration/Graduation. (Note 2 Clubs (Meri Square and Ottawa Dates Squares have SSD programs that complete in December anticipation of 50 dancers.
3. Prepare envelopes (containing the welcome letter) for distribution.

In early April 2022

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

Notes:

- July 2022 - Date Squares had 10 SSD dancers
 - Dec 2022 - Date Squares will have 23 SSD Dancers and Meri Squares will have 26 SSD
 - April/May 2019, there were 14 clubs having Celebrations as early as April 12th & as late as May 31st .
- Total of 109 dancers being celebrated)

COST (estimates)

- 100 NEW Society Pins @ \$3.50 ea. + \$50 shipping = \$ 450.00
 - 120 copies of letters on quality paper (tax incl) = \$ 54.00
 - Stationary & supplies (150 envelopes tax incl) = \$ 13.50
- Totals = \$ 517.50**

Notes:

- there may be further costs if a club requests that we mail the envelopes rather than a visitation (eg: Quinte Twirlers in 2019)
- Figures do not include any travel expenses associated with Club visitations by Directors (By-Laws - 2003 Administrative Guidelines - Directors Expenses)

REVENUES – None

****Chair Notation – Revised Budget requiring additional funds at end of this report**

New Dancer Recruitment Subsidies & Federation Recruitment Bursaries

Committee Prime Gavin Curry

Note by Committee Chair - the “prime” for this portfolio has been vacant due to the resignation of the incumbent. The new prime noted above has not assumed the role as yet, thus this work plan has been written by me & is a reflection of the tasks to be done and will very likely be amended by the incoming prime at a later time.

- October 2022 - All clubs have been made aware of this program via an EOSARDA e-Bulletin sent out to remind them of the funding available and how to apply.
- October thru to ?

a) **Subsidy Applications**

- \$ Receive and review in a timely manner applications for subsidies.
- \$ As necessary, work with applicants to ensure applications meet the program criteria.
- \$ Forward compliant applications to the Treasurer for payment.
- \$ Refer non-compliant applications to the Board with a recommendation for rejection.
- \$ Monitor & track approved submissions to ensure the overall budget remains on target.

b) **Federation Recruitment Bursary Applications**

- \$ Receive and review applications for Federation Bursaries.
- \$ As necessary, work with applicants to ensure applications meet the program criteria.
- \$ Forward compliant applications to Federation for consideration.
- \$ Advise the Board of non-compliant applications with a recommendation for rejection.

April/May 2023

- \$ Review Chapter 13 terms etc., for the 2023-2024 year & update as necessary.

Budget Impact

\$ Reimbursement of Club Expenses = \$4,500 <Max of \$300 per club.
TOTAL = \$4,500

Dance Leader Training Subsidies & Federation Bursaries

Committee Prime Ron Gardner

**** **Work Plan Pending** ****

Preliminary Portfolio Task List:

- \$ Ensure that all present and potential Dance Leaders are aware of the existence and scope of these programs, how to make applications and any deadlines that may apply.
- \$ Develop a new “campaign” in 2022-2023 to seek out potential new leaders (Callers, Cuers) within the Clubs that are willing to learn the craft & develop as “new” Callers &/or Cuers.
- \$ Ensure that Chapter 14 “Dance Leader Bursaries” of the Procedures Manual is up-dated as necessary.

Budget Impact:

Expenses to recruit New Dance Leaders = \$1,500
TOTAL = \$1,500

EOSARDA’s Dance Dangle Program

Committee Primes: Michelle & Sander (Volunteers)

Goal

To increase EOSARDA member knowledge of, and participation in Club Visit Rewards Programs. This can be accomplished, at least partially through the following action steps:

November 2022

- \$ Familiarize ourselves with Information Pages for member use on the EoDance website.
- \$ Procedures
- \$ Process for ordering dangles
- \$ Questions & Answers
- \$ EOSARDA/SVSRDA Programs Compared
- \$ Required Forms, easily downloaded
- \$ Contact Geoff for any questions
- \$ Will be contacting Bob Summers in these regards for any updates

November 2022 onwards.....

- \$ Review EOSARDA programs/processes for any revisions
- \$ Review Dangles presentation processes
- \$ Public presentation on a regular basis at an ongoing event (dance)
- \$ Generate more publicity out of the process, potentially increasing the chosen dance attendance? If we are successful in earlier items above, this should happen?
- \$ Other items will be identified as we work through the processes above.

Budget

- Current budget has \$85 available.
- At this time, there are 0 (zero) Dangles on hand
- In December will purchase 25 dangles to start off @ \$2.50 + tax each for an approx. \$71.00.

- However, if our 'promotion' program is successful, then additional dangles may need to be purchased. The current budget will permit us to purchase 30, so we'll have a 15 dangle buffer.

Association recognition of major anniversaries & accomplishments

Committee Prime: Helen MacCallum (Volunteer)

**** **Work Plan PENDING** ****

Preliminary Portfolio Task List:

- \$ Ensure that all clubs are aware of the existence and scope of this programs, how to make applications and any deadlines that may apply.
- \$ Write Chapter 11 “Recognition of Major Anniversaries and Accomplishments” of the Procedures and keep it up-dated as necessary.
- \$ Receive and review in a timely manner applications for Certificates of Achievement.
- \$ Confirm time and place of presentation with person making the request.
- \$ If appropriate request Federation and Society certificates from our Federation representatives.
- \$ Create certificate and print on suitable paper (parchment or photo stock).
- \$ Have Certificate signed by President of EOSARDA.
- \$ Ensure that a representative from the Board will be available to make the presentation.
- \$ Coordinate presentation ceremony with club and presenters from EOSARDA, Federation and Society if applicable.

Budget Impact:

General expenses = \$100.00

TOTAL = \$100.00

Scheduling Conflict Policy

Committee Prime: Geoff Clarke

NOTE: After a return to dancing following a 30+ month hiatus, currently there are few plans for the types of dances that could create a conflict of dates. Nonetheless, there will be some events that will occur and so, the task of monitoring will still occur although not to the extent of a normal dance year. The prime role of this portfolio is one of monitoring (the calendar) and assisting (the clubs) where required.

November 2022

- \$ I will issue a ‘reminder’ to all clubs regarding Chapter 26 “Scheduling Conflicts” to ensure that, should they decide to hold an event, a ‘conflict of dates’ is not created.

September 2022 to May 2023

- \$ Where necessary, assist the Webmaster (Bob Summers) & E-Bulletin publisher (Arlo Speer) in the application of this policy.
- \$ Bring any contentious issues to the Board for resolution.
- \$ Recommend to the Board any changes in the Scheduling Conflict Policy as appropriate.

Budget Impact: - NONE

Publication of EOSARDA Square Time Magazine

Committee Prime: Gerry Johnson

Overview:

- \$ As part of its communications activities, the Committee is responsible for the publications of Square Time.
- \$ Published Quarterly in both hard & soft copy, by the Association for the benefit of all its members & member Associations.
- \$ Hard copy is by paid subscription whereas the soft copy is available online through the Association website. (www.eosarda.ca)
- \$ Contents of Square Time includes such things as welcoming letters, articles, club news, dance flyers, advertisements & almost anything dance related, including text and pictures.

Budget Impact:

- \$ Printing Costs = \$700.00 < higher printing costs anticipated.
TOTAL = \$700.00

Work Plan:

- \$ Create a bulletin announcing the next Square Time deadline, likely October 31. The board decided to not create hard copy until the new year.
- \$ Touch base with our current printer to see what cost impacts will be going forward
- \$ Create editor's report
- \$ Get reports from publicity, swing into sprint, SVSRDA, letters, obits, etc.
- \$ Try to obtain club news from each active club, presidents report,
- \$ Put the package together to send to Bob Summers, likely for Nov 15th
- \$ Create bulletin announcing the availability of the new issue

I am working on two other projects.

- \$ Create a list of EOSARDA directors. This will not be completed this fall, but I will be sharing information with the board
- \$ create a list of the dance clubs that have been part of EOSARDA. This is also an ongoing project and I will be sharing information with the board

** Please remember that my health is an ongoing issue and I may have to bail.

Submitted by Geoff Clarke

5.3.5 Technology Committee Work Plan 2022/2023

Work as usual continues within EOSARDA's Technology Committee.

eoDance.ca website

\$	continue normal operation and maintenance of the site	\$ 0.00
\$	revise New Dancer Pages for viewing on small screens	\$ <250.00
\$	continue website hosting and domain registration	\$ 135.00

EOSARDA Bulletins

\$	continue normal operations	\$ 0.00
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Sound Equipment & Hearing Assist Equipment

\$	Sound Systems (2) - maintain our systems, as required	\$ 100.00
\$	Hearing Assist Systems (2) – at the meeting of the OACA on October 2 nd , the following motion was tabled:-	

MOVED/SECONDED - Summers/VenderMeulen

That due to the absence of any demand from our dancers, coupled with the vintage of the FM technology being used, the OACA recommends to the EOSARDA Board that the current Williams FM Hearing Assist systems should be disposed of and no longer used by the Association.**CARRIED.**

Jointly submitted to the 16 October 2022 Board Meeting by:

Geoff Clarke, Sound & Hearing Assist Equipment

Bob Summers, Webmaster

Arlo Speer, Chair and EOSARDA Bulletin Manager