



EOSARDA Special Board Meeting

Via Zoom

2:00 Sunday 24 May

Attendees:

Barb Englehart	Michelle Gravelle	Dave Hutchinson	Gerry Johnson
Lamar Mason	Bob Pitruniak	Arlo Speer	Mary Thurston
Dave Western			

Regrets: Shirley Brown Ron Gardner

1. Call to Order

1.1. Opening Remarks

Before we begin today's meeting let's take a little walk down Memory Lane.

In April of 2019 following the election of a Board of only 8 Directors for the upcoming Dance Year, Council of Dancers passed a resolution limiting the Board's activities for 2019/20 to five priority activities:

- \$ publishing Square Time
- \$ maintaining the Association's web site
- \$ distributing electronic Bulletins
- \$ maintaining our representation on the Ontario Square and Round Dance Federation Board
- \$ co-ordinating the annual club/dancer registration process

It was further agreed that the following programs would be suspended until such time as additional Board members could be recruited:

- \$ New Dancer Recruitment Subsidy Program
- \$ Dance Leader Bursary Program
- \$ Regional Dance program
- \$ Trillium Award nominations
- \$ Director attendance at New Dancer Celebrations
- \$ Club Visit Dangle program
- \$ recognition of major anniversaries and accomplishments
- \$ resolution of Scheduling Conflicts

As it happened, four additional Directors did come forward in May of that year and the Board resumed its normal functions for Dance Year 2019/2020.

For 2026/27 we have nine Directors but we also have a few non-Board volunteers to help with the workload. Nevertheless, there is a limit to the work that a small Board can undertake.

Over 90% of the things that our board usually does are discretionary in the sense that we are under no legal obligation to do them. Whether we run a program or not depends on whether we have sufficient human resources willing to do the associated work. With a smaller Board, there may be some programs that we will choose not to run this year.

For example:

\$ while Shirley has offered to take on Publicity Committee in addition to her other duties, the Board may decide not to offer a regional publicity program this year.

\$ the future of Dance Committee is uncertain. It will depend on whether we have a Committee Chair and enough willing people to carry what can be a pretty heavy workload.

The structure of this year's Board will be a function of the work that we choose (and choose not) to undertake and may not resemble our traditional Board structure. But who is responsible for what programs and who reports to who, needs to be clearly established.

The plan for this special board meeting is to decide what has to be done, what should be done, who is going to do it, and - perhaps more importantly - what is not going to be done.

2. Business Arising from Previous Meetings

2.1. Review of Standing Committees

Discussion focused on which programs and committees should continue given our smaller board size of nine directors.

2.1.1. **Dance Committee** Extensive discussion contrasted the importance (financial and otherwise) of EOSARDA-operated dances with our inability to attract a director to chair the Dance Committee. After considerable discussion, Dave Hutchinson agreed to chair the committee.

Michele Gravelle and Barbara McClellan have volunteered to serve on the committee.

Lamar offered to continue as a volunteer to store our refreshment supplies and make them available for dances.

2.1.2. **Club Liaison** was seen as operating programmes and activities that are central to EOSARDA's prime functions. This recognition, along with the absence of Shirley, the committee chair, left this committee and its activities unchanged, except for a decision later in the meeting to move Square Time to the newly-formed Communication and Technology Committee.

2.1.3. **Publicity** is a committee without a chair. Lamar Mason (the outgoing chair) recommended that an external publicity programme is not needed since clubs are managing their own marketing effectively.

MOTION: Hutchinson / Mason that the work of the Publicity Committee be paused for the 2026-2027 dance year with the impact of the pause to be reviewed after the coming dance year. **CARRIED**

2.1.4. **Technology** Discussion focused on whether this committee was primarily responsible for technological aspects of the software used by its members or for communication of information to EOSARDA members. It was noted that while the Technology Committee has responsibility for the website and EOSARDA Bulletins, Facebook and Square Time tasks rest with other committees.

MOTION: Mason / Johnson that the Technology Committee be renamed the Communication and Technology Committee, that the new committee keep the current responsibilities of the Technology Committee, and that responsibility for Facebook and Square Time become part of the new committee. **CARRIED**

Lamar Mason volunteered to handle Facebook responsibilities within the new structure.

2.2. Succession Planning and Record Keeping

The board recognised that succession planning was difficult, in part because of the board's low numbers and minimal turnover in membership from year to year.

Part X of Ontario's Not-for-Profit Corporations Act (ONCA) requires organizations to prepare and keep certain corporate records. We probably have (or can create) the required records. Arlo will work with Mary and Barb to ensure we have the required records and that we know their location.

2.3. OSRDF Representatives

Regional associations like EOSARDA can have 4 representatives on the board of the Ontario Square and Round Dance Federation. Currently, we have 3 representatives: Dave Western, Ron Gardner, and Arlo. Dave Western reported having approached some EOSARDA members but has been unable to find a 4th representative. There was discussion about the benefits of and need to have all 4 of our potential members but none of our directors agreed to assume the role and no other EOSARDA member was suggested.

2.4. The Publicity Committee has organized a CANVA tutorial for EOSARDA members via Zoom on June 2, 2026. Jean-Marc Robichaud has kindly offered to give it. So far there were 18 people registered at the time of this meeting.

3. New Business

3.1. Grandfathering dance dates in general and the Mississippi Melt
Deferred until the August meeting

3.2. Review Engagements (Financial reviews)

Ontario's *Not-for-Profit Corporations Act* (ONCA) makes provision for corporations to be audited or otherwise have their financial records reviewed (a "review engagement"). The Act also has provisions whereby corporations with annual revenue less than \$100,000 can formally choose not to conduct an audit or review engagement.

The board agreed to recommend to the members that EOSARDA not appoint a person to conduct a review engagement and not have a review engagement.

Dave Western will draft a motion to go before the next Council of Dancers meeting.

NOTE: To succeed, this motion will need to pass by at least 80% of the votes cast at the Council of Dancers meeting.

3.3. Summer Breezes Dance Event

Dave Hutchinson shared his opinion that EOSARDA should do more to promote the event. He stated his desire for the "Highlights" section of our website to provide information about the event and that we should issue weekly EOSARDA Bulletins to promote the event.

The Chair asked that our webmaster post an item prominently on the website and that we issue weekly EOSARDA bulletins about the event. He also suggested that additional attendance at the event by board members would be a good thing.

3.4. EOSARDA Ad for the Canadian National Convention in Penticton

At our 15 February 2026 meeting, the board confirmed an earlier e-mail decision to task the Publicity Committee with arranging an advertisement in the Convention Booklet for the 2026 National Convention in Penticton. The board asked that a draft of the advertisement be circulated to the board for review and comments before being submitted.

Lamar prepared a draft ad and circulated it electronically to members of the board for comment. When no negative comments were received, Dave Western authorized Lamar to submit the ad to the Convention Organizing Committee, which she did after giving directors one more chance to provide comments. None did.

One Director took exception to this decision and voiced disagreement with the process followed. The President took responsibility for his decision to submit the ad based on comments received electronically and apologized for any discontent this may have caused.

3.5. Board Committee Roles

Section 8.1 c) of EOSARDA's Procedures Manual, contains the expectation that directors sit on at least one of our standing committees.

Current committee roles:

- Shirley Brown – Club Liaison
- Barb Englehart – Executive
- Dave Hutchinson – Dance
- Gerry Johnson – Communication & Technology
- Arlo Speer – Executive and Communication & Technology
- Mary Thurston – Executive
- Dave Western – Executive

The Chair will contact Bob Pitruniak and Ron Gardner to confirm their committee roles.

4. Next Meeting

The 3rd Sunday of August – 16 August at 1:30