

**MINUTES OF THE
EOSARDA
BOARD OF DIRECTORS
MEETING HELD AT
Ottawa Citizen Building
Baxter Rd
Ottawa ON,
Submitted by Ronald Gardner**

At 1:30 pm on Sunday, September 21, 2014

In Attendance:

Dave Western	President
Bruce Warner	Treasurer
Ron Gardner	Secretary
Barbara Englehart	Registrar
Bill Ableson	Director - IT Committee Chair
Gavin Currie	Director
Charlene Gardner	Director
Andy Himberg-Larsen	Director
Mary Anne Reinhard	Director
Pierre Reinhard	Director - Dance Committee Chair
Jim Sawtell	Director RDTA Rep
Richard Sharman	Director – Club Liaison Co-Chair EP ???
Bob Summers	Director – Club Liaison Co-Chair / OACA Rep

Item	Discussion	Resp	Action/Info
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1.1 **Call to Order**

The President called the meeting to order at 1:30 pm.

1.2 **Regrets:**

Billi Langtry
Chuck Langtry
June Tripp

1.3 **Approval of Agenda** (Appendix A)

Accepted

2 **Approval of Minutes**

May Board Meeting - Ron Gardner/Dave Western

Some of the Board members did not receive a copy of the minutes. ~~The minutes will be read and accepted next meeting.~~ Ron will re-circulate them to all Directors for comments. They will be presented for approval at the October Board meeting.

Action: Send out minutes again, Review and accept next meeting Minutes Tabled.

3 **Opening Remarks** - Dave Western

Good afternoon and welcome to our first Board meeting of 2014/15.

I would like to extend a special welcome to Jim Sawtell who has agreed to be the new RDTA. Well, here we are at the start of another exciting dance year. Clubs are in the middle of their annual recruiting drives, dancers are busy shedding their summer rust and hopefully new dancers are flocking to the dance floors across the region, although only time will tell.

One of our first items of business today will be the re-organizing the Board in response to Nancy's unfortunate and unexpected resignation. Her dynamism and enthusiasm will be missed.

Last April, in addressing both the Board and Council of Dancers, it was said:

“There are three possible scenarios we may face [next Fall]. From best to worst they are:

1. Festival has made a significant profit for the Association, making money available for a serious recruiting effort over the next few years.
2. We have essentially broken-even and we are in no better or worse financial situation than we are
3. Festival has incurred a significant deficit and as a result our financial resources have been seriously depleted. (Possible but not probable.)

Whatever the outcome, the Board of Directors for 2014/15 will have to deal with it.”

Well we are now in that post-Festival world of which I spoke and today we will receive a preliminary financial report from the Festival Board and will begin discussing how we will deal with the results.

With that in mind, we will begin discussing Committee work plans this afternoon, particularly as they relate to expected expenditures and revenues. As per the Procedures Manual, the Treasurer needs this information in order to

- Prepare an Annual Operating Budget that includes all expected expenditures and revenues.
- The draft budget is prepared taking into account not only the Association's fixed expenses and revenues from such items as Annual Membership Dues, but also the estimated expenditures and revenues set out in the Standing Committee Work Plans as approved by the Board.
- The Treasurer presents an initial draft budget to the Board for its approval at the October Board
- If required, a revised draft budget may be submitted to the Board for its approval at the November Board Meeting.
- The Annual Operating Budget, as approved by the Board, is then presented to the Council of Dancers for approval at its November meeting.

We have a lot of work to do, so let's get to it.

4 Reports

4.1 Operations Committee

4.1.1 Resignation of Director and Board Reorganization - Dave Western

Nancy Morgan has had to resign from the Board due to Chris' ill health. This has left quite a large gap in the organization since she was wearing a number of hats.

Fortunately, several Directors have volunteered to step into the gap that Nancy's departure has left. This plus some other non-related events has led to a restructuring of the Board.

Since it is the Board's responsibility to appoint its officers, Committee Chairs etc I am presenting these proposed changes to the Board today for its approval. In light of these changes, we also need to confirm membership in the various standing committees.

Officers

President	Dave Western
Vice President Couple	Billi and Chuck Langtry
Registrar	Barbara Englehart
Treasurer	Bruce Warner
Co-Treasurer	Charlene Gardner
Secretary	Ron Gardner

Committees

Operations Committee

Chair	Dave Western
Members	Billi and Chuck Langtry Bruce Warner Ron Gardner Charlene Gardner Barbara Englehart

Dance Committee

Chair	Pierre Reinhard
Members	Gavin Currie Andy Himberg-Larsen Chuck and Billi Langtry Jim Sawtell Bob Summers Bruce Warner This committee also has several non-Board members

Promotions and Publicity

Chair	Dave Western (pro-tem)
Members	Ron Gardner

Club Liaison, Recognition and Awards

Co-Chairs	Bob Summers and Richard Sharman
Members	Charlene Gardner Ron Gardner Chuck and Billi Langtry Mary Anne Reinhard Pierre Reinhard June Tripp

Information Technology

Chair	Bill Ableson
Web Master	Bob Summers

Special Duties

Editor Square Time	Richard Sharman
Equipment Manager	Andy Himberg-Larsen
ST Invoice Manager	Mary Anne Reinhard

Representatives

OACA	Bob Summers
RDTA	Jim Sawtell
North-West Rep	Andy Himberg-Larsen
South-west Rep	Bob Summers
South-East Rep	Richard Sharman
SiS 2015 Rep	Andy Himberg-Larsen

4.1.2 Treasurer's Report = Bruce Warner / Charlene Gardner

Information available on request

Action: Charlene Gardner will be meeting with Bruce to take over Treasurer's position.

4.1.3 Registrar's Report - Barbara Englehart

Registration Packages for the 2014-2015 dance season were sent to all clubs and associations via e-mail on August 17, 2014. Some Clubs have reported they have not received them so packages have been resent.

To date, two (2) registrations with payment have been received for a total of \$16.00. The cheques have been handed over to the Treasurer for bank deposit.

A reminder e-mail will be sent out at the end of September .

Two clubs from Montreal (St. Lambert), QC have expressed interest in joining EOSARDA, A La Ronde and Purple Slippers. Registration packages were sent to them electronically, September 20, 2014.

Action: Registration Packages to be resent out

4.2 Dance Committee

4.2.1 Committee Report - Pierre Reinhart

Frosty Fling- February 7 2015 Mother Theresa High School, 2-4 pm

Caller: Andy Himberg-Larsen and Wendy VanderMeulen etc

4.2.2 Swing into Spring 2015 - Andy Himberg-Larsen

On Sept 6, 2014 the SiS committee met, Attended by Teresa McInnis, Helen McCallum, Don & Jean Clingen and myself.

SiS will be held at South Grenville High School in Prescott. Gyms A, B and C will used. A and C will be square dance and gym B will be round dance.

Callers for the event are Ted Lizott and Tim Marriner, Cuer is David Goss. All contracts are signed.

It has been decided that hiring local callers for workshops would save considerable moneys and thus, only Ted and Tim will do workshops.

The actual dance program has not yet been finalized.

A list of local hotels/ inns/B&B's will be provided at a later date.

The Saturday lunch will again be provided and may have to be pre-booked, so that we can ensure adequate food is available.

The Sunday brunch at the local Legion will also be held, again, tickets will be used for admittance.

4.3 P&P Committee - Dave Western

External Communications Project (Axiom)

Part A Aims and Objectives

To develop a comprehensive, effective, consistent and affordable external communications program for the Eastern Ontario region that will compliment the promotional activities of Member Clubs, with the aim of attracting new dancers to Square, Round and Line dancing across the region.

Part B Problem Definition

- \$ EOSARDA does not have a region-wide communications strategy
- \$ There is no way to measure the impact of those ads that are placed in local newspapers and magazines
- \$ We make no use of either TV or radio advertisements
- \$ While we have a significant Internet presence, there is no formal Internet Communications Policy or Protocol leaving us vulnerable in the event of the departure of a few key individuals.

Part C Background

- \$ Except for Dance Year 2013/14, the number of dancers registered with EOSARDA has been declining by about 10% per year.
- \$ A few Member Clubs are experiencing healthy growth in membership, but many clubs are experiencing difficulty recruiting new dancers from the non-dancing public.
- \$ Newspaper ads, where used, are club-specific, and do not cover the whole region.
- \$ The use of ads in periodicals has been sporadic and has not targeted younger people looking to learn to dance.

EOSARDA's Internet presence includes:

- \$ our web site - eodance.ca;
- \$ @squaretimed - on Twitter;
- \$ SquareTimeEditor - on Interest;

§ SquareTimeEd - on Reedit;
§ SquareTimeEditor - on Issuu; and
§ a huge presence as GrenvilleGremlins - on Facebook,
but postings on these sites is largely left to the discretion of a few individuals with no overarching policy or guidelines.

Dance_Ottawa was a good point of contact with people looking to learn to dance, but it is now shut down.

Part D **Possible Solutions**

Part E **Analysis**

Part F **Recommendations**

Action: Ron Gardner and Dave Western will work on this

4.4 Club Liaison Committee - Bob Summers / Richard Sharman

Upcoming Events:

Oct Anniversary Gypsy Squares

Sept - 40th Anniversary Harbor Lights

Subsidy applications should start coming in soon for approved by Club Liaison Committee. Once approved they will be sent to Treasurer for payment.

4.5 I.T. Committee Bill Ableson

No report - (~~Dog Ate it~~)

Looking at Centralizing Bob Summers is trying to create e-mail links on eodance that will automatically transfer e-mails to the appropriate Board member eg email address eg. _@eosorda.ca and _@eodance.ca

4.6 OACA - Bob Summers

No Report, Committee has not met yet.

4.7 RDTA - Jim Sawtell

RDTA has been the victim of some very big losses over the past year and a half.

-Bill Burton and his wife Kaye moved back to England.

-Due to health reasons, Daphne and Don Pearson closed their club "Rhapsody Rounds" and moved to London Ontario to be closer to family.

-Don Cowan has been in poor health since mid-June. He and his wife June have had to give up their club "Harmony Rounds".

-Gerry Sawtell could not return to teaching last September due to health reasons. That summer Gerry had a second knee replacement and was also suffering from Vertigo. Under those circumstances, she and her husband Jim felt that they could not continue instructing the "Round Tuit Dancers". Currently they cue and teach between squares at the TRACKERS PLUS Square Dance Club in Kanata twice a month.

Three clubs affiliated with RDTA remain. Each has submitted a report which follows:

REPORT FROM "TAKE-a-STEP ROUNDS":

Take-a-Step Rounds are extremely busy this dance season. Currently we teach in Carleton Place Monday evenings, Ottawa Thursday evenings and Cornwall Friday afternoons. The numbers are good at this time and we are having a great time.

Submitted by Jean and Don Clingin.

REPORT FROM "SHALL WE DANCE" (Montreal, Canada):

This will be the 3rd season that this club will continue operations.

A free "FUN NIGHT" is being held on Monday, September 22nd at the St. Philip's Church Hall in Montreal West. All ages are invited to put on their dancing shoes and try a few steps in Waltz and Cha Cha.

The 10-lesson package is only \$150 per couple and it includes instruction from a certified teacher plus there's a dance party every month so everyone can practice what they've learned.

Call 514-636-5065 for more info.

Submitted by Bill Cibula..

REPORT FROM "CAPITAL CAROUSELS"

We are off to a good start this season with many returning members to our club. In saying that though, we also have some members who due to illness have been unable to attend and may not be able to return. We also experience a growing reduction in numbers as many other clubs do.

One of our big projects this year, has been the introduction of beginner round dance lessons. John Charman and Wendy VanderMeulen, on behalf of Capital Carousels has agreed to put on a set of lessons for us this fall. Capital Carousels itself, will also be offering beginner rumba lessons later this fall as well.

In an effort to provide more opportunities for round dancers to dance at all levels, we will be sponsoring an open round dance on April 25, 2015. We will be having 2 halls of dancing-a 2-3 hall and a 3-5 hall. More details to follow.

Our Capital Caper event will be going ahead on Nov 14+15. A new addition this year will be one additional teach-giving us a total of 4 teaches. Steve and Irene Bradt will be the clinicians and will be doing all cueing duties that weekend. Submitted by Donna Stewart

4.8 Festival 2014 - Wendy VanderMeulen, General Chair presented by Dave Western

This is not the final report, but this is the one where - one final time - we get to say thank you to everyone who had anything to do with Festival 2014.

Obviously, the Board deserves a special thank you for putting up with me, meetings, and whatever stresses they all experienced since they joined the Board as long as 5 years ago!. I

have to admit that I don't know the levels of stress that each of them experienced within their duties, but I do know for a fact that Bob Pitruniak put up with a lot over the flooring! and Dave Western put up with a lot over the Vendors' Village. Kudos to them all for still appearing to be relatively normal after all that!

Which reminds me, I do have to mention how terribly pleased I am that the Board members are all still dancing and still friendly with each other. Historically, several convention Boards suffered such stresses and misunderstandings that some Board members never danced after their Convention and some wouldn't even speak to fellow board members afterwards. We had a very special Board, in my opinion!

Moving on to committees, I have to give a special mention to Helgi & Sharen Goodman and the Registration Committee. I really don't think I've ever seen a better organized registration set up. It went so smoothly it was awesome. Excellent job! That was a committee whose work everyone experienced because everyone had to go through Registration. Other people worked just as hard for months before Festival event started, but we didn't all see what they did, although we all benefited from one or more of them. Here are some of them.

- \$ Bob Forsyth and David Currie and the whole Village Squares club. They were the Welcoming Committee who worked very closely with Ottawa Tourism to help with signage, their tour desk, the delegate discounts, and other goodies in the registration kits.
- \$ Robert Lamarche was in charge of the campgrounds and shuttles from and to the OCC. Trust me, that was a lot of work! Robert also maintained the list of volunteers who ended out helping out during Festival (more on that later).
- \$ Peter Courdin was a late addition to the Facilities Team and was a great help to Bob Pitruniak as he took over the liaising with the Ottawa Convention Centre and allowed ob to focus on the flooring issues.
- \$ Lamar Mason and Lynn Legree worked hard in Hospitality, organizing the Solo Dinner on Wednesday night; the Canadian Society's Luncheon; and the Leaders' Reception and Lounge area - things many of you didn't even know were happening!
- \$ Pierre and MaryAnne Reinhard who were just fantastic in the Operations Centre - which was supposed to be an extension of the Leaders' Lounge but turned out to be the Hub of so much of the whole Festival!
- \$ Lauraine Smith, our Treasurer. She had to learn Simply Accounting on the job and was a big help to me, as I also had to assume the role of Finance Chair.
- \$ Bob Summers, who managed to organize 46 Callers in 6 different square dance halls and not come up with one conflict!
- \$ Ray Gotta, who managed to organize a very difficult Round Dance program with only 10 leaders in 2 halls.
- \$ Martha Summers who managed to put together what I think was a ver awesome Program Book!
- \$ John Charman, our Registrar who dealt with ever single registration that came in and managed to keep it all organized.
- \$ Anne Graham, Nancy Morgan and the Meri Squares for the wonderful job they did on Publicity.
- \$ Freda and Ted Moore and all the Seaway Valley folk who pitched in to help with the Heritage displays and to plan, organize and run the sewing room.

I wish I could take the time to mention every single person who helped by working on something leading up to the Event, but I just know I'd forget someone (I do that a lot, lately). But to ALL of these people - THANK YOU so much!!!

Finally, the people who helped during the 4 days of Festival - yes, Festival 2014 was officially 3 days, but there was also set up the day before and the Trail In Dance the night before. So many people gave up dance time to help us make sure that everyone had a great time overall. People helped:

- \$ setting up
 - \$ at registration
 - \$ at the Ottawa Tourism desk
 - \$ at the Ways & Means table
 - \$ in the Operations Centre
 - \$ in the dance halls as room monitors
 - \$ at the Trail-in dance selling tickets at the door
 - \$ organizing the Banner Parade and dancing on the Hill
 - \$ taking up the flooring at the end of the dancing

Then I also want to thank the Clubs who helped us, leading up to Festival, with their fundraising on our behalf. I have to mention them:

- \$ Swinging B's, Meri Squares, Riverside Gypsy Square, and Harbour Lites all held special dances, all profits of which went to Festival
- \$ **Trackers** and Sunshine Squares contributed proceeds of their \$100 draws to Festival
- \$ Village Squares not only absorbed the costs incurred by the Welcoming Committee, but also donated \$100 to Festival
- \$ Mississippi Squares also absorbed the costs incurred by the Registration Committee

I also know that many individuals on the Board and committees absorbed costs of organizing the Festival, not bothering to submit expense claims. And we even got a few random donations.

We are so grateful to every ONE and every CLUB who supported our effort in so many ways.

I want to close with some comments I got after the Festival was over. While still in the OCC, I got *so many* compliments from dancers on a job well done, and statements on how much fun everyone had. Afterwards, e-mails and Facebook messages continued to pour in. Here are a few:

- \$ Thank you from two first-time Festival attendees! We had a blast.
- \$ I am still beaming from the fun we had last week at the Square Dancing Festival. (I hope you can calm your brain now that you organized the most amazing Festival ever ...)
- \$ Kudos to a HUGE JOB WELL DONE. I thought The Festival was a roaring success.
- \$ Bob, Thank you for your scheduling. I thought you did an outstanding job with the programming, which can be a difficult and thankless job. Bravo!

- § I just wanted to thank you for taking on the Festival2014 and doing such a good job. We had fun ...
- § Please allow me to join others in thanking you for an excellent job in a very well run convention.

Enough one last time: **THANK YOU!!!!!!**

5 Old Business

5.1 Up-dating the Procedures Manual - Dave Western

Procedures Manual – Updates have been received for:

Chapter 3 - Annual Registration Process and

Chapter 20 - Dance Manual

Chapter 16 - Posting Information on Dance_Ottawa is to be deleted.

Dave will incorporate the changes into the Manual and will circulate for comments/approval.

Still outstanding are:

Up-dates to Chapter 7 “Maintaining EOSARDA’s not-for-profit status” - awaiting legislative developments

Chapter 11 Recognition of Major Anniversaries and Accomplishments - incomplete

Chapter 15 Posting Information on eodance.ca - incomplete

All Directors are requested to take a look at the Manual and advise Dave of any changes/additions/deletions that are required.

Dave also pointed out that many clubs seem to be unaware of the existence of the Manual and keep asking for information that is readily available. Mention will be made - once again - at Council of Dancers in November.

5.2 Trillium Awards - Dave Western

Trillium Awards 2014

All three of our Trillium Award nominations have been accepted by Federation and the nominees have been advised. They are:

Merit Award

Billi and Chuck Langtry

Rusty Saunders

Long Service Award

Bill and Marian Maitland

Dave will work with the clubs to determine when the awards can be presented.

6 New Business

6.1 Registration 2014/15 - Barb Engelhart

Deleted

6.2 Committee Work Plans for 2014/15 - Dave Western

Committee Chairs were reminded that committee work plan are required in order for the Treasurer to set an operational budget for the new dance year.

The IT Committee work plan was presented by Bob Summers (Appendix B)

Action: Committee Chairs Plans are required to be submitted to the Board for review prior to the October Board meeting.

6.3 Festival 2014 Deficit - Dave Western

Bank Balance	11,243.40
Expenses	14,008.18
Outstanding	(2,800.00)

Wendy has asked the board to take over this deficit and manage the collection, giving her a check to cover the \$2800 Deficit. Money will still be coming from US accounts and rebates from hotels. We would then have to go after Federation and Society for their portion of the Loss.

The Board decided it would loan the money to Festival 2014. It will be up to the Festival Board to manage the collection of any outstanding revenues, pay any outstanding accounts and obtain settlements from federations and Society .

The following motion was moved by Andy Himberg-Larsen and seconded by Bruce Warner:

It is moved that EOSARDA will provide a non-interest bearing loan in the amount of \$2,800.00 to Festival 2014, on the understanding that the Festival board will contact Society and Federation and arrange reimbursement of their portions of the deficit. Once all transactions are accounted for EOSARDA will provide compensation to Festival 2014 of its portion of the deficit.

The motion was carried unanimously.

Action:

**The Treasurer will provide Festival 2014 with a cheque in the amount of \$2,800.00
The President will advise the General Chair of Festival 2014 of this decision.**

6.4 Dance Demos - Dave Western

We have received a number of requests for dance demos. All such requests should be directed to Dave who will liaise with the Callers and/or Cuers association as appropriate. Dave will seek to reconstitute the EOSARDA Eagles once registration is complete.

Discussion: does this bring in more dancers. Discussion about timing of these demos is the most important thing.

6.5 Loss of Dance_Ottawa - Dave Western

Dave pointed out that the loss of Dance_Ottawa has left a void in our efforts to recruit new dancers.

6.6 Fall Fest / Alzheimer's dance - Pierre Rheinart

Fall Fest 2015: At the Nov 2013 COD, an informal vote for dropping Fall Fest 2014 and those of attendance voted in favour of dropping by 12 to 5. There was e-mail traffic between Gavin and Dave at the end of Nov 2013 suggesting to discuss and made a decision at the next board meeting Jan 2014. Looking at the Jan 2014 minutes I do not see any mention of this discussion or decision. However, we all know that Fall Fest 2014 has been cancelled. This being said, do we go ahead and start planning with Fall Fest 2015? At COD Apr 2014, it was mentioned that "if there is interest in having Fall Fest again in 2015, a decision will have to be made in Oct or Nov this year in order for the necessary planning to be undertaken." We should start thinking as a board should start thinking about and try to get feedback from the dance community.

Alzheimer's dance

The Grenville Gremlins have inherited the annual Alzheimer's dance following the demise of the two Brockville clubs. The Gremlins do not believe that they can manage such a major event and have asked if EOSARDA could either run it or re-purpose either Fall Fest or Frosty Fling to support the Alzheimer's society

After some discussion the Board decided not to accede to the Gremlin's request. However, Dave has sent a broadcast message to all clubs asking if any of them would be prepared to take on this event. Meri Squares has advised that it is considering the proposal.

6.7 Square Time - Richard Sharman

Richard asked if the subscription period for Square Time should be changed from a calendar year to a dance year because new dancers come in and don't get their first copy of Square Time until January.

Given the delay in obtaining new Square Time subscriptions and organizing distribution it was decided to retain the calendar year subscription period.

7 Other Business

Next meeting Oct 19 Ottawa Citizen building 1:30 pm