

# Meeting Record - EOSARDA Board Meeting

Sunday, June 11, 2017

1:30 - 4:00 pm

Pretty Street Community Centre

2 Pretty Street

Stittsville, Ottawa

## ATTENDEES:

Dave Currie	Gavin Currie	Marie Currie	Francois Demarais
Rene Dick	Robb Dunlop	Ann Davelaar	Barb Englehart
Bob Pitruniak	Jim Sawtell	Arlo Speer	Bob Summers
	June Tripp	Dave Western	

1. **Call to Order** - Dave Western
  - 1.1. Approval of agenda
    - 1.1.1. Accepted as presented
2. **Opening Remarks** (Appendix A) - Dave Western
3. **Previous Minutes**
  - 3.1. Approval of Minutes – 19 March Board Meeting - Arlo Speer
    - 3.1.1. **MOTION:** Anne Develar/Barb Englehart  
That the minutes be adopted as presented **CARRIED**
  - 3.2. Acceptance of Minutes – 09 April Council of Dancers - Arlo Speer
    - 3.2.1. **MOTION:** Gavin Currie/Bob Summers  
That the minutes be accepted as presented **CARRIED**
4. **Reports**
  - 4.1. Operations Committee
    - 4.1.1. Treasurer’s Report (Appendix B) - Charlene Gardner
    - 4.1.2. Registrar’s Report (Appendix C) - Barbara Englehart
  - 4.2. Dance Committee (Appendix D) - Barbara Englehart
  - 4.3. Publicity & Promotion Committee (Appendix E) - Dave Western
  - 4.4. Club Liaison Committee - Richard Sharman
    - Successes for the past year included:
      - transition to on-line Square Time publication
      - an alternative system for EOSARDA Bulletins
      - having EOSARDA representatives at year-end celebrations
      - providing new dancers with tickets to EOSARDA dances
  - 4.5. Information Technology Committee
    - Arlo, Bob and the webmaster from the Seaway Valley Square and Round Dance Association have established a process where by [EoDance.ca](http://EoDance.ca) can support Swing into Spring by hosting a webpage for the event.
  - 4.6. Ottawa Area Callers’ Association - Dave Currie
    - Following a successful 2016/2017 year, the association is preparing for the coming year.
  - 4.7. New Dancer Celebrations 2016 (Appendix F) - Ann Davelaar
  - 4.8. **MOTION:** Robb Dunlop/Gavin Currie  
That the reports be accepted as presented. **CARRIED**
5. **Business Arising from the Minutes**
6. **New Business**
  - 6.1. Election of Officers
    - 6.1.1. President
      - 6.1.1.1. Dave Western was nominated. Dave acclaimed as President
    - 6.1.2. Vice-President
      - 6.1.2.1. Ron Gardner was nominated. Ron acclaimed as Vice-President

- 6.1.3. Treasurer
  - 6.1.3.1. Bob Pitruniak was nominated. Bob was acclaimed as Treasurer
- 6.1.4. Registrar
  - 6.1.4.1. Barb Englehart was nominated. Barb was acclaimed as Registrar
- 6.1.5. Secretary
  - 6.1.5.1. Arlo Speer was nominated. Arlo indicated his willingness to serve, but stated his intention to be away from Ottawa for some of the winter period, making it impossible for him to attend all of the Board meetings in person. Arlo was acclaimed as Secretary and Robb Dunlop offered to fill in as a replacement should Arlo be unable to attend some of the meetings.

6.2. Committee Chairs and Membership

**Dance Committee – Barb Englehart**

Gavin Currie	Francois Demarais	Robb Dunlop
Jim Sawtell		June Tripp

**Publicity and Promotions Committee – Rene Dick**

Ann Davelaar	Dave Western
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**Club Liaison Recognition and Awards Committee – Ann Davelaar**

Rene Dick	Arlo Speer
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**Information Technology Committee – Bob Summers**

Ron Gardner	Arlo Speer
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**Representatives to Ontario Square and Round Dance Association**

Jim & Gerry Sawtell	Barb Englehart & June Tripp
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6.3. Board Composition

- 6.3.1. The Board expressed concern about the lack of representation on the Board from non-Ottawa area clubs.
- 6.3.2. Dave Western undertook to write to the Seaway Valley Square and Round Dance Association and other clubs asking them to seek volunteers to represent their interests on the Board.

6.4. Signing Authority

- Bob Pitruniak

6.4.1. **MOTION:** Bob Pitruniak / Bob Summers

That: (1) EOSARDA retain the Toronto Dominion Bank for our deposit accounts

(2) EOSARDA establish four signing officers:

- o President, Dave Western
- o Treasurer, Bob Pitruniak
- o Registrar, Barb Englehart
- o Director, Gavin Currie

(3) each cheque issued by EOSARDA requires the signature of any two of the above signing officers

(4) all previous signing authorities other than those listed above be revoked

**CARRIED**

6.4.2. Requirement for EOSARDA to file various financial statements

- 6.4.2.1. Bob Pitruniak will explore requirements not-for-profit organisations with respect to federal reporting. Bob will have the results of his research available for distribution with the material for the September meeting.

6.5. Training Bursary for Club Leaders

- Dave Western

- 6.5.1. EOSARDA currently has two subsidies programs in place, one for New Dancer Recruitment and one for Dance Leader Training. In both cases, the total amount to be paid out annually by the Association is capped at an established amount and applicants are reimburse 50% of qualified expenditures up to the maximum amount. Both of EOSARDA's subsidy programs are paralleled by similar programs offered by the Ontario Square and Round Dance Federation, which essentially means that those who qualify under both programs can recover up to 100% of their qualified expenditures.

- 6.5.2. As long-serving dancers retire from club leadership positions, we are witnessing the movement of new people into such positions. Many of these new club leaders lack training for their new responsibilities and

are eager to avail themselves of various training opportunities such as those offered by Volunteer Ottawa. Having better trained club leaders should lead to better run clubs, which in turn should enhance clubs' efforts to retain and recruit new dancers since better run clubs tend to deliver a better overall dance product.

- 6.5.3. We have received two applications for training subsidies from two members of the Swinging Bees who have recently attended one of the communications workshops offered by Volunteer Ottawa. In both cases the applicants are requesting reimbursement of 50% of the cost of attending the training session and both applications have been counter-signed by the Swinging B's Treasurer.
- 6.5.4. While we can deal with both these applications as one-off requests and approve or reject them on their own merits, there is no standing program in place to permit the Board to deal with such requests on an on-going basis. In addition to ruling on the two applications before us, the Board is asked to consider whether there is a need to establish a standing subsidy program for club leadership training and if there is such a need, what the parameters of such a program should be.
- 6.5.5. Discussion included consideration of:
- transient nature of club executives – members staying for short periods of time with replacements appearing for future years requiring repetitive subsidies for future executive members
  - the opportunity for EOSARDA to benefit from well-trained EOSARDA board members, not just club executive members
  - since the main work to support dancing and dancers happens at clubs; any subsidy should require club agreement and support
  - if we were to subsidise club members, one option would be to establish a fund from which subsidies would be paid, establishing a maximum yearly subsidy amount and the %age of total cost that to be subsidized
  - perhaps we could move forward with these two subsidy requests as an experiment to help us establish criteria for the creation of a more permanent policy on such subsidies
    - if we were to experiment this year with a limited number of subsidies, we should ask or evidence of how the training actually benefitted the individual or club to allow us to assess the results from the training.
- 6.5.6. **MOTION:** Bob Summers / Arlo Speer  
On an experimental basis, we approved the two applications received from Iris Swerdfeger and Carole Lauzon of the Swinging B's on the understanding that an assessment of the impact and benefits of attendance will be completed afterwards.

**CARRIED**

## 7. Other Business

### 7.1. Schedule of meetings for 2017/2018

- Ottawa Citizen Board Room, Baxter Road, Ottawa
- 13:00 to 16:00 on the Third Sunday of each Month, September through November and January through March:
  - 17 September
  - 15 October
  - 19 November
  - 21 January
  - 18 February
  - 18 March

### 7.2. Bob Pitruniak will book the Ottawa Citizen boardroom.

Meeting Record approved by motion 2.1 of Sunday 17 September 2017 meeting.

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Dave Western, President

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Arlo Speer, Secretary

## ***Appendix A – Chairman’s Opening Remarks***

To those of you returning to serve for another year on the EOSARDA Board of Directors, thank you. For those of you joining the Board for the first time, welcome and thank you too. I hope that you will all find your experience on the Board to be rewarding.

As we move into the 2017/18 Dance Year, it is more important than ever that we keep our efforts firmly focussed on our twin goals of New Dancer Recruitment and experienced Dancer retention. We have seen some significant victories in our attempts to stem the annual drop in the number of registered dancers, but overall our numbers continue to decrease. This is not sustainable over the long term.

Our work this year will be hampered somewhat by the reduced number of Directors on the Board. Efforts to attract new Board members have so far been unsuccessful, leaving us well short of the 20 Directors called for by the Constitution. If any of you know any suitable candidates willing to serve on the Board, please do your best to encourage them to join us.

Our main task to day is to organize the Board for the new dance year. To do so we need to elect an executive composed of a 5 Officers, ie President, Vice-President, Secretary, Treasurer and Registrar. Then we need to appoint Chairs to the 4 Standing Committees - Dance, Club Liaison, IT and Publicity (the Operations Committee is chaired by the new President).

Finally, we need to assign Directors to the other four Standing Committees. Traditionally, in assigning Directors to the Standing Committees:

- The President, Vice-President, Treasurer, Secretary and Registrar form the Operations Committee
- The Editor of Square Time and the Bulletins Coordinator sit on the Club Liaison Committee
- The OACA and RDTA reps sit on Dance Committee

All Directors are expected to serve on at least one Standing Committee, but may serve on more than one if they choose to do so.

We also need to deal with a two applications for training subsidies for Club leaders - something new for this Board. And we need finalize the agenda for Board meetings for the new dance year. So let’s get to work.

## ***Appendix B – Financial Statements***

Information available on request

## Appendix C – Registrar’s Report

	As of June 2017	As of June 2016	Difference June 2017 vs June 2016	New Dancers by Club (new to the activity)
NEW SQUARE DANCERS so far 115 are new to the activity	137	115	22	<i>Bay Waves</i> <i>Grenville Gremlins</i>
RETURNING SQUARE DANCERS	650	681	-31	<i>Harbour Lites</i> <i>Kanata Squares</i>
NEW ROUND DANCERS	10	10	10	<i>Limestone Dancers</i> <i>Meri Squares</i>
RETURNING ROUND DANCERS	51	58	-7	<i>Mississippi Squares</i> <i>Napanee Pioneers</i>
NEW LINE DANCERS	33	25	8	<i>Ottawa Date Squares</i> <i>Quinte Twirlers</i>
RETURNING LINE DANCERS	24	25	-1	<i>Stonebridge Squares</i> <i>Swinging B's</i>
<b>TOTAL TO DATE</b>	<b>905</b>	<b>914</b>	<b>-9</b>	<i>Swinging Swallows</i> <b>Total</b>
CUERS, CALLERS, LEADERS AND PARTNERS	22	27	-5	
<b>TOTAL MEMBERSHIP TO DATE</b>	<b>927</b>	<b>941</b>	<b>-14</b>	
TOTAL CLUBS TO DATE	30	30	0	
TOTAL ASSOCIATIONS TO DATE	3	4	-1	

**Note:** Numbers are based on registration information received at the beginning of the dance season and new members that joined up to the issue date of this report. Members that left the activity during the season are not reflected in the numbers.

ISSUED: June 11, 2017

## **Appendix D – Dance Committee Report**

### **FALL FEST 2017**

Dance Committee has applied for space at St. Matthew High School and is currently waiting on confirmation. It is not likely we will have this until September.

Date: October 22, 2017 (Sunday, 2:00-4:30 pm)

Placeholder for date on EoDance website.

Dance Committee needs to meet to discuss the details. Pies went over well last year so should be under consideration for 2017. The planning details need to be worked on over the summer.

Dance Committee is open to suggestions for clothing vendors.

Ribbons need to be ordered soon so that they can be sent out to all of the clubs in August so they are available for sale as soon as the new dance season begins.

Dance Leaders have yet to be booked.

### **FROSTY FLING 2018**

The Frosty Fling is scheduled for February 3, 2017 from 2:00-4:30 pm.

The application has been submitted to St. Patrick's High School.

Profit was less than Fall Fest due to lower ribbon prices, graduates from 2016 attending with coupons and higher expenses. There were 17 coupons submitted.

The expenses were higher for 2017, as the ribbons were mailed out to each club and the refreshments menu changed from cookies, tea and coffee to include sandwiches, after the price for the dance had been set.

2018 - Suggest raising the price of the dance to \$10 in advance and \$12 at the door- the same as Fall Fest however Dance Committee will need to meet to discuss details going forward.

Dance clothing was provided by TaggerWear, a custom dance clothing company with a great assortment of dance shoes for both square and round dancers. As a custom dance wear company, they are willing to make whatever style of clothing is required for both men and women. Any other suggestions for Dance Clothing vendors are welcome.

### **OTHER VENUES**

As it is getting more difficult to get commitments from schools for use of the facilities, perhaps it is time to take a serious look at other venues... community centers, out-of-town locations.

Please submit suggestions to Dance Committee.

## ***Appendix E – Promotion & Publicity Committee Report***

The Publicity Network continues to be a vibrant platform for inter-club exchanges of ideas on new dancer recruitment initiatives. As might be expected, the number of messages has decreased with the end of the dance year, but has not ceased completely. Last week we initiated a new dialogue on ideas for retaining experienced dancers. The ensuing discussion has not been as lively as the one on new dancer recruitment, but a number of good ideas have already been circulated. This dialogue should continue over the summer months.

I would also like to kick start a discussion on the Publicity Network the kind of assistance clubs want from EOSARDA as they move into the Fall Recruiting season. Currently, no funds have been allocated by the Association for this activity.

We have not been successful in our efforts to move our overall publicity program in the new direction that was suggested by the Publicity Committee and approved by the Board last fall. Hopefully this year's Publicity Committee will continue with this initiative.

Dave western  
Interim Chair  
Publicity and Promotions Committee



## ***Appendix F – 2017 New Dancer Celebrations Report***

According to the 2017 Ultimate Club Visit List, 95 packages were originally requested by 13 Eastern Ontario square dance clubs for their New Dancer Celebrations. The volunteer Directors, who delivered these packages, brought back 18, which remained unused due to various circumstances.

Subsequently, two further requests by clubs were filled and 7 of the returned packages were delivered, one order in person and the other by mail. Therefore in total 83 packages were handed out to new dancers this spring, leaving 12 unused packages out of the 95 which had been originally requested.

On hand, I have 38 pins (21 from 2016 and 12 from 2017 plus the 5 that were left over from the 100 which were originally ordered this year) and 38 EOSARDA brochures, which will be used to prepare the 2018 New Dancer Celebrations packages.

Many thanks to those Directors who generously volunteered to visit the relevant clubs this spring. I hope your trips were fun and memorable!

Ann Davelaar  
Club Liaison Commitee