

**Meeting Record -- Council of Dancers**

*Saturday, 28 April 2018*

*1:30 - 4:30 pm*

*St. Andrew's Presbyterian Church*

*425 Centre St. (at Dibble)*

*Prescott, Ontario*

**NOTE: This version of the meeting record is marked "DRAFT" because it is a preliminary version only, posted here to allow for member review in preparation for its acceptance or revision at the November 2018 Council of Dancers meeting.**

**Clubs Represented:**

Club	Represented by	
Adams Aces	Paul Adams	Judy Adams
Bay Waves	Charles Henderson	
Capital Carousels	Gavin Currie	Arlo Speer
Got Lines – Line Dance Club	Dave Western	
Ottawa Date Squares	Robb Dunlop	
Sunshine Squares	Diane Kearns	Jim Kearns
Swinging B's	Roger Frappier	
Swinging Swallows	Bill Shields	
Grenville Gremlins	Wayne Kerr	Peter Matthew
Harbour Lites	Gerald Casselman Regina Gerhard	Marlene Casselman
Limestone Dancers	Ray Hutchinson	Ivy Hutchinson
Meri Squares	Harold Hedley	Wendy McCracken

**Directors in Attendance:**

Gavin Currie

Ann Davelaar

June Tripp

François Demarais

Barb Englehart

Dave Western

Robb Dunlop

Arlo Speer

**1. Call to Order**

**1.1 Confirmation of a quorum**

There are currently 31 EOSARDA member clubs.

¼ of the member clubs (i.e., 8) is required for a Quorum.

11 clubs are present at today's meeting ... constituting a quorum.

- Dave Western

- Barbara Englehart

**2. Opening Remarks**

Attached as Appendix A

- Dave Western

**3. Amendments to and approval of the draft agenda**

- Dave Western

**MOTION:** Robb Dunlop/ Regina Gerhard that the agenda be accepted.

**CARRIED**

4. **Approval of Minutes 17 November 2017 Council of Dancers** - Arlo Speer  
**MOTION:** Arlo Speer / Peter Matthew that the meeting record of 17 November 2017 be accepted. **CARRIED**

5. **Reports**

- 5.1. Operations Committee  
 a) Financial statements Attached as Appendices B & C - Dave Western  
 b) Registrar's Report Attached as Appendix D - Barbara Englehart
- 5.2. Dance Committee  
 a) General Attached as Appendix E - Barbara Englehart  
 b) Swing into Spring Attached as Appendix F - Arlo Speer
- 5.3. Publicity & Promotion Committee No Report - Rene Dick
- 5.4. Club Liaison, Recognition and Awards - Ann Davelaar

- Attached as Appendix G
- 5.5. Information Technology Committee - Arlo Speer  
 Attached as Appendix H

- 5.6. Ottawa Area Callers' Association - Paul Adams  
 Paul Adams is the in-coming Chair of the association. Typically, the association meets 6 times per year with meeting time divided between association business and workshops, most of which are aimed at helping new callers. The association also workshops dance material that is not in common use in the area and introduces local callers to new equipment that might be of interest to them.

Ron Gardner and Luc Periard will be calling summer dancing for basic and mainstream dancers on the four Mondays in June at the Beaverbrook Centre in Kanata and also at occasional other times later in the summer.

Paul is also looking forward to sessions to help callers create new choreography.

- 5.7. Seaway Valley Square and Round Dance Association  
 Attached as Appendix I - Gerald & Marlene Casselman

- 5.8. Ontario Square and Round Dance Federation - Barbara Englehart

The Ontario Federation meeting was last weekend in Peterborough. Among other things, the Federation recognises the general decline in the number of dancers.

The Federation reviewed and approved requests for a number of caller bursaries.

Nominations for Trillium Awards have been received and will be decided upon during a summer meeting in London, in conjunction with Convention.

Any potential change in fees from the Canadian Square and Round Dance Society will be considered over the summer; any increase in Society fees can in turn impact Ontario Federation fees.

A question was asked relating to insurance provided by Federation. The insurance provided by Federation is Third-Party Liability insurance and not personal injury insurance. Further information can be obtained on-line at: <http://squaredance.on.ca/download/insurance-coverage/> and

Attached as Appendix J.

## 5.9. Acceptance of Reports

**MOTION:** Harold Hedley /Robb Dunlop ... that the reports be accepted as presented. **CARRIED**

## 6. Business Arising from the Minutes

### 6.1. Unregistered dancers

Item 5.1 from 19 November

- Dave Western / Arlo Speer

A report on unregistered dancers is attached as Appendix K.

**MOTION:** Arlo Speer / Gavin Currie ...

... that Article 2 of EOSARDA's By-Laws be amended by:

- i) - renumbering the existing Article 2 as Article 2(a)
- ii) - adding a new Article 2b to read:

*All dancers who attend the following events must be registered with EOSARDA:*

- *EOSARDA sponsored regional dances;*
- *EOSARDA Member Club sponsored Open Dances;*
- *Special club dance events and dance workshops sponsored by any EOSARDA Member Club; and*
- *Any EOSARDA Member Club's regular club dance.*

*Notwithstanding the foregoing, people attending Open Houses designed to recruit new dancers; dancers who drop into a club only one time; and visitors registered in another region are exempt from this provision.*

and

- iii) - adding a new Article 2(c) to read:

*It is the duty and responsibility of every EOSARDA Member Club to take all reasonable measures to ensure compliance with 2(b) above.*

**CARRIED**

Comments received:

- Given the misconception around what is covered by the insurance provided through EOSARDA (and possibly other misconceptions), it would be helpful if EOSARDA provided printed information about:
  - Where the \$8.00 registration fee goes,
  - What EOSARDA does with its share,
  - How EOSARDA does what it does.

## 6.2. Subsidy programme for new clubs

Item 7.6, 19 November

Volunteer Ottawa Membership

Deferred in the absence of a sponsor for the issue.

## 7. New Business

### 7.1. Future of Fall Fest

- Dave Western

The EOSARDA Board recommends cancellation of future Fall Fests.

**CONSENSUS:** Fall Fest 2018 will NOT be held; at the November Council of Dancers meeting we will revisit future Fall Fest dances.

Comments received:

- In the most recent format, Fall Fest did make a slight profit (approx. \$100)
- Overhead costs for refreshments and hall rental amounted to close to \$700, for a 2 ½ hour event
- Could EOSARDA cover the cost of hall rental if one or more local clubs were to sponsor the event – hall rental cost would be reimbursed to EOSARDA with the remainder of any profit going back to the sponsoring clubs?
- Could we get local callers and cuers to provide their services free of charge?
- Is there a better location than the east end of Ottawa, to allow dancers from outside of Ottawa to attend?
- Dancing with individual halls for multiple levels could attract more dancers.
- Do we need an EOSARDA-sponsored dance to give dancers an opportunity to dance – given the number of club-sponsored dances that are available.

### 7.2. Revised Budgetary cycle

- Dave Western

Budgets do five things:

- they provide spending and revenue targets for the Association
- they permit both Council and the Board to measure progress against these targets
- they provide policy guidance to the Board
- they provide program spending limits for the Board; and
- they provide designated Directors with specific spending authority.

For example;

- A budget could mandate the creation of a new subsidy program and allocate \$1,000 per year to that program.
- Having determined the criteria for receiving the subsidy, the Board would then determine who was responsible for ensuring that the criteria had been met
- Upon receipt of confirmation of compliance, the Treasurer would have the authority to pay the subsidy up to the limit specified in the budget
- Finally, through periodic financial reports, the extent to which the new program is being used can be measured.

It has been EOSARDA's practice to have both a Year-end Financial Report and a draft budget for the new dance year presented at the annual November meeting of the Council of Dancers.

This meant that the new dance year was already well underway before Council was able to review a proposed budget for that year. This in turn made it difficult for Council to provide the Board with any meaningful guidance in respect of the budget since many of the proposed expenditures had either already been made or were firmly committed to be made before Council was able to consider the new budget.

The budget process is being changed to improve Council's budget oversight.

The new budget process is:

- A year-to-date financial report detailing expenditures and revenues for the current dance year (in this case 2017/18) will be presented to the April Council. Since April is not the end of the Association's Fiscal Year, this is not the year-end financial report.
- A draft budget for the up-coming dance year (in this case Dance Year 2018/19) will be presented to the annual April meeting of Council for review and approval. Council will be able to make changes to the draft budget at this time prior to its being adopted.
- A formal Year-End Financial Report detailing all expenditures and revenues from the previous Dance Year (in this case 2017/18) and a Profit and Loss statement will be presented to Council at its annual November meeting.
- The Board of Directors may present proposed changes to the approved budget at the November Council of Dancers, but these changes will not take effect until and unless approved by Council.

7.3. Budget 2018/19

- Dave Western

Today the Board is presenting a draft budget for Dance Year 2018/19 and is seeking approval of this budget by Council. A copy of the draft budget was circulated by Bulletin about two weeks ago. However, in light of the latest

Financial Report as presented earlier this afternoon, the draft budget has been revised slightly to take into account the reduction in the projected deficit for the currently Fiscal Year. Copies of the revised Draft Budget were available on the table as you came in.

### **Planning Assumptions**

As with any budget forecast, this draft budget contains certain planning assumptions based on past experience and a best guess as to what the future may bring. These assumptions may or may not prove accurate. In this case the planning assumptions for next year are as follows:

- there will be no increase in EOSARDA registration fees for clubs, associations or dancers
- EOSARDA's revenues will be the same as this year
- with the following exceptions, expenditures will remain the same as this year.

### **Expenditure reductions**

The Board is proposing the following expenditure reductions:

- elimination of the Young Dancer Initiative
- cancellation of Fall Fest 2018

With these exceptions, the draft budget that we are presenting today is a status quo budget. It funds both of our subsidy programs at their current levels and retains a grant for the OACA.

Under this scenario we are projecting a shortfall of \$3,279.00 for Fiscal Year 2018/19. This will be funded by drawing down the Association's financial reserves.

In that regard, the Association began the current dance year with a financial reserve of \$26,675.82. If we assume that we will not be spending any money this year on the Young Dancer Initiative but are going to spend all of the money that has been allocated to all other line items in the budget - and we almost certainly will not - our cash reserve would be reduced to \$22,801.38 by the end of the current dance year.

Obviously, an annual decrease of this magnitude is not sustainable over the long run, since we would exhaust our financial reserves in approximately 7 years. However, there is nothing sacrosanct about the level of money we currently have in the bank. This money was raised to assist in the promotion and encouragement of square and round dancing and the Board believes that this is not the time to cut back our efforts in this regard. We think that it makes more sense to continue to invest in such things as New Dancer Recruitment and Dance Leader training.

**MOTION:** Roger Frappier // Diane Kearns ... that the draft budget attached as Appendix L be accepted as drafted.

**CARRIED**

## **8. Round Table**

- 8.1. How can we encourage more people to attend Council of Dancers meetings?
- 8.2. How can we encourage more people to join the EOSARDA board?

Deferred as minimal time remained for meaningful discussion.

## **9. Election of a new Board**

- Dave Western

- 9.1. Nominations by Board of Directors  
Gavin Currie, Anne Davelaar, Barb Englehart, Bob Pitruniak,  
Arlo Speer, Dave Western
- 9.2. Nominations at the Council of Dancers meeting  
June Tripp

**The Council of Dancers meeting declared these 7 people to be elected as the 2018/2019 EOSARDA Board of Directors.**

- 9.3. Members of the current Board identified significant difficulty in completing the various EOSARDA activities with only 7 members on the Board.

How could we get more members on the Board?

- Would clubs be prepared to identify one or two individuals from within the club to serve the EOSARDA Board?
- Could a small, sub-set of the Board handle most of the Board business with additional “participants” charged with specific tasks to expand?
- Could we restructure the organisation to allow for completion of necessary tasks? If so, we should review of the operation is needed at November 2018 Council of Dancers meeting.

**MOTION:** Paul Adams // Roger Frappier ... In light of the reduction in the number of Directors elected to the Board of Directors, Council has identified the following necessary functions that the Board is to carry out in the 2018/19 year: (a) publishing Square Time, (b) distributing EOSARDA Bulletins, (c) maintaining the eoDance.ca website, (d) registering dancers, and (e) representing EOSARDA at the Ontario Square and Round Dance Federation.

**CARRIED**

## **10. Other Business**

- 10.1. Date and Location of next Board meeting  
**Date:** Sunday 10 June  
**Location:** Ottawa Citizen Board Room, Baxter Road, Ottawa, Ontario
- 10.2. Date and location of next Council of Dancers  
**Date:** 18 November 2018  
**Location:** Ottawa Citizen Board Room, Baxter Road, Ottawa, Ontario

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## Appendix A: — Chairman's Opening Remarks

Good afternoon and welcome to the much-delayed April 2018 Council of Dancers and EOSARDA's 2018 Annual General Meeting. Fortunately, the weather has been a little more cooperative this week than it was last Sunday. I thank you all for taking the time out of your busy schedules to attend this re-scheduled meeting.

If any of you have not yet signed in, please do so now, and if you are representing a club, please make sure that the name of the club is clearly indicated. (PRINT legibly please, Arlo has to try and read it later.)

If you don't have one, a few copies of the agenda are available on the back table. You will also find copies of the amended Financial Report for 2017/18 (year-to-date) and a slightly amended draft budget for 2018/19.

We will take a fifteen-minute break around 2:45 at which time we will have tea/coffee and snacks. Please resume your seats promptly at the end of the break.

To enable this Council to make decisions and to elect a new Board, a quorum of 25% of Member Clubs is required. We currently have 30 clubs registered as Members of EOSARDA, so a quorum is 8 clubs. Madame Registrar, can you confirm that we have enough Member Clubs present to allow us to continue?

Under EOSARDA's Constitution and By-laws:

- Any registered dancer may attend and speak at the meeting,
- But only Club Representatives have a vote.
- Each registered club may have up to 2 representatives both of whom may vote on any issue before the Council.
- However, no individual Club Rep may vote more than once on any issue (you don't get two votes if you are the only rep from your club)
- Directors cannot vote unless they are also Club Reps.
- The Board is bound by any decision or direction issued by this Council.

When addressing Council, please keep in mind that you are not necessarily known to everyone in the hall. The Secretary in particular needs to know who you are and what club you represent. That way he will know who to blame when making up the Minutes and also who to contact if there are any questions about what was said. So, when addressing the meeting for the first time this afternoon, please clearly state your name and club affiliation before contributing to the discussion.

Those of you with prepared texts are asked to submit them to the Secretary electronically as soon as possible after the meeting.

This afternoon your Board of Directors will be reporting to you on the Board's activities over the course of the past year. We will also be sharing with you our plans for the next dance year.

Also, this afternoon you will be electing a new Board of Directors to lead your Association through the 2018/19 Dance Year. While a number of Directors have agreed to continue to serve on the Board for another year, for which I thank them most sincerely, six Board members have tendered their resignations.

Not returning next year are: Bob Summers, who will thankfully continue to be our Web Master, Rene Dick, who has agreed to continue editing Square Time, Robert Dunlop, Ron Gardiner, Jim Sawtell and June Tripp. I would like to thank all of them for their service to the Square and Round Dance movement, with particular thanks to Bob Summers, Jim Sawtell and June Tripp for their many years of service on the Board. All will be missed.

In this regard I would like to say a few words about EOSARDA.

When it comes to EOSARDA there is no “we” and “them”. As Pogo used to say, “We have met the enemy and he is us”.

This Association exists because its member clubs want it to exist. The programs that EOSARDA runs and the dances that it organizes are done at the request of and hopefully with the full support of our membership. This is your organization. EOSARDA does not exist to impose its will on its member clubs or to dictate how they operate. EOSARDA is neither a regulatory nor a governing body. Our task is to promote square and round dancing across Eastern Ontario and Western Quebec and to provide assistance to clubs as needed.

But if your association is to continue to fulfill the role that you want it to; if your association is to continue to support club efforts at recruitment and retention; to support the professional development of new Callers and Cuers; to recognize significant anniversaries; to organize regional dances; to publish Square Time; and to maintain a fully functioning web site we have to have a fully staffed Board of Directors.

The work is not hard, the time demands are not onerous. We are talking about attending 8 meetings a year and serving on at least one of the Association’s standing committees, most of which meet virtually rather than face-to-face, and we can look at other technological options if that will help. But this work cannot and will not get done unless there are people willing to do it.

Later this afternoon we are going to discuss ways to increase membership on your Board of Directors. This is not just an academic discussion, if we do not find ways to get more people on the Board, this organization is going to cease to function. Under our Constitution and By-Laws we are supposed to have a Board of approximately 20 Directors. Right now we only have 6 candidates for next year’s board, and that is both unacceptable and untenable. The Board simply cannot function with so few bodies.

If you want subsidy requests to be processed; anniversaries to be recognized; bulletins to be issued - we need more people on the Board.

If you want Frosty Fling to take place; if you want a dance dangle program to operate; and new dancers to be recognized - we need more people on the Board.

If you want to have future Councils of Dancers - we need more people on the Board.

None of these things can happen in a vacuum. They all require someone to make them happen and if we don’t get enough volunteers to form a functioning Board, they will not happen. It’s up to you.

## Appendix B: — Financial Report

This information has been omitted from the on-line version but is available upon request.

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## Appendix C: — Summary of Budget and Actual Expenses

This information has been omitted from the on-line version but is available upon request.

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## Appendix D: — Registrar’s Report

Mar. 2018

**NOTE: The numbers in this report represent the number of registered dancers.**

	As of	As of Apr. 2017	Difference April 2018 vs April 2017	New Dancers by Club (new to the activity)	
NEW SQUARE DANCERS	126	131	-5	Bay Waves	3
so far 105 are new to the activity				Grenville Gremlins	4
RETURNING SQUARE DANCERS	583	650	-67	Harbour Lites	7
				Kanata Squares	6
NEW ROUND DANCERS	2	11	-9	Limestone Dancers	6
				Meri Squares	18
RETURNING ROUND DANCERS	51	51	0	Mississippi Squares	9
				Napanee Pioneers	8
NEW LINE DANCERS	31	27	4	Ottawa Date Squares	10
				Quinte Twirlers	14
RETURNING LINE DANCERS	25	24	1	Saturday Squares	0
				Seaway Squares	0
<b>TOTAL TO DATE</b>	<b>818</b>	<b>894</b>	<b>-76</b>	Stone Bridge Squares	0
				Swinging Bs	12
<b>CUERS, CALLERS, LEADERS AND PARTNERS</b>	<b>27</b>	<b>22</b>		Swinging Swallows	8
New: Francois Desmarais & Ron Gardner				Village Squares	0
<b>TOTAL MEMBERSHIP TO DATE</b>	<b>845</b>	<b>916</b>	<b>-71</b>	<b>TOTAL</b>	<b>105</b>
<b>TOTAL CLUBS TO DATE</b>	<b>31</b>	<b>30</b>		<b>NOTE: New Club Registered:</b>	
<b>TOTAL ASSOCIATIONS TO DATE</b>	<b>3</b>	<b>3</b>		<b>Glengary Tartans</b>	

## Appendix E: — Dance Committee Report

### **FROSTY FLING 2018**

The Frosty Fling took place Saturday, February 3, 2018.

Callers: John Charman and Wendy VanderMeulen

Cuers: Jean & Don Clingin

Ribbons: \$10 in Advance - \$12.00 at the door.

Light refreshments were served ... Sweets & fruit, coffee & tea.

Taggerwear provided an assortment of dance clothing and shoes.

The dance was attended by 125 dancers represented by 16 Clubs and 1 association. The highest attendance was from Meri Squares (22) followed by Mississippi Squares (19) and Lockits (14)

Compared to 2017- 150 Dancers - 17 Clubs and 1 association.

Although the dance was successful, we need to look at how we can increase the numbers for 2019.

### **FALL FEST 2018**

The future of Fall Fest is to be determined at the Council of Dancers meeting.

Fall Fest 2017 was extremely disappointing with 96 dancers representing 16 clubs in attendance. This is especially so since Fall Fest 2016 was attended by 140 dancers and 20 clubs. It is interesting to note however, that the same number of pies were consumed.

Some feedback has been received as to what perhaps could have been done better which will be taken into consideration by the dance committee. The question is will those suggestions make a significant difference to the outcome? Council of Dancers to decide what should be done in terms of Fall Fest. Should EOSARDA keep trying?

## Appendix F: — Swing into Spring Report

The 2018 event will be held **04 – 06 May 2018** at the **South Grenville District High School in Prescott**. Callers will be **Jerry Jestin** and **Gary Winter**; round dancing will feature **Roy and Janet Williams**. *Swing into Spring* itself will end at noon on Sunday 06 May, leading into the Seaway Valley Square and Round Dancing Association’s annual Mother’s Day Dance in the afternoon.

The *Swing into Spring* organizing committee for 2018 consists of:

Gloria Bateman (Swingin Swallows)  
Teresa MacInnis (Swingin’ Bs)  
Arlo Speer (Capital Carousels)

Regina Gerhard (Harbour Lites)  
Maureen Speer (Capital Carousels)  
Wendy VanderMeulen (Charmin’ Promenaders)

As in past years, the 2018 weekend will begin Friday evening with easy rounds and basic, mainstream, and plus squares. Saturday morning and afternoon will feature a series of workshops that will expand dancers’ basic, mainstream and plus skills as well as introduce dancers to A1. Sunday morning will provide an opportunity for those not familiar with round dancing to be introduced to some introductory level round dancing to two different rhythms while square dancers can spend a bit of time working on their plus, A1, and A2 dancing.

For details and specifics about the 2018 programme, *Swing into Spring* continues to provide complete information about the event through our Facebook page at (<https://www.facebook.com/PrescottSIS/> ) and our webpage at ([http://www.eodance.ca/SIS\\_home\\_page.php](http://www.eodance.ca/SIS_home_page.php) or <http://www.svsrda.ca/links.html> )

In our November 2017 report, we identified three challenges that the *Swing into Spring* committee had seen as influencing our operation for the 2018 event:

- creating positive communication among the committee and its two sponsoring organizations, SVSRDA and EOSARDA,
- guidance for the operation of the *Swing into Spring* committee, and
- confirmation of the amount of monies accrued by *Swing into Spring* since 2015.

The *Swing into Spring* committee is pleased to report that committee work as well as co-operation among the two sponsoring organisations and the committee has resulted in the resolution of each of these challenges:

- From September of 2017, the current committee has been providing regular updates to both sponsoring organisations. These reports coincide with the timing of EOSARDA board meetings.
- In October of 2017, the three parties met and agreed to revisions to the “Aims and Objectives” document that had guided *Swing into Spring* committees for some years. Early in 2018, the three parties met again and agreed to replace the “Aims and Objectives” document with one that will reside in the procedures manuals of the two sponsoring organisations.

- At the start of *Swing into Spring*, the two sponsoring organisations agreed to jointly support the event financially. Since the 2015 event, *Swing into Spring* has enjoyed a profit each year; the SVSRDA bank account held the accrued funds. Upon reviewing the financial records from past years, the current committee had some question about the exact amount of the *Swing into Spring* surplus – an issue that has now been resolved through co-operative efforts on the part of the two sponsoring associations and the *Swing into Spring* committee. The surplus has now been transferred to the *Swing into Spring* committee and deposited into a bank account dedicated to *Swing into Spring*.

The joint work of the two sponsoring organisations and the *Swing into Spring* committee will leave future years' committees on solid footing with respect to policies relating to *Swing into Spring*, allowing future committees to operate with clearly articulated responsibilities and relationships among EOSARDA, SVSRDA, and the *Swing into Spring* committee.

With the 2018 event less than a month away, the *Swing into Spring* committee is now looking for local dancers to volunteer to assist with various tasks during the weekend. Sign-up sheets at this Council of Dancers meeting outline the tasks for which we are seeking help. Those sheets provide further information. We hope, as for past events, that SVSRDA, EOSARDA, local dancers and clubs will provide their assistance and help the committee provide a first-rate, high caliber square and round dance weekend.

Submitted on behalf of the *Swing into Spring* Committee by

Arlo Speer, Secretary  
*Swing into Spring* Committee  
28 April 2018



## Appendix G: — Club Liaison, Recognition and Awards Report

### Recognition and Awards

Francois Desmarais presented a Certificate to the SVSRDA Executive for the Association's 35<sup>th</sup> Anniversary at a special dance in Prescott on December 10, 2017.

David and Marie Currie presented Richard Sharman with a Trillium Merit Award in British Columbia during the Christmas holidays. Richard was quite touched by this honour, David reports. Photos of the event were sent to Dave Western, for publication in Square Time.

In February, 2018 our President, Dave Western, very kindly offered to do the paperwork for me concerning two Trillium Long Service Award Nominations of members from local clubs. These Nominations were then forwarded to the Ontario Square and Round Dance Federation.

As a follow-up to the March 19 Bulletin regarding notable upcoming club Anniversaries, a list will be maintained on an ongoing basis, as requests come in for EOSARDA's participation. The Board will consider these requests from time to time, as appropriate.

### EOSARDA Subsidies and Federation Recruitment Bursaries

Six EOSARDA Subsidies were awarded in 2017 for a total of \$1,135.32 out of a possible \$2,000. This means slightly more than 50% of the available funds were expended by EOSARDA in 2017. The following clubs and amounts were involved:

Grenville Gremlins	\$ 76.27
Meri Squares	\$192.94
Mississippi Squares	\$250.00
Napanee Pioneers	\$151.67
Swinging Bs	\$214.44
Swinging Swallows	\$250.00

Due to unforeseen circumstances, including vacations, adverse weather and miscommunications, the files from the six clubs which applied for a Federation Recruitment Bursary were unavoidably delayed in reaching Gerry and Jim Sawtell, Federation Directors responsible for Professional Development. However, this delivery was accomplished at the January 2018 Board meeting.

Federation Recruitment Bursary decisions will be made known after the April 2018 Federation Meeting.

### Club Visit Dangle Program

Several Dance Dangle Applications were inadvertently omitted from the List of Dance Dangles ordered last fall. Following an investigation, the overlooked dangles were ordered.

Five dangles, 3 Gold and 2 Silver, were handed to a Mississippi Squares Club representative at Frosty Fling on Saturday, February 3, for distribution. One Gold dangle was also given at that time to the Ottawa Date Squares. This brings the total of dangles for 2016-2017 to 30, that is, 25 Gold and 5 Silver.

Harbour Lites	9
Meri Squares	1
Mississippi Squares	14
Ottawa Date Squares	1
Swinging Bs	3
Village Squares	<u>2</u>
Total	30

A Bulletin regarding 2017-2018 Dance Dangle Applications was sent out on March 12. So starting now, those dancers who have already completed their Applications could send me their forms, either electronically or by snail-mail. Those intending to add Swing into Spring to their Application, can submit their forms later. However, the sooner the better, so you won't forget to do it, even though you have until August 30.

I will draw up and maintain a list, as well as copies of the Applications and relevant emails as time goes forward. In the Fall, gold and silver dance dangles will be ordered and distributed.

### **New Dancer Celebrations**

In February, a Club Letter was emailed to determine the total number of new dancers registered by the relevant clubs since September, 2017 including January Registration and possible Open Houses. Another Club Letter asked for detailed plans, such as date, time, venue, etc., concerning New Dancer Celebrations. Lists were drawn up to facilitate the work involved in Club Visits.

One hundred CSRDS pins were ordered and received from the Society Treasurer, who is located in British Columbia.

Because Fall Fest was cancelled, the Board authorized me to create a free ticket for only Frosty Fling 2019, for distribution to all New Dancers completing the 2017-2018 dance year.

On an optimistic note, this year the Mississippi Squares are including 6 New Round Dancers in their Year-End Celebration. A very good sign, don't you agree?

In March, the 2018 Final New Dancer Club Visit List was circulated to all Board Directors, who then chose the clubs they wanted to visit. At the Board Meeting, packages for New Dancer "graduates" were distributed and relevant oral instructions were also given. A summary of these Instructions was subsequently emailed to the six Visiting Directors. Club visits will take place in April and May. A summary of Written Reports from Visiting Directors will follow.

Ann Davelaar

## Appendix H: — Information Technology Committee

### **Size of submitted files**

Those who submit files (e.g., flyers for events) that are to be used on the [eoDance.ca](http://eoDance.ca) website Calendar or sent as a Bulletin need to be aware of the size of their files. These files should be compressed or optimized to reduce their size. Information on the "Submit an Event" page on the [eoDance.ca](http://eoDance.ca) website provides more information. This has been in effect for many months now and the response has been great.

### **High School Page**

A new page has been added to the website describing high schools that have a square dance program for their students. Please let the webmaster know of any other schools that have (or have had) such a program.

### **Only one page for Square Time**

Square Time has been consolidated into one single page and menus adjusted accordingly. For many years, Square Time had a page for publication dates, background info, etc. Later, a separate page was added later to accommodate the online issues. Now all information is on the same page.

### **Website Temporarily Closed to Changes**

The website will be closed to changes from 10 April until the 24 April. Arrangements have been made to post the latest Square Time that will be issued in this period.

### **Committee Page**

A new page and associated menu items have been created to list:

- Information about EOSARDA Standing Committees, and
- A listing of the committees and the members of each.

### **Event Cancellation Notice**

Swinging B's had to cancel their Valentines dance due to the forecast of freezing rain. Cancellation notice was put on the [eoDance.ca](http://eoDance.ca) Calendar and on the front page in the morning as soon as the decision to cancel was made. This "notice file" for the front page of the website now serves as a pattern that can be modified for any future event cancellations.

If a club event could be subject to weather cancellations, the club should

- a) include a note on the flyer to check the website in case of bad weather, and
- b) make sure the webmaster is on standby to make such a change on short notice.

You can use email ahead of time to check on the availability of the webmaster for that day -- but be sure to use the telephone, not email, to ensure the event-cancelled notice is posted promptly.

### **EOSARDA Bulletins**

Since the last Council of Dancers meeting, 68 EOSARDA Bulletins have been sent to members of our distribution list. The number of Bulletin recipients has varied over that period from a low of 108 to the current high of 115.

Most Bulletins are sent out within hours of receipt of the request: 35% are sent on the day the request is received and 25% are sent the day following receipt of request. While the Bulletin manager is away from Ottawa (with restricted Internet access) in a limited number of cases, the response time has been as long as 3 days for a Bulletin to be issued.

The percentage of recipients who open an individual Bulletin varies from a low of 48% to a high of 72%. While it would great if everyone opened every Bulletin, the industry average open rate is just under 17%. Considerably more of our messages get opened when compared with other users of mass e-mail advertising.

Those submitting materials for an EOSARDA Bulletin should keep the open rate in mind and create a subject line that is likely to attract the attention of recipients and encourage them to open the message to read more.

More people who submit materials are asking for a reminder message to be sent closer to the event's date. The ability to schedule messages for future distribution is a feature that is available -- it may be beneficial to many of those submitting bulletins!

# Appendix I: — Seaway Valley Square and Round Dance Association

Meeting March 24th, 2018

Our meeting was well attended by representation from all clubs except for 2 clubs. There are 59 new square dancers and 10 new round dancers.

## DANCERS THIS YEAR:

SKIRTS & FLIRTS	6	
MISSISSIPPI SQUARES	8	10 ROUND DANCERS
HARBOUR LITES	5	
SWINGING B'S	8	
GRENVILLE GREMLINS	6	
MERI SQUARES	7	
LIMESTONES	4	
NAPANEE PIONEERS	7	
QUINTY TWIRLERS	8	

We have the Glengarry Tartans as new member to SVSRDA. Seaway Squares has folded in January 2018.

The association will present to Harold Moore at the Mother's Day dance, a certificate honouring him for 30 years of calling.

Harbour Lites will hold summer dances on Wednesday nights during June, mid-July, and Mid-August.

GERALD & MARLENE CASSELMAN,  
PRESIDENT COUPLE  
SVSRDA

## Appendix J: — Third-Party Liability Insurance Information

(Taken 02 May 2018 from: <http://squaredance.on.ca/download/insurance-q-a/> )

### THIRD PARTY LIABILITY INSURANCE

#### What is Third Party Liability Insurance?

Third Party Liability Insurance is provided as a benefit of membership in the Canadian Square & Round Dance Society. The insurance is to protect members from claims by a third party for: Bodily injury, death, or damage to property.

The first party is comprised of the members of dance organizations that make up the Society. We are called the "insured".

The second party is the insuring company, which most likely is referred to as the "insurer".

The Third party" means someone else outside our dancing organization or the insurance company with whom we deal. Typically, it is the corporate or individual owner of a hall or a building or other facility which we use for dancing or dance related activities. It could also mean some person or organization we deal with to buy something, or obtain some service from, or provide some service to.

One important point when considering the third party liability insurance is that it is business insurance, and the Society's insurance policy is a standard Non Profit business policy. At first glance, it may appear that we do not fit easily into this type of insurance, but we do. What is our business? Our business is dancing. We tend to treat it as a hobby or recreation, but take the viewpoint that we dance for money and that we spend a lot of time practicing (weekly dances) in order to perform publicly (demos) to sell our product (dancing for fun, health, recreation, etc.).

#### Cross Liability:

We have, as well, "cross liability" included in our insurance policies so that someone within the square and round dance movement can take legal action against someone else within the movement.

### THE INSURANCE POLICY

#### WHAT TO DO IN THE EVENT OF AN INCIDENT

In the event of an incident, members should render first aid and assistance as considered practical in the situation. If warranted, emergency services should be contacted. At the first available opportunity, notification should be given by phone to the person handling the membership duties of the Federation/Association. It should be followed up in writing providing the details of the incident as follows:

- a. How, when, and where the occurrence took place;
- b. The names and addresses of any injured persons, and of witnesses;

This written report must be sent to both the CSRDS Membership Chair and the insurance company's account manager.

In the event a claim is made or action brought against a member, the member must:

- a. Provide prompt notification to the Society's membership person of demands, notices, summonses, or legal papers received in connection with the claim or action;
- b. Authorize for the insurance company to obtain necessary records and information; and, c. Co-operate with the investigation and assist with the settlement.

Generally, members should render all reasonable assistance possible for the protection of life and property. Then, at the first available opportunity, make notes of what happened. Notes greatly assist in any resulting legal inquiry.

The best guide for the notes are: "who", "where", "what", "when", "why", and "how".

#### What to Expect in a Legal Process

The legal process is called "litigation" and although it sounds complicated, it is usually straight forward. We are lucky that square and round dancing is a safe activity. We have had national and provincial insurance in place since 1978 and have had very few cases that involved insurance.

However, there have been, such as:

Walking into a glass window; Falling off a ladder while decorating a hall; Falling off a float in a parade; and, Slipping and falling while dancing. Even though we are a "safe" activity, accidents do happen. That is why we are insured. And we get our insurance at such a low rate because we are a low risk activity.

The legal process is sure, but slow. Someone claims that someone else is responsible for something and demands damages. Both sides hire lawyers. Most of the time out of court settlement is made as this is the quickest method for all concerned. There have been cases in square dancing when the insurer paid for some minor breakage, rather than go through the legal proceedings.

For a large claim, there will be a "discovery" prior to any trial when evidence is given and each side weighs its chances. Settlements often occur here. If no settlement is reached, the case goes to trial. It takes at least one year for even minor cases to go to court. If there are appeals, then it drags on and on. If you follow Supreme Court decisions, they are usually giving a judgment on something that occurred five or more years ago.

Legal fees are also a consideration here. Lawyers bill by the hour. However, if you have liability insurance, then the insuring company covers all the costs. It still takes time, but at least we are not personally liable to pay the bills.

## FREQUENTLY ASKED QUESTIONS ABOUT INSURANCE

### WHAT IS LIABILITY INSURANCE?

For CSRDS we need insurance to prove to a hall that we are solvent and in case we damage the hall. The hall wants to know that it can get \$\$\$ from our insurance policy.

### DOES CSRDS INSURANCE PROTECT ME IN THE USA?

Yes, BUT actions brought against our members must be brought in a Canadian court.

### ARE NEW DANCERS INSURED BY THE POLICY?

Not if they are not registered and have not paid the requisite fees. In order to be insured you have to have paid for insurance and obtained a membership number.

Information on protecting the hall you use

What can and should be done by dancers and those organizing a dance?

- Dancers: Carry your soft-soled dancing shoes into the dance and put them on inside;
- Do not wear your dancing shoes outside - they can get sand & stones imbedded in them;
- Dance Organizers: Be sure your club or group has a copy of the Society Certificate of Insurance. Publicize all dance events indicating that soft-soled shoes are required and that footwear worn outside is not allowed on dance floors.
- Arrange for floor mats outside halls to help gather sand from hallways before dancers enter halls. These also help prevent the floor wax from the hall being tracked around the rest of the facility (perhaps reducing cleaning costs).
- Arrange to have brooms/mops and dust pans available for your use from the hall owner; Sweep the floors before dancing to remove any sand and debris left by those using the facility before your event. Sweep the floor during the dance, if the sound of grit and dirt is noticed while dancing.
- Check that all dancers are wearing the proper footwear on the dance floor and ask those not complying to make changes or leave the facility. Some clubs have large size woolen work socks to cover shoes that are in doubt and help clean up the facilities after dancing, especially sweeping the floors. This provides a chance to check that the floors are the same as when you came in.

- Cloggers should make sure the building owner/manager knows that their shoes have taps on them as certain floors are more susceptible to damage from taps. If the owner/manager does O.K. your usage of the facility, get it in writing. Check taps daily for loose nails & sharp edges.

If requested, make the school or other facility aware of your insurance coverage; and if necessary show them a copy of the Certificate; show and tell the facility owners about the dance shoe requirements in the ads; show facility owners the kinds of footwear that are worn.

No Street Shoes Please:

Carry Your Dancing Shoes in to the Dance Schools and owners of various facilities are becoming increasingly concerned about scratches and damage to wood and other floors of their gyms and other rooms from such activities as square and round dancing. This is now more than preventing black scuffmarks on the floor. Repairs and refinishing of floors are expensive. Footwear worn outside will have sand and stones, and in the winter, salt, imbedded in the soles that will mark and scratch a floor in no time. Yes, even running shoes worn outside can have stones and sand imbedded in them that will mark floors! Failure to take proper action and prevent damage to floors can result in claims for damage repairs and lawsuits. These repairs, lawsuits and legal costs can be very expensive and can result in increased insurance costs.

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Happy dancing on shiny scratch-free floors with satisfied hall owners!  
Eric McCormack  
6 Harmony Rd.  
Grand Bay-Westfield, NB E5K 1P8  
(506) 738-2161 [Ericmcc@nbnet.nb.ca](mailto:Ericmcc@nbnet.nb.ca)  
Chair, Membership, CSRDS

Disclaimer:

This information is intended only as a guide for dancers and club executives to help provide information regarding third party liability insurance.

The information was considered correct at the time of publication.

This information is made available by the CSRDS to members and other interested parties on the clear understanding that neither the Society, its Board of Directors, or its staff can be held responsible for the consequences arising from the use of this information.

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## Appendix K: — Report on Unregistered Dancers

Over the course of the past dance year, concerns were raised that some dancers in our region might not be registered with EOSARDA. Consequently, we initiated a review of our registration data which raised a number of concerns. Acting on this information I approached the persons in question with a view to determining whether our concerns were well founded. In some cases, they were not and we were able to correct our records, but in a relatively few cases the dancers in question were not registered. All have promised to correct this situation and I know that some registrations have already been received.

In the course of our investigation into this matter, questions were raised about whether there is an obligation on the part of dancers to pay the annual registration fee and if there is, who is responsible for ensuring compliance with this requirement.

A review of practices across the region indicates that most of our clubs do a pretty good job of ensuring that those who dance with them on a regular basis are registered either with that club or another club. This is usually done via two simple question along the lines of:

“Is this your home club” and “If not, what is your home club?”

However, this is not a universal practice. A few clubs place the onus on dancers to voluntarily indicate that they are not registered. Not all do.

The Association’s Constitution and By-laws provide for the establishment of fees or dues, it is my opinion that such fees are mandatory and that it is the responsibility of our Member clubs to take appropriate measures to encourage compliance with this requirement.

To further clarify the situation a draft Motion amending the By-laws was drafted and circulated to the Board last week. Further to suggestions from some Directors, the wording of the draft Motion was amended slightly. However, there were no objections to the thrust of the Motion. Consequently, Council support for the Motion will be sought this afternoon.

## Appendix L: — Budget 2018/19

This information has been omitted from the on-line version but is available upon request.

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