

Meeting Minutes - **Slave Lake Dance Creations Society**

October 23, 2022

Location: Dance Studio

Meeting Type: Executive

Board members in attendance: Karlene Ching, Sable Seppola, Jennifer Hansen, Julie Hunt, April Garon, Tara Maitland, Lisa Knutson, Chelsea Saluk, Melissa Baxter(SC)

Board members absent: Mikia Wilgenbusch, Karen Dana

Agenda Items:

1. **Call to order:** Meeting called to order at 6:05 by Julie.
2. **Adoption of last meeting minutes:** Sable motions to adopt the September 18, 2022 minutes, Lisa 2nds.
3. **Discussion Topics:**
 - a. **Google docs update**
 - i. All Board members now have access to the shared doc, Karlene will make a tab for Bylaw and Rules and Regulation items to consider when updating before the AGM.
 - ii. We will not delete any cells in the shared document, instead put a strikethrough if they have dropped the class.
 - iii. Whoever makes changes on Jackrabbit regarding Enrollments, Drops and Transfers must also promptly add the change to the 'dancer changes' tab so that everyone can make the necessary changes to their respective tabs and information.
 - iv. All instructors now have their own dancecreations email for jackrabbit and board contact purposes. We will plan to have more regular staff meetings with instructors and one or two board members who may have info relating to what is currently happening in the studio. The plan is still to have info from instructors going out to parents through emails vs the previous texts and messenger.
 - b. **Props budget**
 - i. Tara shared the prop ideas that have been brought forth to her so far. We discussed giving a yearly prop budget that the instructors can then discuss and figure out together.

- ii. Items that are purchased for the dancer to keep and take home are part of costuming, Items that are purchased and kept by the studio to be used for future years are props.
- iii. Melissa motions that we allow a \$600 max budget to be used for hand held props and/or large props for a group per year. Sable 2nds.

c. Holiday studio plans

- i. Halloween:
 - 1. Do not schedule dance classes on Halloween for future years.
 - 2. For this year we do have classes scheduled. Survey that was sent out came back saying very few dancers will be attending classes. Jen will talk to Reanna and make a set plan for that day.
- ii. Christmas:
 - 1. X-Mas scavenger hunt - Sable will create an event and share on the family page. Tara has lists and ideas she will share. We will post a hunt clue or task and people can post their photos under the specific task. This will run for the first two week of December.
 - 2. We would like to do something with Vanderwell Lodge and Points West again, possibly long term care as well. Julie will reach out to the recreation directors to see if we can set something up.
 - 3. Studio Christmas party - We would like to plan a studio party, Chelsea brought forth the idea of having a card making station at the party. We can later deliver these cards to our community members.
 - a. Party is booked for Sunday December 4th, 2022. Details TBA.
 - 4. Ideas - possibly have a food bank drive, look into having our dancers help within the community with wrapping/delivering gifts (Chelsea will talk to Marcia)

d. Scholarships/Prizes **TABLED**

- i. Discussion about fundraising and some incentives we can offer. We will try to see if any companies would like to help with some small gifts. Some examples are cookies, gift cards.
- ii. Top fundraiser from each fundraiser will receive a prize and the top two fundraisers from each will get their names put into a draw for a large draw at the end of the dance season.

e. Travel meeting

- i. Advertise travel meeting for potential 2024 trip.
- ii. Thursday November, 17th, 2022 - 7:00 PM - @Dance Studio
- iii. Jen will gather some ideas for potential trips and share with Julie to prepare for the meeting.
- iv. No specifics at this time, age of dancer may be dependent on which trip is chosen. Parents please come even if it's just out of curiosity.

f. Extra routine procedure update

- i. At the end of this season we can send out a google form/questionnaire to gather interest from dancers' families early. The parents and dancers can discuss the info together, then respond. We want to make sure to ask for a preferred budget and include options for preferred genres as well.

g. Ice melt and snow removal plans

- i. Julie will reach out to the Town regarding snow removal ASAP so that we will have a plan in place.
- ii. We will ask on the facebook group and possibly community discussion to see if any parents have equipment and are willing to help with snow removal.
- iii. Karlene motions to purchase 2 buckets of ice melt from Chelsea Saluk for Southshore Preschool Fundraiser for \$30/pail and also purchase a second shovel. Sable 2nds.

4. Director Updates:

a. Studio:

- i. Instructors are now able to update Jackrabbit (Parent Portal) to have the dancers' music and you tube links of updated practice videos.
- ii. Attendance being done in Jackrabbit is working great, parents can easily go into their parent portal and input absences.

b. Fundraising:

- i. 37 families took part in the In-Dey-Go fundraiser. The studio brought in \$850. Cookie dough is arriving ~~November~~ October 27th.
- ii. Bacon fundraiser is currently going on, we need to sell 100 cases to get free shipping. The cases come with two separate 5.5 lb packages, so people can purchase together and easily split the product.
- iii. Purdys starts on November 7th.

c. Costume/Apparel:

- i. Tara started doing measurements last week and will continue with the hopes of having them all done this week.
- ii. About half of the costume choices are selected. Tara is needing choices for all groups ASAP. Costumes in clearance are selling out fast.
- iii. Tara is creating an order form for team jackets that will be out soon.

d. Performance:

- i. April will be working with Reanna to fill out festival registrations this year.
- ii. Photos are set for April 29/30 weekend. Exact details will be out soon.
- iii. April will connect with Bill regarding recital videography options. Parents seem to like the DVD option more than digital files.

e. Treasurer Report:

- i. September - Incoming: \$23,240.63 Expenses: \$13,132.99

f. Registration:

- i. Costume deposits are all posted, and were due by October 15th. Some still have not been paid.
- ii. Festival fees will be posted in the next two weeks, they are due by November 30th.

g. Communications:

- i. Sable has group photos from the photographer and will print to put into the plaques.

h. Vice-President: Nothing to report

i. Secretary: Nothing to report

j. President:

- i. Julie needs the signed financials from Mikia, Alyssa and Rachael.
- ii. Application for the Emes/Lukan Memorial has been completed and submitted.
- iii. Currently creating the sign up genius for Solo/Duet/Trio practice. Sign up will be from now until December and a new one will come out after Christmas for January to May.

5. Round Table:

- a. Melissa shared that Hip Hop went really well on zoom.
- b. We will use the black box for fundraisers and the silver box for fees.
- c. Fundraising and volunteer time is per family, not per dancer.

6. Next meeting: Sunday November, 20 2022 @ 6PM

7. Adjournment of meeting: meeting adjourned by Julie at 9:10 PM.