

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

November 21st, 2021

Location: Dance Studio

Meeting Type: Executive

Board members in attendance: Julie Hunt, Karlene Ching, Karen Dana, Sable Seppola, Jennifer Hansen, Tara Maitland, Alyssa McSweyn, Rachael Bellerose

Board members absent: Mikia Wilgenbusch

Agenda Items:

1) Call to Order: at 6:10 pm by Julie.

2) Adoptions: Karen motions to adopt the November 21st, 2021 minutes, Rachael 2nds, all in favor.

3) Action Items:

a) Tap Class Update:

i) Students have all confirmed to continue for festivals, Jonathan has music picked out and is working on choreography, costumes will be created, not ordered from a costume catalog.

b) Parent Watch days:

i) December 13-16, January 17-20, February 14-17, March 14-17, April 11-14

ii) We will ask instructors to keep zoom on for the entirety of classes during Watch Week, because some parents will be logging in after dropping dancers off.

c) Volunteering to help with classes:

i) Parents volunteering to help run classes will go towards their time commitment

ii) If classes need to be cancelled due to a teacher not being able to attend, and non parents from a specific group can volunteer we will reach out to the board before cancelling.

d) REP:

i) We will send out a reminder regarding Masks, they need to be worn in the lobby by all dancers. They can be off in the studio during class.

ii) Dance Rage festival in Camrose has let us know that their facility wont allow a negative test, because it's a part of a University they will only allow fully vaccinated people to enter.

iii) Survey will be sent out to parents asking about Vaccinations and how this will affect their family.

iv) We will hold off on implementing REP for now.

- e) RAD Exams: Tech Issues & Examiner
 - i) Wednesday December 8th.
 - ii) Karen motions that we will reimburse Jennifer Hansen for her cost of fuel to be in Slave Lake and time spent running the exams on December 8th. Rachael 2nds, all in favor.
- f) Communication
 - i) Jen will always be the contact person with instructors so any emails or issues with class or instructors will be forwarded to Jen and she will respond and report to the board when necessary.
 - ii) Performance Director position still open, if we cannot fill it we will need to designate jobs out to the board.
- g) Studio Fees and Rentals
 - i) Julie will be the contact person for rentals and organizing extra studio time.
 - (1) Board is all in favor of offering the studio space free of charge to extra numbers to practice.
 - (2) Make a schedule for dancers to use the studio for extra numbers.
 - (3) Jen will share the studio calendar with Julie and send a list of all extra numbers.
 - (4) Capacity, masks and social distancing if the studio is rented.
 - (5) Ask renter about liability insurance
 - (6) Short Term Rental Agreement for meetings, workshops, fitness classes. (Cleaning Fee)(Stereo equipment off limits)
 - (7) Studio A- \$30, Studio B- \$25
 - (8) A board member will have to open and close the studio.

4) Studio Update:

- a) Needing an extra long USB cord for Monday for RAD Exams.
- b) Difference in credits for Dance Rage festival, Jen is still waiting for confirmation.
- c) Microphone on the floor works better for tap and also turning on the original sound on zoom helps.
- d) Christmas Party - Jen will communicate info to instructors, Sable will make a poll on facebook for RSVP's to be able to order supplies.
 - i) December 12th, 2021 Sunday
 - ii) Sledding, Skating, Hot Chocolate and Doughnuts
 - iii) 1-3 pm at Schurter Park
- e) Christmas Spirit Week -
 - i) Holiday Sweater Competition the last week of dance, Dec 13-17th, wear your Holiday attire to class.

5) Sub-Committee Reports:

- a) **Registration Director** - What will we do for missing Fees? Step 1: Phone call, Step 2: Emails to parents, Step 3: Send a statement home with dancers. Step 4: Unfortunately dancers cannot attend classes until the account is up to date.
- b) **Vice-President** - What will we do for missing Sign off forms, Volunteer and Family commitment cheques. Step 1: Phone call, Step 2: Emails to parents, Step 3: Send a note home with dancers. Step 4: Unfortunately dancers cannot attend classes until something is worked out with the board. (Are they choosing to opt out? If so they can send an e-transfer with the funds to opt out)
- c) **Costumes and Apparel** - approx \$120 per jacket for accelerated dancers (34 accelerated dance Jackets covered by the donation from The Ice Breaker) The board has agreed to cover the cost of a hoodie approx \$50 for every performance dancer from fundraising money, 35 performance dancers) Performance dancers can order a jacket, but will have to pay full price. Family apparel will be available in January.
- d) **Fundraising** - Alyssa has looked into and applied to a couple grants. We need a cash box, Mikia will pick it up. Market door donations along with the \$200 donation brought in \$479.30. Branch Engraving donated a couple wooden ornaments which we can use for giveaways or idea a possible fundraiser for next year.
 - i) Bake sale- Dec 17 & 18, FB event page will be created.
 - ii) Purdys- sitting at \$313 profit
- e) **Treasurer** - Julie read out financial report. Waiting to make a final decision on switching banks due to bank fees.
- f) **Performance** - Karlene looked at all the info, we are pre-registered for all festivals. Jen will help when it comes time to start filling out forms.

6) Next meeting: 3:30 PM on Sunday December 12th, 2021 @ studio B

7) Adjournment of meeting: Meeting adjourned by Julie at 8:50 PM