

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

October 24th, 2021

Location: Dance Studio

Meeting Type: Executive

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

Board members absent: Rachael Bellerose

Agenda Items:

- 1) **Call to Order:** at 6:07pm by Julie.
- 2) **Adoptions:** Alyssa motions to adopt the October 7th, 2021 minutes, Tara 2nds, all in favor.
- 3) **Performance Director Resignation:** Chelsea Saluk has given her notice of resignation, Sable has sent out an email and posted on our family page looking to fill the open position for the rest of the year.
- 4) **Special Resolution - Bylaws:** We had to remove the mission statement, objectives, open door policy and the code of conduct from the bylaws. They still stand but instead will be included with our studio handbook. Mikia motions to approve and adopt the amended bylaws, Karlene 2nds. All in favor
- 5) **Action Items:**
 - a) **Cleaning Position:** the position has been filled. Sable motions to accept Karlene and Mikayla Ching as the studio cleaners twice a week for approx 1 hour per day at \$15/hr.
 - b) **Tap Class Update:** **TABLED** Jen is going to reach out to all tap students to see how things are going with the online structure, as well as confirm if the adults would like to take part in festivals this year.
 - c) **Parent Watch Days:**
 - i) Option 1: With the regulations as they are today we can have 30% capacity (14 people) in the lobby, everyone masked and social distancing. Only 1 parent per dancer would be able to attend if it's in the studio. One director would have to be in attendance for extra cleaning. We will discuss this option more in the coming months.
 - ii) Option 2: to have parents log on to zoom on certain days. Every 3rd week, parents can log in on zoom in parent portal to watch, they must have their

camera off and be muted. Julie will double check with all instructors before we move ahead with this. This option should start in November.

6) Studio update:

- a) Entandem - Mikia motions that we will accept the cost of licensing for the remainder of 2021 and the full year of 2022. Cost of \$200 for SOCAN and \$50 for Re:Sound until December 2021. Tara 2nds, all in favor.
 - i) \$200 for SOCAN and \$70 for Re:Sound Jan-Dec 2022.
- b) Jen is proposing that the instructors work with the dancers on some team building in the next few weeks.
 - i) We all agree this is a great idea.
 - ii) Let's ask parents to go over the code of conduct with their dancers.
 - iii) All dancers must have their sign off sheets signed and handed in by Nov. 1st. We will contact families of unsigned forms this week. If still not signed after the 1st, dancers won't be able to go into the studio until they sign it.
- c) 4 week Sessions will be advertised ASAP. There will be 3 sessions.
- d) Georgina will be here to start Musical Theater routine on Saturday January 8th evening and daytime Sunday January 9th. We also need to book a hotel room and contact soloists who will need to book time with her.
- e) Madison started her extra numbers last Friday. Utilizing PD days.
- f) Jodi will be starting her extra numbers in January, hoping to get them done Fridays and Saturdays.
- g) ACRO exams, Jodi will do 4 extra exam preps in November. It is a virtual exam to be held around December 3rd, 2021. Two dancers in level 5 will be taking exams and have been contacted and parents have confirmed.
- h) Jodi has scheduled her makeup classes for Nov. 12 and Nov. 26. We notified Jen that Nov 12 is not a PD day, it is part of November break/holiday and attendance may be low. She will talk to Jodi and let us know if anything changes.
- i) No news on RAD exams, awaiting date. RAD class schedule is to learn new material on Monday, review new material and additional focuses Wednesday, go over everything on Friday practices. Unless they don't have Friday classes then they go over everything on Wednesday.

7) Sub-Committee Reports:

a) Treasurer's Report:

- i) We've received approx \$3500 in cookie dough orders. \$9357.27 going out this week for rent, wages and RAD fees.
- ii) Looked into the bank fees. Incoming e-transfers are costing us .92 per e-transfer. They are telling us they cannot change this. We need to look into other bank options and bring that back to them.

b) Performance Director:

- i) Mikia will block rooms for festivals and inquire about a coaches room.

c) Fundraising Director:

- i) In-Dey-Go Fundraiser sitting at 163 items, we need 198 items for free shipping otherwise we will have to pay \$1 per box. Also you have to buy full boxes, they do not mix and match. 6 tubs per box for cookie dough and 4 for buns. We will have to buy additional tubs to get a full box and we will sell them when they arrive.
- ii) Purdys running in November
- iii) December 17/18th is the Christmas market, Chelsea and Melissa have brought up the idea of doing a bake sale/baking trays. They also said that if the need is there to do covid check ins they would gladly have us help with that.
- iv) Alyssa will look into the restrictions on food/bake sales.
- v) A parent had offered to run a Tiber River fundraiser and donate the 20% profit.
- vi) FlipGive, has been cashed out \$84.82 will be coming to the studio mailbox.
- vii) Best Western card has been applied for, Mikia will hold onto it as she will be paying for hotels.
- viii) Emailed Alimos regarding local nonprofits application, currently doing up the application for the Emes/Lukan Memorial Society. Look into the WalMart grant. Looking to allocate towards next year's RAD examination fees, a new mirror, guest instructor / workshop.

d) Vice-President:

- i) Some families have completed their time commitment. Karen will contact those families and let them know that their cheque will be ripped up and disposed of.

e) Costumes/Apparel Director:

- i) Sizing is almost completed, only 9 dancers left to measure for costumes.
- ii) We have almost enough character shoes for all dancers taking RAD exams. We are short an 8.5 and 9.5 character shoe then everyone will have a pair to barrow for Exams. Tara will price them out, we've decided that if we need to buy one or two pairs of character shoes a year to have a full set we would like to do that and we can allocate fundraising to this. Karlene motions that we will purchase the size 8.5 and 9.5 character shoes. Karen 2nds, all in favor.
- iii) Skirts can be washed in a machine gently, hang to dry and iron if needed.
- iv) Meeting with Teagan to see clothing. Prices are very reasonable, for hoodies, t-shirts etc...
- v) Waiting for a jacket design from Aspire Athletics. Slim, Loose and Bomber styles available.

f) Communication Director:

- i) Will double check any e-transfers sent to the old email.
- ii) Putting application in for the Community features.
- iii) Approval to clean up the family facebook page, we can remove old posts that are no longer relevant or past events.

g) Registrations Director:

- i) Facebook family page members will be cleaned up.
- ii) Dancer list needs updated, some tiny dancers have not been attending classes or paid.
- iii) Unpaid dancer fees- start with touching base with them to make sure they haven't accidentally sent the payments to the old email and inform them of what they owe and that late balances will have a late fee after Nov. 2nd.
- iv) If help is needed to make collection calls, Alyssa and Julie have offered to help.
- v) Jackrabbit- Planning to delete any dancer who is not active after October 31st, because we are being charged for 101-250 dancers when we only have about 80.
- vi) A monthly updated contact list to be shared on a spreadsheet with all directors going forward. Every director needs contact info for the families, but we will only contact a parent if it's regarding your job description. Info is to be kept confidential and sent from your dancecreations email.

h) Other:

- i) **Jackrabbit:** Rachael, Sable and Mikia and Jen have full access moving forward. Policies need to be removed, we will add them for the month of September next year and then remove them.
- ii) **DOTM:** Brooklyn will choose 2 dancers a month, Jodi and Madison will choose 1 dancer each per month. That is 32 dancers in total / 4 dancers per month.
- iii) **Team Snap:** Had a meeting with Team snap, the cost is \$499USD/ year that is for up to 75 dancers, which he said they would give us that rate because we are so close to the number with only 80 dancers. This includes everything, (Communication, making teams, payments, scheduling and much more) but there are extra costs for accepting payments etc.. Since we already have Jackrabbit set up, is this something we want to pursue? Not at this time.
- iv) **Team App:** A free app that you can set up different teams as an administrator, you can customize, share info, scheduling and communication should be streamlined. We will try this as an executive and see if it's something we want to pursue.
- v) **Live to Dance:** Solo/Duet/Trio - Solo session and master class scheduled to be held March 26th-27th, 2022. More info to follow.
- vi) **Christmas Party and Parade:** We will discuss this more before our next meeting. Parade date will be Friday, November 19th during moonlight madness.

8) Next meeting: 6PM on Sunday November 21st, 2021 @ studio B

9) Adjournment of meeting: Meeting adjourned by Julie at 8:39 PM