

Meeting Minutes -
Slave Lake Dance Creations Society
September 24, 2023

Location: Dance Studio

Meeting Type: Executive

Board members in attendance: Karlene Ching, Sable Seppola, Rachael Bellerose, Karen Dana, Julie Hunt, Tara Maitland, Chelsea Saluk, Veronica Ching, Reanna Maitland

Board members absent: April Garon

Agenda Items:

1. **Call to order:** Meeting called to order at 6:05 by Julie.
2. **Adoption of last meeting minutes:** Veronica motions to adopt the August 22nd, 2023 minutes, Karen 2nds.
3. **Discussion Topics:**
 - a. **Action List**
 - i. We are still needing to bring in an electrician to install the new lights and move old ones around.
 - ii. Brent currently has the financials and is doing the audit, then it will get passed onto Veronica.
 - iii. Rach has sent an email to ATB regarding a credit card, she is still waiting for a response.
 - b. **Live to Dance**
 - i. Live to Dance was missed on the original festival invoices, Veronica will get those sent out asap, with a deadline to pay of December 31st, 2023.
 - c. **Donation Allocation**
 - i. We received a donation of \$1000 from the Petroleum Association. We have decided to use the funds to purchase cubbies for the main lobby so studio B users have a place to put their belongings. Also towards supplies to build 2 change stalls in the storage room.
 - ii. Sable motions to use the donation to purchase cubbies for the studio and supplies to build change stalls. Rachael 2nds. All in favor.
4. **Director Updates:**
 - a. **Studio:**
 - i. The first couple weeks of dance have gone well. There have been a few changes to the schedule and some classes. Reanna is making sure all dancers

are placed in the correct levels. Some dancers have been asked to take build up classes. These decisions are made by the Artistic Director in conjunction with the instructors. Dancers will not be billed for these classes.

- ii. We have some wonderful student teacher volunteers. Blake Maitland, Chelsia Baxter, Mikayla Ching, Sydney Emes and Madison Hunt.
- iii. A reminder email will be sent out regarding dance attire, which should be arriving soon.
- iv. Parent watch weeks have been planned, an email will be sent out soon with dates and times. October is meant to be more of a welcome to dance intro and February will be used to show dances and share info regarding dress rehearsal, hair, makeup etc...Instructors will be staggered so that parents can see all dancers. Studio A will be used for the parent watches.
- v. Georginas classes went very well.
- vi. Kara is coming next weekend, Friday through Sunday.
- vii. There is a slight conflict with Inter 2/ Advanced Hip Hop and Ballet, Jade has very limited times she can teach her classes, so it's been decided that Reanna will push her ballet class back 30 minutes on the days there is Hip Hop in October and November. An email will go out to all Inter 2/Advanced families.
- viii. Extra number cleaning: There will be one day each month set for cleaning Hip Hop, Lyrical and Musical Theater. Reanna and Jodi will each run 3 classes. Dates have been set for October 30th and November 26th, more dates to come.
- ix. Newsletter: We will do a monthly newsletter, everyone must have their info shared with Sable by the 20th of each month and the newsletter will come out the first week of each month.
- x. 1820 Convention: If our studio has 10 dancers registered we can have one instructor attend for free. This will be offered to Jodi, Reanna will type up an offer letter for Jodi with all the information. Hotel is \$169/night and there is a lunch buffet for \$25 available to anyone attending the convention. This hotel rate expires on October 23, 2023.
 1. Veronica motions that we cover the hotel expense for Miss Jodi to attend the 1820 Convention as Professional Instructor Growth, 2 Nights at the Renaissance hotel, no food, no mileage. Chelsea 2nds, All in favor.

b. Treasurer Report:

- i. Karen motions to accept the August financials, Karlene 2nds.
- ii. Income: \$1239.67 Expenses: \$8324.63
- iii. We need to figure out the details for paying Jade as she is not in Canada. Reanna will work on this.
 1. Veronica motions that we pay Jade a one time lump sum in CAD funds and we will cover the transaction fee if there is one. Karen 2nds, all in favor.

- iv. Moving forward instructors will send their timesheets to Rachael and cc: Reanna each month. This is due on the third Thursday of each month.

c. Registration:

- i. Registration is going great so far, there has been lots of learning to do along the way.
- ii. Veronica asks if next year we can close online registration on August 15 and after that people will contact the Registration Director to be registered. This is a possibility, the idea of after the 15th, just having one generic class that a person can register in and then the Registration director will contact them to get full details. This will help her make the classes and keep information organized earlier on.
- iii. Many people have prepaid for the entire year.
- iv. Next month Veronica will figure out what our monthly bill out will be.
- v. Veronica asks who is responsible for checking attendance so we can connect with families who are registered but not attending. Reanna will check and notify Veronica if families need to be contacted.

d. Fundraising:

- i. Jeneen Vennings has volunteered to help Chelsea with Fundraising duties when she can this year. Thank you.
- ii. Chelsea is very excited about the calendar fundraiser. She has talked with The Business Factory and they should be done for November.
- iii. Chelsea asked whether adult dancers need to fundraise or not. Conclusion was that we will treat them the same as tiny dancers, so the answer is No.
- iv. We finally have an AGLC License, this is very exciting and opens a lot of doors for fundraising. We can fundraise up to \$20,000 in one fundraiser, the funds cannot be used to send dancers out of province or country or used for costumes that the dancers keep.

e. Costume/Apparel:

- i. Tara is hoping the dance attire order will be ready for pick up by the 28th. A total of \$4894 worth of attire was purchased, with \$338.31 coming back to the studio. There are a few items that we originally planned to purchase for the studio that we can return because we will have no need for them.
- ii. Some Apparel ideas have come in and Tara is currently finalizing everything, the plan is to have orders start in October.
- iii. Dance Jackets: Tara will get the order form out shortly for dancers who need to purchase a jacket.

f. Performance:

- i. Julie read April's report.
- ii. There is not too much going on at the moment, hotel information will be out right away.

- iii. Plans for dance photos this year are to have order forms handed out beforehand and orders placed at picture day. This ensures we can have photos back before the recital.
- iv. April will confirm cost and plans for videography at the recital. We need an invoice or contract from Bill.
- v. Recital plans: Reanna will sit down with Jodi and they will let us know their thoughts next month.

g. Communications:

- i. Sable will start working on the monthly newsletter, she plans to help with advertising for Live to Dance.
- ii. Moving forward Directors can send out their own emails, but they must sign their name at the bottom.

h. Vice-President:

- i. We have group reps for all levels except Inter 2/ Advanced. Karen will send out an email to those families asking for help with this role.
- ii. All of the monthly deep clean dates are set and in the shared calendar.
- iii. Reminder to the board, please make sure questions are forwarded to the correct director.

i. Secretary:

- i. Christmas Plans: **TABLED**
- ii. We had decided last month we would cancel zoom, but we still need one account for hip hop. Cost is \$210 to be able to record and not have a 45 min limit. We can look into different options for next year if needed, google meet is one option.

j. President:

- i. Julie and Veronica tried to get the camera working so parents can watch their dancers in Studio B. It was not successful, we will talk to Direct Current and see if they can help.
- ii. We were billed \$150 to fix the tap downstairs, Julie has asked the landlord to update the lease.
- iii. Julie is heading to the city this week and hopes to pick up the attire order as well as cubbies from IKEA.

5. Round Table: Nothing to report

6. Next meeting: Monday October 23rd @ 6:45PM Studio B

7. Adjournment of meeting: meeting adjourned by Julie at 8:36 PM.