

Meeting Minutes - Slave Lake Dance Creations Society

Location: Dance Studio

Date: July 5th, 2021

Start Time: 7:09 PM

Meeting Type: Executive

Board members in attendance: Julie Hunt, Rachael Bellerose, Karlene Ching, Melissa Baxter, Chelsea Saluk, Mikia Wilgenbusch, Karen Dana, Sable Seppola, Jennifer Hansen

Board members absent: Tara Maitland

Agenda Items

1) **Call to Order** at 7:09pm by Julie.

2) **Adoptions:**

- a) Rachael motions to adopt the November 28th, 2020 minutes
- b) Mikia motions to adopt the agenda, Karen 2nds.

3) **Lease Info:**

- a) Mikia motions to accept the lease as is, Rachael 2nds, all in favor.
- b) Julie as president and Karlene as secretary will sign the lease.
- c) We will do a walk through of the studio and create a doc where all pictures will be stored and shared with Landlord. (2 totes labeled pictures stored upstairs are personal items of the landlord.)

4) **Studio Manager:**

- a) Will keep detailed notes for the time sheet, and will submit a timesheet every 3rd Thursday of the month. Wage of \$30/hour.
- b) Sable motions that Jennifer Hansen will be our Studio Manager for the 2021/2022 dance season, Melissa 2nds, all in favor.

5) **Action Items:**

a) **Summer Events**

i) Summer Day Camps

- (1) Summer day camps are not dance focused, children day camp.
- (2) Open to ages 6 and up, ½ days 8:30-12:30, Mon-Fri (except Aug.2)
- (3) 5 week plan July 12-16, July 19-23, July 26-30, Aug3-6, Aug 9-13
- (4) Camp price will be \$35/day no GST

- (5) Register online through Jackrabbit, 1st week will need to pay by cash because we don't have etransfer set up yet. Minimum of 4 dancers to be able to run the camp.
- (6) Sr. Camp Supervisor will be Bailey Rae.(18yr old graduate)
- (7) 6 children to 1 supervisor, if more than 6 kids, we can hire a Jr. Camp Assistant they will put in an application. Bailey can go through the applications and help with hiring.
- (8) Wage for Senior Camp Supervisor is \$15/hr, Wage for Junior Camp Assistant is \$10/hr.
- (9) Activity bag idea, \$10/camper.
- ii) Summer Dance Intensive: **TABLED**
 - (1) Summer dance intensive is dance skill and technique focused.
 - (2) Proposed dates of August 16-20, Bailey is available to help.
- iii) Parade Float: **TABLED**
 - (1) Parade is Friday August 27th.
 - (2) Rach will see if we can use a bay at Kropp
 - (3) Need parents and dancers to help out.

b) Insurance & Banking:

- i) Jen has liability insurance on the building, SLDCS needs to finalize our insurance. Chelsea and Julie will check in with their people.
- ii) We will try to make a bank appt for Friday,

c) Next Season:

- i) 2021/2022 dance season will start on September 13th
- ii) Would like to try and keep class sizes smaller, if a large choreo is to happen then multiple groups will join together to make a large group

d) Extra Numbers:

- i) A general interest form will be on Jackrabbit, giving parents an option to decide whether they want to commit to the extra money and time, if their dancer is accepted then the society will email a more in depth application form.
- ii) Communication is the biggest thing moving forward. If someone has put in a general interest form, then there must be communication as to why their interest form wasn't accepted.
- iii) Extra numbers depend on teacher availability
- iv) It needs to make very clear to parents that this is a new process. Parents must apply through the general interest on the parent portal.

e) Rules & Regulations: **TABLED**

- i) Plan a meeting specifically for R & R
- ii) Finalized by end of August, we can have parents sign off on Jackrabbit.
- iii) Add in the process of extra routines, general information then performance level, then accelerated level.
- iv) Discuss who will need to give fundraising and family commitment cheques. Tiny tots, etc.. Do we reduce tuition or create a different fundraising cheque amount.

f) Pricing: **TABLED**

g) Fundraising: Melissa will look into Jumpstart relief fund.

h) Transfer of Duties/ Information to Directors:

- i) Jen will organize individual meetings starting with Rachael as Registration Director and Sable as Communications Director.
- ii) PO Box included with rental, we will get the key from Jen. The address connected to the Box is 336 3rd street NE.
- iii) Transfer of studio phone number 780-260-2010, going to Rachael. She has an old phone that she can use and go to Telus to get the number and sim card set up on.
- iv) Renewal of website domain, \$20.99/year. Jen will renew for 5 years and send Mikia the receipt for reimbursement. Hosting is a separate cost of \$7.99/month.
- v) Jackrabbit cost is \$45US for July and \$89US for August on. Credit card payments only.

i) Staffing:

- i) Jen has put feelers out for a dance teacher.
- ii) Advertising Budget \$150 to start.
- iii) Rachael motions that we can spend up to \$150 for advertising job postings for a dance teacher, Karen 2nds.
- iv) Look into pricing of advertising on indeed, Kijiji, BAND.
- v) We are interested in the possibility of hiring internationally. If so we may need to hire someone temporarily. Possibly a Jr. Instructor.
- vi) Georgina is willing to come as a guest instructor. (Tap choreo, Musical theater choreo, solos/duets)

j) Teacher Contracts: **TABLED**

6) Sub-Committees: **TABLED**

7) Date of Next Meeting: Executive meeting 7pm @ studio on July 20th, 2021

8) Adjournment of meeting at 9:22 pm by Julie.

Action Items:

- Plan a meeting specifically for R & R
- Make a bank appt.
- finalize insurance
- transfer studio phone number
- Jump start
- Job postings

Tabled Items:

- Summer Dance Intensive
- Parade Float
- Rules & Regulations
- Pricing
- Teacher Contracts