

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

October 7th, 2021

Location: Dance Studio

Meeting Type: Executive

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

Board members absent: Mikia Wilgenbusch (excused)

Agenda Items:

- 1) **Call to Order:** at 7:20pm by Julie.
- 2) **Adoptions:** Sable motions to adopt the September 7th, 2021 minutes, Chelsea 2nds, all in favor.
- 3) **Fundraising Director Position:** Alyssa McSweyn's application has been accepted by the board. Karen motions to accept Alyssa as our new Fundraising Director for the 2021/2022 dance season. Sable 2nds, all in favor.
- 4) **Action Items:**
 - a) **Studio Director Contract:**
 - i) Rachael motions to accept Jennifer Hansens contract as Studio Manager/Instructor with changes made at this meeting. Sable 2nds, all in favor.
 - b) **Director Roles and Responsibilities:**
 - i) Went over Code of Conduct for executive members, please sign and hand it in to Karlene.
 - ii) Discussed Executive Facebook Page, to be used to bring forward items that we can process and discuss before attending the next meeting where a vote or motion will be made.
 - iii) Discussed the Executive text message, which will be used to share time sensitive information.
 - iv) Julie will send us all the links for the courses pertaining to Robert's Rule of Order.
 - c) **Director Roles: (Questions & Operations)**
 - i) Rachael has touched base with parents whose students are having attendance concerns.
 - ii) We need to remove the credit card pop up on the parent portal.

- iii) Discussing sharing information, the goal of the Communications Director is so that all info comes from one person, so that person always knows what's going on. We all have our own information that we will be figuring out and emails we will be typing up to share with the membership, we will send that info to Sable (Communications Director) to send out. If it is information pertaining to a single person eg. Solo/Duet/Trio, RAD & Pointe, DOTM, or answering an email regarding your specific director role, you can send to a specific person just (cc) the Communications Director in those emails.
- iv) If teachers are needing small items for the studio eg. stickers, pens, paper they can let the Treasurer know and we will make sure that they get what they need. Bigger items are to be approved first by Studio Manager and the Board.

d) Cleaning Position:

- i) Sable will touch base with interested people to see who is still interested for \$15/hr - 2 days a week for 1hr each day.
- ii) Make a cleaning list of what to clean, what to use etc..
- iii) We will discuss high touch spot cleaning with the instructors. To be done in between every class. The accelerated levels we will find a couple cleaning buddies, who will wipe bars, switches and door knobs after each class. Possibility of older helpers in younger classes can help during those classes as well.

e) Festival Fees:

- i) Due to the unknown costs that will be associated with the festivals and the credits that are still being dealt with the fees will not be adjusted this year but can be revisited next season.
- ii) Idea was brought up to look into getting a Best Western rewards card for the society, so we can save on instructor hotel rooms, and also brought up that some hotels will give free rooms for coaches when booking blocks for hockey, so we should ask about instructors for festivals.

f) 10 week sessions: Possibility of having 8 or 10 week sessions. Maybe offering the tiny dancers as sessions instead of all year as well. Jen will roll with that.

5) Studio update:

- a) Jen is currently trying to book dates with Miss Georgina for Musical Theater
- b) Miss Jodi inquired about the Acro 5/6 having its own class. The option of doing 30 min of 3/4, 30 min combined and 30 min of 5/6. Could be a possibility to help cover instructor costs. Jen will discuss it with Jodi, the board will do a breakdown of costs to see if it's feasible.
- c) All students wanting to take part in RAD Exams are registered as of Sept. 29th, Grades 1,2,3 & 5 are participating in exams. We will be looking for parents to help with sizing for skirts.
- d) Trying to connect with Shyanne Festivals to pick up awards and plaques from the 2021 festival.

- e) Currently working with Entandem regarding SOCAN and RE:SOUND about music licensing, who needs it, the cost, etc...

6) Sub-Committee Reports:

a) Treasurer's Report:

- i) Discussed Balance, income and expenses for Sept/Oct so far.
- ii) Mikia will look into why we are getting charged for every incoming e-transfer.

b) Performance Director:

- i) We are pre-registered with all 3 festivals, dress rehearsal & recital are booked, photos are booked with No Negatives Required and deposit is sent.

c) Fundraising Director:

- i) In-Dey-Go Fundraiser running in October
- ii) Purdys running in November
- iii) FlipGive, we need to cash out or reactivate before November 1, 2021 or we will start getting a \$5 reactivation fee. Also advertise this again, it's an easy fundraiser.

d) Vice-President:

- i) Clarified the volunteer hours up to date and chain of command for completion of hours and ripping up the cheques as needed. Karen and Mikia will keep in touch regarding this.

e) Costumes/Apparel Director:

- i) Costumes -Approved with Wiessman, Revolution we need to update our website before they will approve us.
- ii) Tara plans to start measurements next week, Karen offered to help with this.
- iii) Apparel - Options and prices coming from Business Factory and also Teagen.
- iv) Jackets - Currently talking with 2 companies, she will share info as she gets it.

f) Registrations Director:

- i) Questions about attendance, Rachael can make a legend (A-unexcused absence, E-excused absence, Z- attended on zoom, etc.)
- ii) We need to figure out a solid system to have each group be able to communicate with each other and the instructors.
- iii) Tuition and late fees were waived for Sept & Oct. since we were still trying to get organized. We will send out a reminder to specific people about fees being due and let **everyone** know that from November on late fees will be applied and unpaid fees may cause your dancer to not be able to attend classes.

g) Other:

- i) Dancer of the Month - Karen and Karlene will look after purchasing items for the DOTM. Karlene will collect all info and send it to Sable to post the monthly posts. Alyssa motions that we will keep the same motion for DOTM from last year again this year, Karen 2nds, all in favor.
- ii) We will make posts for birthdays.

- iii) Halloween dress up - Jen will bring this up to instructors, we will ask dancers to dress up on their last day of dance for the week.
- iv) We have accepted a donation of \$5000 from The Ice Breaker Hockey Game to go towards dance jackets for festivals.
- v) Tap Class Update: Some dancers are having a hard time with the zoom aspect, we will revisit this next meeting. **TABLED**

7) Next meeting: 6PM on Sunday October 24th, 2021 @ studio B

8) Adjournment of meeting: Meeting adjourned by Julie at 10:20 PM

Action Items:

Tabled Items:

-Tap Update next month

Bylaw items: