

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

August 19, 2024

Location: Dance Studio

Meeting Type: Executive

Board members in attendance: Karlene Ching, Karen Dana, April Garon, Tara Maitland, Chelsea Saluk, Veronica Ching, Joanna Raymond, Christine Lillo, Reanna Maitland

Board members absent: Rachael Bellerose

Agenda Items:

1. **Call to order:** Meeting called to order at 6:02 by Christine.
2. **Adoption of last meeting minutes:** Tara motions to adopt the May 6th, 2024 minutes, Karen 2nds.
3. **Director Updates:**
 - a. **Studio:**
 - i. Reanna reports that almost all classes are organized and finalized, sending a big thank you to Veronica for her hard work on that.
 - ii. We have an inquiry about a 15 year old wanting to do performance jazz, since we don't have a class for that age Reanna will talk to parent about interest in joining the adult Jazz class.
 - iii. A dancer who we had thought would be teaching some classes as a Jr. teacher this year is moving and some shuffling will need to be done, there will be changes to the current schedule and a new one will be sent out ASAP.
 - iv. Hip hop 3-5 has only 2 dancers registered, let's advertise and try to get a couple more registrations.
 - v. Jazz 10 currently has no registrations.
 - vi. Both tap classes currently do not have enough registrations to run classes this year.
 - vii. Adult Musical Theater currently has 3 so can be done as a trio if dancers want to pay the cost.
 - viii. Intermediate dancers will start demi pointe next season.
 - ix. Reanna is reaching out to dancers to find interest in class assistants for this year. Discussion of an honorarium was had and we will finalize this at a later date.
 - x. Solo/Duo/Trio placements have been completed and contracts are being sent out next week. Due August 31, then Veronica will send out invoices.

- xi. The shared music doc for all choreographers is made and Reanna will be having a meeting with teachers soon.
 - xii. The outside choreo budget was sent and we have finalized numbers to be able to send out invoices.
 - xiii. Extra competition idea has been brought forward. Reanna, Jodi and April have discussed it and will send out an interest survey to see how many people are wanting to attend Evolve Banff #1 long weekend event, May 16 - 19, 2025
 - xiv. Daniel is coming to Slave Lake to do Hip Hop choreography and the idea of having him run a workshop open to anyone while he is here is being discussed. Reanna is looking into details.
 - xv. Reanna is looking at the schedule for the 5-7 hip hop and ballet to see if a break is needed.
 - xvi. Reanna will let Jr. teachers know to notify her if dancers are missing classes.
- b. Treasurer Report:**
- i. Motion to accept March, April, May, June & July financials **TABLED**
 - ii. Income and Expenses **TABLED**
- c. Registration:**
- i. All pre registered dancers have been placed into classes, next step is to start adding fees and bill out. We will start applying late fees this year with a one month grace period.
- d. Fundraising:**
- i. The 4 fundraisers are scheduled for September/November/January/March.
- e. Costume/Apparel:**
- i. The Dance gear pop up shop is scheduled for August 26, 5-9pm at the studio. We will also have someone there to do registration. Karen will send out an email looking for volunteers.
 - ii. Tara will organize an apparel order once dance begins.
 - iii. Melissa and Russell Baxter have donated Dance Creations Croc Jibbitz for the studio to sell.
- f. Performance:**
- i. We are registered for 2 festivals, the third opens registration on Sept. 1st and April has sent an email expressing that we want to register.
 - ii. April's next steps are to start organizing hotel blocks for our festivals right away.
 - iii. Photo date: TBD
 - iv. Reanna will contact Hip Hop 5-7/Mini to see how many festivals they want to attend.
- g. Communications:**
- i. Joanna is learning the role and thanks everyone for their patience and understanding.
 - ii. SLDC TikTok is being set up, Joanna and Melissa have plans to do 2-3 posts per week. Melissa will send everything to Joanna for approval.
 - iii. Plans to clean up and update the website and facebook page.

h. Vice-President: Nothing to report

i. Secretary:

- i. Discussion about bullying vs social conflict. Karlene will update the bullying policy and add a blurb regarding this.
- ii. There has been interest from someone about renting the studio. We will need to confirm rental costs and schedule to see availability.
- iii. The studio is booked to be painted and have the 2 broken mirrors replaced by the end of August.
- iv. Insurance - Karlene will get printed copies of our policy and change contact info to secretary email. April has filled out the renewal form for 2024/25.
- v. Karlene will cancel our zoom subscription, as all teachers will be in person this year.

j. President:

- i. Christine gave all her updates from the landlord.
 1. regarding the failed sump pump issue. Moisture testing was done and Studio B flooring is being pulled up where wet, dried out, then the contractor will treat the flooring, clean and replace. He needs 4-5 days to complete the job.
 2. Grading still needs to be completed outside to stop the possibility of flooding in the spring.

4. Discussion Topics:

a. Action List:

- i. Veronica motions to close the Servus Credit Union account and the Servus credit card. Karen 2nds, all in favor.
- ii. Joanna motions to open a savings account at ATB and apply for an ATB mastercard, Tara 2nds. All in favor.

b. Accept Artistic Director for 2024-2025 season:

- i. Joanna motions to appoint Reanna Maitland as the Artistic Director for the 2024-2025 season, Karlene 2nds. All in favor.
- ii. Reanna accepts the position.

c. Contracts:

- i. We discussed changes needed for contracts to be finalized and sent out. Reanna will make changes and send them to be approved.

d. Handbook:

- i. Reanna will add info regarding hip hop dress code.
- ii. Karlene will add that any money for fundraisers needs to be sent to fundraising@dancecreations.ca
- iii. Karlene will add a Logo use policy.
- iv. Handbook is approved with the above changes made.

5. Round Table:

- a. Joanna motions that we spend up to \$500 on “Group of the Month” Karlene 2nds. Veronica Ching will sponsor the first month.
- b. Chelsea signed us up for community non-profit advertising and the parade of programs happening September 7th, 2024
- c. Veronica motions to accept Melissa as our studio cleaner for the season, Joanna 2nds. Veronica will send her the contract.

6. Next meeting: Sunday September 15th, 2024 @ 5PM

7. Adjournment of meeting: meeting adjourned by Karen at 9:00PM.