

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

August 21, 2022

Location: Dance Studio

Meeting Type: Executive

Board members in attendance: Karlene Ching, Sable Seppola, Jennifer Hansen, Mikia Wilgenbusch, Karen Dana, Julie Hunt, April Garon, Tara Maitland, Lisa Knutson, Chelsea Saluk, Melissa Baxter(SC), (Alyssa McSweyn-last meeting as outgoing director)

Board members absent: (Rachael Bellerose-last meeting as outgoing director)

Agenda Items:

1. **Call to order:** Meeting called to order at 6:05 by Julie.
2. **Adoption of last meeting minutes:** Karen motions to adopt the May 15th, 2022 minutes, Mikia 2nds.
3. **Discussion Topics:**
 - a. **Discuss 2022/2023 Budget:**
 - i. We need cost breakdowns for costumes, festivals, and monthly fees. Jen will look into it and connect with Mikia.
 - ii. Budget meeting planned. Julia, Mikia, Jen and Lisa will attend.
 - iii. Julie needs info from the directors to be able to apply for the gaming license.
 - b. **Studio Cleaner:**
 - i. Discussed options for cleaning this year.
 - ii. Melissa makes a motion to hire Caydence at \$15/hour, 2 times a week to clean high touch areas and we will open spots up to parent volunteers for a monthly deep clean.
 - iii. Karlene will create a cleaning checklist.
4. **Director Updates:**
 - a. **Studio:**
 - i. Jen has touched base with all hired instructors. Instructors will be utilizing the staff portal on jackrabbit to do attendance. Also parents will be able to mark their dancer absent before class starts to let the instructor know.
 - ii. Jen is requesting a binder with emergency contact info for instructors to use.
 - iii. Currently working on an order of operations for communication for the studio.
 - iv. Questions should go through a board member before coming to the instructors.

- v. Information from the instructors will come from emails, instead of group chats, Class representatives will be set up to share info with their groups.

b. Fundraising:

- i. Chelsea and Melissa have planned all the fundraisers for the year. Some are dependent on our gaming license and are not all set in stone just yet.
 - 1. September - Cookie Dough, October - Ladies Night Out (Halloween idea), November - Calendar, December - Purdys & Bake Sale, January - Trip Raffle, February - Little Caesars, March - Studio wide 50/50, April - Calahoo Meats, May - Recital

c. Costume/Apparel:

- i. Dance swap planned to start Sunday September 11th and carry on all week during the first week of dance.
- ii. Center Stage from GP is booked to come on Sept. 18th 10am-2pm for the pop up shop.
- iii. Talking to Teegan regarding apparel.
- iv. Jacket order forms for new dancers.

d. Performance:

- i. Scheduled Performances are:
 - 1. ~~September 24~~ March 26 - Live to Dance - Slave Lake
 - 2. March 30 - Dance to the Future - Camrose
 - 3. April 27 - Dance Strong - St. Albert
 - 4. May 11 - Love of Dance - Ft. Sask
 - 5. May 27/28 - Recital

e. Treasurer Report:

- i. There have been some new registrations coming in lately and parents are starting to pay for solo/duets and lyrical groups.
- i. July - Income: \$7,136.85 (\$6000 of that being fees for the 2022/2023 season)
Expenses: \$1028.84
- ii. Will inquire about a square for payments.

f. Registration:

- i. Needing to get out invoices for the Sept.1 due date.
- ii. Any dancer who has outstanding fees will need to be paid up to date before they may enter the studio this season.
- iii. Lisa is meeting with Rachael next week to begin orientation.

g. Communications:

- i. Emails are the best form of communication.
- ii. Working on a welcome newsletter with Jen.
- iii. Idea to share all fundraisers on all social media spots to help advertise. Possible community members or family members might want to help if they see it.

h. Vice-President:

- i. Currently working on organizing and setting up sign up geniuses for upcoming Volunteer opportunities.
- ii. If anyone has suggestions regarding family commitment time please bring it forward to Karen.

i. Secretary:

- i. Would like to purchase a new tall poster for advertising at markets etc... Chelsea will create this.
- ii. Alyssa has offered to help with google docs/excel sheets if needed.

j. President:

- i. Alyssa motions that Julie go ahead with the application for a gaming license with AGLC. Mikia seconds. All in favor
- ii. Julie is needing some information to apply.

5. Round Table:

- a. Jade Rockett has expressed interest in teaching a fun hip hop class, Jen will look into this.
- b. The first couple weeks of dance will be used for ballet assessment.
- c. Looking for Photos taken at recital, Chelsea has offered to set up something to be able to organize and share these photos. Thank you's go out to Jessica Davis for volunteering her time to take these backstage photos.
- d. Dancer of the month, we will discuss further at the next meeting. Idea thrown out to make a checklist for the instructors and to display the DOTM photon and checklist in the studio. Chelsea has offered to organize dancer of the month this season.

6. Next meeting: Sunday September 18, 2022 @ 6PM

7. Adjournment of meeting: meeting adjourned by Julie at 9:23 PM.