

NLSD Board Meeting  
Saturday, October 21<sup>st</sup>, 2023  
10-12:30pm at Capri CMW

*Attendance: Heather, Dayna, Melissa, Lisa, Stephen, Leslie, Karen, Genevieve*

**Terms of Reference**

- Travel fundraising committee members , met with the board to review the TOR
- The following sections require no changes: Definitions, meetings, committee composition, mandate, & terms of office
- In the Purpose section add “In accordance to NLSD bylaws, policies, and code of conduct has to be added back into the purpose”
- Action: Chair of travel fundraising committee will send link to google drive to board so that we can review the list of grants they have been considering
- Fundraising and credit guidelines split up
- For proxy, any delegate can step in for a dancer for a fundraiser. Will try this without a cap for proxy for one year. Will re-evaluate in one year if this process works and is fair to all dancers
- General fund changed from \$5000 to \$10,000

Lisa made a motion to approve allowing proxies to support dancers’ fundraising events

1<sup>st</sup> Dayna

2<sup>nd</sup> Genevieve

Stephen, Karen, Melissa, Lisa in favor

**Communication**

- This year communication has had a strong start

**2023/24 Fundraisers**

- Purdys: Close November 4<sup>th</sup>, 2023 (\$2500)
- Roses/ cupcakes: During nutcracker and year end shows
- Coffee: Pay for labels, align with Rendezvous (\$2000)
- Pies- Easter
- Coat check (\$600)
- Cander QR (Code for donation)
- Add a donation button to website

**Sponsorship**

- Ask organizations to sponsor the shows at the Arts Centre: \$2500 for opening night, \$1500 for matinees or \$10,000 for whole show
- Reach out to NWTel, ATCO, NVD, Ford for sponsorship
- Driving force or Ford may donate a rental for PG
- Mighty wash is going to donate a month of proceeds (guaranteed match of \$6000) to NLSD

### **Income opportunities**

- Nutcracker fees has been increased
- Heather will send out Nutcracker school show emails
- Elder active is renting the studio which is generating revenue
- Discussion with the Guild to apply for a joint Community Development application to fix the lighting
- Karen will complete the ATCO form for the streetlight to be fixed

### **Priorities and Goal Setting**

- Check in with instructors at some point throughout the year
- Review wage scale for instructors
- Develop a policy for guidelines on when and why dance trips would be cancelled
- Provide AD support in grant writing by providing her with learning opportunities
- Policies needed are fundraising, volunteer, chaperone and travel, student protection and adult appropriation policy for instructors to sign
- Code of conducts should be signed
- Parent volunteers should have vulnerable sector checks as wells as instructors and board members

### **Action Items until next meeting:**

1. **Heather** will send out school emails
2. **Stephen** will meet with AD to talk about grants
3. Send reminder email for purdys- **Heather**
4. Draft sponsor letter for show sponsors- **Stephen**
5. Draft budget for this fiscal Tuesday, October 23<sup>rd</sup> at 5:30 pm at Lisa's house- **Leslie, Karen, Lisa**
6. **Karen** will start drafting policies based on research already done
7. Organize costumes for shows- **Melissa and Dayna**
8. **Genevieve** will start organizing volunteers
9. **Dayna and Karen** will finalize TOR based on feedback today
10. **Karen** will organize a google calendar for all fundraising events for the studio and for travel
11. **Dayna** will finalize signing authority

**Next meeting:** November 6<sup>th</sup> at 5:30pm at Dayna's house