



Approved March 27, 2025

Northern Lights School of Dance Board of Directors

Meeting Minutes

Meeting 26

March 6, 2025

Klondike Chevrolet Buick GMC, 191 Range Rd, Whitehorse

Directors in attendance:

- Lindsay Hartland, President
- Natasha MacDonald, Vice President (via Teams)
- Karen Campbell, Treasurer
- Kristie-Anne Boucher
- Betty Burns
- Mary Caldwell

Directors absent:

- Miranda Colbert, Secretary

1. Call to order

Meeting called to order at 6:39 p.m. Thursday, March 6, 2025, Lindsay Hartland, President, presiding.

2. Approval of Agenda

The agenda for Meeting 26 (March 6, 2025) was adopted as amended, on the motion of Mary , seconded by Kristie-Anne.

3. Approval of Minutes from Meeting previous meetings

Lindsay moved and Karen seconded that outstanding minutes from previous meetings be tabled to our next in person meeting. All members were in agreement.

4. Decisions Taken Since Last Meeting

None

5. Artistic Director Update

The Artistic Director is on leave. In accordance with CRA requirements a ROE will be issued.

6. Updates

Fundraising - Yukon Built requires 144 hoodies to do the order. Board would like to see if there is a possibility of just ordering a range of adult sizes vs the combination of youth and adult.

Lindsay to follow up with Miranda who has been liaising on this project.

Agreed on motion of Lindsay Hartland, seconded by Karen Campbell

THAT the Northern Lights School of Dance Board will support the purchase of 144 hoodies as a fundraiser for the dance school .

Travel Staff Contract - President to follow-up with Stage Dance Director for signed contract and to address any concerns.

Lotteries Funding - Additional information and follow-up has been done and should know in the next few days if funding for costumes is approved. ***Betty will follow-up with Directors regarding purchasing of costumes.***

7. Finance

- Northwestel account has been set up to BMO
- Struggle with Square account to move it over to BMO due to not having authorization to change information with the account. Karen is trying to track down who has authorization
- Large outstanding account has a payment plan set up to pay off 2024/2025 season by September 2025.
- North Star Mini-Storage will invoice us monthly
- Meeting with Laura and Linda on Monday . Will look at what accounts receivable report they will run. Also will have an ongoing spreadsheet of refunds.
- Insurance has been paid
- Letter of direction has been sent for signing auth, info needs to sent back to Treasurer
- Travel fundraising spreadsheet has been updated and a reminder will go out about PG payments.

8. Other Business

Fundraising - Soup fundraiser for travel dancers to start March 10th, 2025. A request has been sent to Mitchell's soup around some of the online features. An email is being drafted to go out to families about the fundraiser to set up accounts for their dancer. ***Betty will work with the admin to prepare social media posts.***

Marketing - discussion around providing Admin with \$400 to be used for advertising with the expectation that proper reporting and submission of purchases is done.

Agreed on motion of Karen Campbell, seconded by Lindsay Hartland

THAT the Northern Lights School of Dance Board provide Admin with a \$400 advance to be put towards advertising costs such as posters, social media posts and other relevant items with the expectation that Admin will track expenses and submit receipts for expenses.

STEP Interviews - NLSD has received three applicants for the STEP program. Interviews and offers need to be arranged before April 8th, 2025. ***Lindsay will reach out to the RAD Director to complete the interviews.***

Studio Admin - with the growth of the studio, the Board would like to see NLSD have more in-person admin to support with payments and registration.

IT - the Bookkeeper is having issues with logging into her email. ***Karen to assist.***

9. Next Meeting

Notwithstanding the established regular weekly meeting schedule, the Board agreed to next meet at 5:30 p.m. on Thursday, March 27, 2025, at Klondike Chev.

10. Adjournment

The meeting was adjourned at

ACTION ITEMS

- Karen Campbell
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- Lindsay Hartland
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- Betty Burns
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- Natasha Macdonald
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- Kristie-Anne Boucher
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- Mary Caldwell
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- Miranda Colbert
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