

Approved May 22, 2025



Northern Lights School of Dance Board of Directors

Meeting Minutes

Meeting 27

March 27, 2025

Klondike Chevrolet Buick GMC, 191 Range Rd, Whitehorse

Directors in attendance:

- Lindsay Hartland, President
- Natasha MacDonald, Vice President
- Karen Campbell, Treasurer
- Miranda Colbert, Secretary
- Kristie-Anne Boucher
- Betty Burns
- Mary Caldwell

1. Call to order

Meeting called to order at 6:41p.m. Thursday, March 27, 2025, Lindsay Hartland, President, presiding.

2. Approval of Agenda

The agenda for Meeting 27 (March 27, 2025) was adopted as amended, on the motion of Lindsay Hartland, seconded by Natasha MacDonald.

3. Approval of Minutes from Meeting

The minutes for Meeting 20 (Jan 26, 2025) were adopted as amended, on motion of Lindsay Hartland, seconded by Natasha Macdonald.

The minutes for Meeting 21 (Feb 6, 2025) were adopted as amended, on motion of Natasha Macdonald, seconded by Miranda Colbert

The minutes for Meeting 22 (Feb 13, 2025) were adopted as presented, on motion of Lindsay Hartland, seconded by Kristie Anne.

The minutes for Meeting 24 Feb 20, 2025) were adopted as presented, on motion of Karen Campbell, seconded by Mary Caldwell.

The minutes for Meeting 25 Feb 26, 2025) were adopted as presented, on motion of Karen Campbell, seconded by Betty.

The minutes for Meeting 26 (March 6, 2025) were adopted as amended, on motion of Kristie Anne, seconded by Karen Campbell.

All amended to add names

4. Decisions Taken Since Last Meeting

Travel Consent form was approved for sending. Motion by Miranda Colbert, seconded by Lindsay Hartland. None opposed. Done through email, All Directors voted

5. Finance

Successfully setup of auto deposit for e-transfer with BMO. CIBC auto payments have been moved. The current GIC has accrued interest. Square account is still attached to CIBC, we are in process of moving it.

Jan, Feb March reconciliation will be done when the bookkeeper returns.

Square account was under the past treasurer name and bookkeeping email. There is a meeting March 28, with BMO to discuss alternatives to the square account.

Agreed on motion of Lindsay Hartland, seconded by Kristie-Anne Boucher

THAT the Northern Lights School of Dance determine that if the fee for BMO processing is within 10% of the fees currently charged by Square, and if they are, we move the process from Square to BMO POS system.

Current outstanding balance for previous and current years is over \$15,000

Jackrabbit account will have the password reset as all current employees state they do not have administrative powers.

6. Photo Day

RAD Director working on schedule, has reached out to Sarah Lewis Photography to see if we can change to Saturday. Staff report that costumes for year end shows are not completed and are waiting on costume orders to arrive. Need to send out a signup email for volunteers.

President meeting with A/AD's to decide next steps tomorrow.

7. Summer Camp

We were not successful in recruiting a STEP student as of right now. Need to reach out to the department of education to see if we can interview an alternative applicant. Lindsay will send Miranda the information to follow up with Dept Education.

8. Staffing

Studio is very short staffed at the moment. We will be putting out a job ad for admin and expression of interests for choreographers, and other staff to support waiting lists.

9. Year End Shows

A/AD is working on trying to find out how much of the Swan Lake choreo is done. Will not be able to put on the entire ballet.

10. Communications Plan

Local contact will do comms for the Studio when needed.

11. Policy Updates

Registration policy has been updated and will be ready for approval next week.

Need to make some adjustments to travel.

12. Lotteries Application – costume plan

Betty is meeting with Directors to discuss costumes and will order. \$7500 was approved through the Lotteries Opportunities Fund and the Studio is adding another \$1000. Funds were approved to be used to add to the costume library, to costume dancers who will be travelling to festivals. Costumes will be available for use in Studio productions. This costume cannot be used for personal use outside of NLSD programming, as per Lotteries Yukon.

13. PG Debrief

Members who attended PG trip reported back. Survey to be created to go out to families and dancers to provide feedback; what worked well, what could be improved and other feedback.

14. FSJ

Update consent to add in that people have to go home if not following rules. Room assignments have been updated. Rental of 7 passenger van to transport to hotel. Communication to families for mandatory meeting Sunday March 6, 2025

15. Health and Safety

Parking is going to become an issue again with the melting. There is already a big puddle in front of the stairs. President to contact the Guild.

16. Updates

none

17. Next Meeting

Notwithstanding the established regular weekly meeting schedule, the Board agreed to next meet at 6:30 p.m. on Thursday, April 3, 2025, at Klondike Chev.

18. Adjournment

The meeting was adjourned at 21:30

ACTION ITEMS

- Karen Campbell
 - Pay sub-contractor invoice
 - Will follow up with a member regarding an outstanding account
- Lindsay Hartland
 - Jackrabbit reset
 - Meet with staff re: photo day
 - Create PG feedback survey
 - Update travel consent
 - Contact guild
 - Policy work
- Betty Burns
 - Costume purchasing
- Miranda Colbert
 - Follow up with STEP program coordinator