



Approved June 5, 2025

## Northern Lights School of Dance Board of Directors

Meeting Minutes

Meeting 34

May 29, 2025

Klondike Chevrolet Buick GMC, 191 Range Rd, Whitehorse

Directors in attendance:

- Lindsay Hartland, President / Secretary
- Natasha MacDonald, Vice President (arrived at 7:00pm)
- Karen Campbell, Treasurer
- Kristie-Anne Boucher
- Betty Burns (arrived at 6:52pm)
- Mary Caldwell

Invited Guest:

- Gary Whittle (Member of NLSD)

### 1. Call to order

Meeting called to order at 6:38 p.m. Thursday May 29, 2025, Lindsay Hartland, President, presiding.

### 2. Approval of Agenda

The agenda for Meeting 34 (May 29, 2025) was adopted as amended, on the motion of Lindsay Hartland, seconded by Mary Caldwell.

### 3. Approval of Minutes

Agreed on motion of Lindsay Hartland, seconded by Kristie-Anne Boucher **THAT Meeting #33 minutes are APPROVED. All in Favour.**

### 4. Decisions Taken Outside Meetings

None taken

## 5. Potential New Board Member

Gary Whittle (NLSD member) expressed interest at the NLSD General Meeting on May 24, 2025 to be invited to the next board meeting to learn more about the NLSD Board and being a board member.

Agreed on motion of Lindsay Hartland, seconded by Karen Campbell **THAT Gary Whittle be appointed as a NLSD Board member for the remaining term of the 2024-2025 NLSD Board. All in Favour.**

### **ACTION(S):**

- **Gary requested to be sent the bi-laws and constitution**
- **Update Societies to include Board decision to appoint Gary Whittle as a NLSD Board member**

## 6. Financial Update

Treasurer reported on the current BMO and CIBC account balances

Update provided on the process of documenting 'bad debt' in Jack Rabbit from 2013-end of season 2022-2023

Quickbooks subscription updated for payment

Report that in line with transferring bank accounts from CIBC to BMO that the CIBC GIC was transferred to the CIBC chequing account.

Agreed on motion of Karen Campbell, seconded by Kristie-Anne Boucher **THAT the full amount of the CIBC GIC be deposited into BMO and invested into a GIC. All in Favour.**

Bookkeeper to provide a checklist to Board of year end processes

Once the Moneris products are in place to replace the Square machine, the CIBC accounts (once all monies are transferred) will be closed.

Crowe McKay - Treasurer and Bookkeeper will make contact with Mark and provide him with information to start the review of NLSD finances and process as approved at the May 22, 2025 meeting.

**ACTION: Treasurer to make contact with Crowe McKay**

Year end show wages:

Agreed on motion of Lindsay Hartland, seconded by Kristie-Anne Boucher **THAT all instructors that provided service at the year end shows be paid their regular wage for the hours that they were working at the year end shows. All in Favour.**

## 7. Updates

NLSD Website is updated

Jack Rabbit is 90% updated for enrollment and payment for the June 1, 2025 registration

Acting Artistic Directors have been advancing ideas to support instruction and instructors for next year.

Summer student position offered and accepted

YCTC renting studio space as per contract

STEP student, summer student and summer camps in place. An overarching supervisor needs to be finalized.

## 8. Other Business

### a. Guild

- i. President provided a cost analysis of renting the upstairs studio and engaging in a 3 year rental agreement with the Guild
- ii.

**ACTION: President to reach out to the Guild to confirm a meeting the week of June 2-6**

### b. Staff Contracts

- i. Updated and revised contract template reviewed
- ii. ACTION: Board member to review and redraft in consideration of making instructors staff with the expectation of substitute personnel and will present draft at the June 5th Board meeting

### c. Survey

- i. A year end survey was actioned at the May 24th NLSD General Meeting
- ii. The survey will be created by a volunteer NLSD member and will be sent to membership by June 10th

- iii. The survey will include both parents and dancers ability to respond
- iv. Communication regarding the May 24th meeting will be sent out to membership and information regarding the date of the survey being sent out
- v. Registration
  - 1. Information was shared regarding the launch of the updated Jack Rabbit and registration and payment
  - 2. A Q&A will be created for parents
- d. Entandum
  - i. Acting Artistic Director has made contact with Entadum and will work with them to determine our 2024-2025 subscription fees and or estimates for the 2025-2026 dance year to comply with copyright needs for the NLSD to use required music for classes and performances.

## 9. Next Meeting

Next meeting will be Thursday June 5, 2025 at 6:30 at Klondike Chevrolet Buick GMC, 191 Range Rd, Whitehorse

## 10. Adjournment

The meeting was adjourned at 9:16pm.

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## ACTION ITEMS

- Karen Campbell
  - Make contact with Crowe McKay
- Lindsay Hartland
  - Send Gary the bi-laws and constitution
  - Update Societies to include Board decision to appoint Gary Whittle as a NLSD Board member
  - Reach out to the Guild to confirm a meeting the week of June 2-6
- Gary Whittle
  - Review and redraft in consideration of making instructors staff with the expectation of substitute personnel and will present draft at the June 5th Board meeting