



Approved June 11, 2025

Northern Lights School of Dance Board of Directors

Meeting Minutes

Meeting 35

June 5, 2025

Klondike Chevrolet Buick GMC, 191 Range Rd, Whitehorse

Directors in attendance:

- Natasha MacDonald, Vice President
- Karen Campbell, Treasurer
- Kristie-Anne Boucher
- Betty Burns
- Mary Caldwell
- Gary Whittle

Regrets:

- Lindsay Hartland, President / Secretary

1. Call to order

Meeting called to order at 6:40 p.m. Thursday June 5, 2025, Natasha MacDonald- Vice President, presiding.

2. Approval of Agenda

The agenda for Meeting 35 (June 5, 2025) was adopted as amended, on the motion of Natasha MacDonald, seconded by Kristie-Anne Boucher.

3. Approval of Minutes

Agreed on motion of Karen Campbell, seconded by Kristie-Anne Boucher **THAT Meeting #34 minutes are APPROVED. All in Favour.**

4. Decisions Taken Outside Meetings

None taken

5. Financial Update

- Registration went well with new Jack Rabbit pay option. Over 93K reported for early registration.
- Treasurer reported on the current BMO and CIBC account balances
- Year end is approaching. Contact needs to be made with all vendors to ensure that there are no outstanding invoices.

6. Updates

- No updates

7. Other Business

- a) Decision making and communication
 - i) Board will look to establish rules of conduct for board meetings and roles of the officers and rules for communication
- b) Competition Policy and criteria for travel document
 - i) A draft policy was presented
 - ii) Stage Dance Director is requesting to have this policy reviewed and approved to support an upcoming (date to be determined) meeting with interested parents/guardians and dancers
 - iii) **ACTION: Request for review and input on this document from the board by Sunday June 8 at noon to support a motion for approval at next board meeting**
- c) Staff Contracts
 - i) Board member presented draft contract for review that would apply to staff and/or instructors and casual and substitute instructor
 - ii) Insurance policy to be reviewed to support section in staff contracts
- d) Posting for Admin position
 - i) Two board members tasked to create a job description for the admin position that needs to be posted
- e) Presentation and minutes
 - i) Meeting minutes of the May 24, 2025 General Membership will be shared as the powerpoint presentation and written minutes
- f) Board Email Attention
 - i) Board email needs to be monitored more closely
 - ii) Continuation of categorizing emails for response
 - iii) Emails need to be returned to unread if reviewed in order for those responsible/tasked to respond can easily see they need attention.
- g) Financial review
 - i) Crowe Mackay update
 - 1) **ACTION: Bookkeeper and Treasurer need to respond to the Crowe Mackay requests in order to move requests forward**

- ii) Bookkeeping Services
 - 1) Crowe Mackay has offered bookkeeping services

Agreed on motion of Natasha MacDonald, seconded by Mary Caldwell

THAT we accept the offer of bookkeeping services through Crowe Mackay. All in Favour.

- h) Request for staff discount
 - i) Reviewed the request made for staff discount

Agreed on motion of Natasha MacDonald, seconded by Mary Caldwell

THAT employees and instructors of NLSD who teach one full year class or two semestered classes can enrol their child free of charge for one full year dance class or two semester dance classes excluding any competitive dance program fees. All in Favour.

- i) Request for support
 - i) Board reviewed the request and request being followed up on
- j) Survey - tabled to next board meeting

8. Next Meeting

Agreement from board to move to Wednesday based on board members' schedules.

Wednesday June 11, 2025 at 7:00pm at Klondike Chevrolet Buick GMC, 191 Range Rd, Whitehorse

9. Adjournment

The meeting was adjourned at 10:10pm.

ACTION ITEMS

- All Board Members
 - Competition Policy and criteria for travel document

- **ACTION: Request for review and input on this document from the board by Sunday June 8 at noon to support a motion for approval at next board meeting**
- Bookkeeper and Treasurer
 - **ACTION: Bookkeeper and Treasurer need to respond to the Crowe Mackay requests in order to move requests forward**