



Approved July 3, 2025

Northern Lights School of Dance Board of Directors

Meeting Minutes

Meeting 36

June 11, 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 7:08 p.m. Wednesday June 11, 2025, Natasha MacDonald- Vice President, presiding. Karen Campbell as Secretary.

2. Approval of Agenda

The agenda for Meeting 36 (June 11, 2025) was adopted as amended, on the motion of Natasha MacDonald, seconded by Kristie-Anne Boucher.

3. Approval of Minutes

Agreed on motion of Natasha MacDonald , seconded by by Mary Caldwell
THAT Meeting #35 minutes are APPROVED. All in Favour.

4. Decisions Taken Outside Meetings

None taken

5. Financial Update

- ACTION: Board has been requested to review the GIC options presented by BMO before next board meeting
- **ACTION: Treasurer to send board link from BMO with GIC options**

6. Updates

- No updates

7. Other Business

- a) Decision making and communication - deferred to future meeting
- b) Competition Policy and criteria for travel document

Agreed on motion of Natasha MacDonald , seconded by Karen Campbell **THAT the presented Competition Dance Team Program Policy and the 2025-2026 Competition Dance Program Expectations & Information ARE APPROVED. All in favour.**

ACTION: Betty Burns to update the policy handbook online language that communicates that the policy handbook will be updated in July.

- c) Staff Contracts

Agreed on motion of Karen Campbell , seconded by Kristie-Anne Boucher **THAT the current contract for A/AD (Stage Director) be amended with Stage Director in agreement, with a list of duties to oversee the 2025-2026 summer programming and staff and extend the contract date to August 15, 2025 IS APPROVED. All in favour.**

Agreed on motion of Karen Campbell, seconded by Gary Whittle **THAT the administrative assistant position be awarded to current contractor and amend the current cleaning contract with extension to August 30, 2025 to operationally support the NLSD studio for the summer months IS APPROVED. All in favour.**

- d) Approval of Job Description

- i) Review of draft JD for administrative assistant position

Agreed on motion of Karen Campbell, seconded by Natasha MacDonald **THAT the job description for the administrative assistant position IS APPROVED. All in favour.**

- e) Presentation and minutes of May 24, 2025 General Membership meeting

Motion made by Natasha MacDonald to approve May 24, 2025 General Membership meeting. Motion withdrawn.

- f) Monitoring of Board Email

ACTION: Board member to review emails that require response

- g) Review President update
 - i) Reviewed email of work to date from president

ACTION: Natasha to respond to president's email

- h) Summer staff
 - i) Hoodies -

Agreed on motion of Natasha MacDonald, seconded by Kristie-Anne Boucher **THAT all NLSD staff, including summer camp staff, receive a NLSD Hoodie free of charge IS APPROVED. All in favour.**

- ii) Cleaning - see motion and approval in 7 c)

- i) Financial review
 - i) Crowe Mackay update - no new business
 - ii) Bookkeeping Services - no new business

- j) Request for support/legal update - deferred to future meeting

- k) Survey -

ACTION: Natasha to reach out to member regarding support to develop survey.

- l) Jack Rabbit preregistration discount and invoicing - deferred to future meeting

8. Next Meeting

Thursday June 18, 2025 at 6:00pm at Klondike Chevrolet Buick GMC, 191 Range Rd, Whitehorse

9. Adjournment

The meeting was adjourned at 10:02 pm.

ACTION ITEMS

- **ACTION:** Treasurer to send board link from BMO with GIC options
- **ACTION:** Betty Burns to update the policy handbook online language that communicates that the policy handbook will be updated in July
- **ACTION:** Board member to review emails that require response
- **ACTION:** Natasha to respond to president's email
- **ACTION:** Natasha to reach out to member regarding support to develop survey.