

*Amended and approved May 6, 2025
in accordance with Roberts Rules of Order*

NLSD Board Meeting
Tuesday, April 2, 2024
66 Tamarack, Whitehorse, YT

Attendance: Karen Campbell, Dayna Woodford, Stephen Word, Lisa Young, Heather Mah, Genevieve Tremblay

Regrets: Lesley Gardner- Falle

Call to order at 5:44pm by Dayna Woodford.

1. Approval of Agenda
Stephen made a motion to approve the agenda
2nd Lisa
2. Approval of past minutes
Stephen made a motion to approve the minutes
2nd Heather
3. Finance Update
 - Lots of reimbursements from savings (travel) need to come back to the chequing account
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 - The savings account includes the general travel fund as well as the individual dancers travel funds
 - Bingos are doing better
 - Linda and Karen has a spreadsheet in google drive that is tracking all reconciliations
 - In quickbooks, things are being coded differently because of the layout of the new budget. It's a bit more work but working well
ACTION: Karen and Lisa will update the budget with actual expenses to date for next meeting to determine if there's been any savings
 - There's been a \$700 surcharge x 2 dancers because they were booked as unaccompanied minors for DaCi because they are only flying one way. The Artistic Director sent an email saying NLSD would reimburse \$500/ dancer for the additional fees.

Karen made a motion to cover the costs from the General Travel Fund

2nd Stephen

All in favor

- *Motion to add categories to the square machine so that travel costs can be clearly reconciled*

1st Heather

2nd Lisa

- NLSD Prince George Lead invoiced for an extra \$400 for PG as we did not inform her of the max of 8 hrs/day.

Karen made a motion to pay her for her additional hours worked in PG.

2nd Heather

- TAP application follow- up

ACTION: Karen will do the paperwork for the follow-up

- Karen is working with travel fundraising committee on the 6-month reconciliation for the raffle.

Karen made a motion to get all raffle documents

2nd Heather

ACTION: Karen will ask travel fundraising committee for all raffle documents

ACTION: Dayna will ask lotteries if we can submit new application before the reconciliation

- Sponsorship Packages:

- The sponsorship packages were emailed to all travel parents with a sign-up sheet for sponsorship for DaCi only

- Have received the first \$500 sponsorship

- Only cheques are accepted for sponsorship. Once cheque is received, please give to Karen.

ACTION: Karen will do charitable receipts for sponsorships

- Families are sending multiple e-transfers which is very time consuming for the bookkeeper. We need to create a process that is more efficient.

4. Travel Meeting Prep

Purpose:

- To inform the travel parents that they are actually a working group not a committee according to our bylaws as we were just informed by our lawyer

- Two non- invested board members will be present at each travel fundraising meeting to serve three purposes: 1. To chair the meeting 2. To take minutes (to be sent out to the travel group following the meeting) 3. To bring information discussed back to the board and facilitate board approval if required.

**** Any board members attending the meeting as a travel parent serves as only as travel parents. They do not speak on behalf of the board.*

ACTION: Lisa, Karen, and Stephen will take turns partnering to attend the travel fundraising meetings to chair and take minutes

- To determine the voting process for the travel fundraising group.
- Ask the group what voting process they think will work for group.
- To inform the group that the board's responsibility is the school. The school must exist in order for dance travel to happen
- To obtain access to information ie. Travel email

ACTION: Karen will create an agenda and will set up a zoom link to send out.

Time: 7-8 pm

Location: Sport Yukon board room

Chairs: Karen and Stephen

5. Chair of Travel Fundraising Committee Letter

The board discussed the intention of the letter and has decided that there's no expected outcome and for this reason has decided not to send a letter.

Karen made a motion to not send a letter to the "chair" of the travel fundraising committee.

1st Dayna

2nd Lisa

All was in favour Goals for next year:

- Update the website with copy and include dates that are sent out in newsletters
- Set up individual emails for all instructors

Meeting adjourned at 7:20 pm

Next meeting: Monday, May 6th at 5:30pm