



# Community Dance Capital District Association

Annual General Meeting  
Sunday, January 26, 2020 – 2:00 PM  
Queen Mary Park (10844 – 117St.)



## MINUTES

**Open Discussion:** no minutes taken

**Call to Order:** President Dave Patterson at 2:05pm

**Quorum?** Yes 31 CDCDA members; 15 member clubs represented

**Agenda:** Additions, Deletions: None

*Motion by Dwayne J. to adopt agenda as presented. Seconded by Carman D. PASSED*

### Approval of minutes of Fall General Meeting

*Motion by Janice F. to approve the minutes of Fall General Meeting November 17, 2019 as distributed. Seconded by Marion S. PASSED*

### Reports:

**President:** Dave Patterson

Welcome everyone for coming. Introduction of current board members.

Elections very important today as several board members are not continuing. Encourage positions to consist of more than 1 person to share the workload.

**Treasurer:** Wade Garner – Absent; given by Dave Patterson

- ✓ Financial package distributed. Jason Pope on behalf of Big Red Income Tax and Accounting performed a Review Engagement of the CDCDA financials for the year ended December 31, 2019. Package included as part of meeting minutes (to be posted as part of minutes on CDCDA website online)
- ✓ Dave indicated that the executive has approved the hiring of a book-keeper to assist the new treasurer.

**Dance Director:** Barbara Hostyn

- ✓ Summer Dances: all clubs needed to submit date to host a summer dance
- ✓ Dan Nordbye International Caller coming to Edmonton, May 2, 2020. Advance tickets available online ([communitydance.org](http://communitydance.org)), from Barbara, or at the door.

**Convention 2020:** Gary Smith – Report submitted and attached

- ✓ Planning and registration going well

**Promotion Committee:** Gary Smith – Report submitted and attached

- ✓ Taste of Dance program has been discontinued
- ✓ Welcome to any additional members that would like to join this committee

### **New Business**

- 1) New Promenader is here. Please pick up copies for your club.
- 2) Concerns of pictures on banner page of the CDCDA website. Shows a lot of “grey hairs”. Every club should take pictures during their dances of younger squares. Submit to the CDCDA for posting on website.

### **Election of 2020 Officers** – Dave Patterson

Nominations for President

Nomination for Janice Fendall – accepted if other responsibilities of secretary & publicity filled

Nomination for Paul Dupras - declined

Nominations for Vice-President - none

Past President – Dave Patterson

Nomination/Volunteer for Treasurer

Carman Dufresne – accepted with the help of a book-keeper

Nomination/Volunteer for Secretary

Sylvia Colleton - accepted

Nomination/Volunteer for Director-at-Large – Barbara Hostyn: will continue with the help of others

Nomination/Volunteer for Director-at-Large – Gary Smith: accepted

Nomination/Volunteer for Director-at-Large - Dwayne Jenkins: will continue

Promenader Editor - Mary Hagstrom will continue

Effective February 26, 2020, signing authority for CDCDA accounts shall be updated as follows:

Carman Dufresne, Treasurer to be added

Ray Duffy, previous past president to be removed

Barbara Hostyn, Dance Director; Janice Fendall, President; Wade Garner, Book keeper; and Dave Patterson, Past President will remain.

*Moved by Marion Jenkins to close elections.*

**Adjournment:** 3:15pm

### **Next Meeting:**

Spring General Meeting – April 19, 2020 – 2:00pm Belmead Community Hall (New Location)

**Special Presentation: Dave & Claudia Littlefair**

**Big Red Income Tax and Accounting**

11107 – 95 St. Edmonton, AB T5G 1K7

Phone: (780) 471-6251 Fax: (780) 471-6221

REVIEW ENGAGEMENT REPORT

I have reviewed Balance Sheets and the Statements of Receipts and Disbursements for the **Community Dance Capital District Association** for the year ended December 31, 2019.

I have reviewed the General Account, the Casino Account and the Cottle Account.

My review was made in accordance with generally accepted standards for review engagements and consisted primarily of enquiry, analytical procedures and discussion related to the information supplied to us by the association.

A review does not constitute an audit and consequently I do not express an audit opinion on these financial statements. Based on my review however, nothing has come to my attention that causes me to believe that these financial statements are not in accordance with generally accepted accounting principles.

Edmonton, AB

January 6 2020



Jason Pope

Senior Accountant

Approved on behalf of the Board:

President

Treasurer

Community Dance Capital District  
Statement of receipts & Disbursements (Dec.  
January through December 2019

	Jan - Dec 19	Jan - Dec 18
<b>Income</b>		
Online Dance Registration	0.00	0.00
Taste of Dance Admissions	0.00	392.00
Grants	0.00	2,611.00
Donations	0.00	1,374.24
Miscellaneous Income	0.00	1,374.53
CDCDA Dance Admissions	8,529.28	8,480.00
<b>Interest &amp; Dividend Income</b>	147.10	86.17
<b>Promenader</b>		
Postage Charge - Single Edition	5.00	0.00
Subscription via Canada Post	210.00	30.00
Promenader Annual Subscripti...	1,870.00	2,460.00
Promenader Advertising	1,975.00	1,894.00
Promenader Individual Sales	510.00	15.00
<b>Total Promenader</b>	4,570.00	4,399.00
<b>Registrations Collected</b>		
CSRDS Registrations	261.00	1,505.00
CDCDA Registrations	1,707.00	966.00
CDCDA Admin Fee	36.00	46.00
<b>Total Registrations Collected</b>	2,004.00	2,517.00
<b>Total Income</b>	15,250.38	21,233.94
<b>Gross Profit</b>	15,250.38	21,233.94
<b>Expense</b>		
Cottle Fund Expenses	-10.72	-613.82
Website	417.00	16.53
Interest Charge	0.00	1.85
Equipment	0.00	209.99
Decorations	0.00	46.18
<b>Registrations Paid</b>		
CSRDS Caller/Cuer Membership	220.00	0.00
CSRDS Club Membership Fee	-8.00	115.00
CSRDS Dancer Membership Fee	-205.00	1,461.00
<b>Total Registrations Paid</b>	7.00	1,576.00
<b>Guest Caller Expenses</b>	1,349.32	1,540.94
<b>Honourarium - Office Assistance</b>	1,950.00	5,326.40
<b>Rental - Sound Equipment</b>	0.00	700.00
<b>Refreshments</b>	0.00	344.92
<b>Administrative Expenses</b>		
Office Space Rental	6,300.00	6,300.00
Accounting Fees	866.25	882.00
Advertising & Promotion	0.00	490.07

---

	<u>Jan - Dec 19</u>	<u>Jan - Dec 18</u>
Bank Charges	0.00	3.89
Donaton to EDCIA	139.00	272.00
Donations	776.00	645.00
Misc. Expenses	-184.58	0.00
Office Supplies, Copying & Post	0.00	74.04
Software	0.00	242.09
<b>Total Administative Expenses</b>	<u>7,896.67</u>	<u>8,909.09</u>
<b>Total Expense</b>	<u>11,609.27</u>	<u>18,058.08</u>
<b>Net Income</b>	<u><u>3,641.11</u></u>	<u><u>3,175.86</u></u>

01-23-20

Community Dance Capital District  
**OPERATING ACCOUNT - Balance Sheet**  
 As of 31 December 2019

	31 Dec 19	31 Dec 18
<b>ASSETS</b>		
Current Assets		
Chequing/Savings		
Servus Credit Union - Current	58,766.94	60,771.55
Cash Floats		
Dance Admission Float	100.00	100.00
Total Cash Floats	100.00	100.00
Servus Credit Union - Shares	1.45	1.40
Total Chequing/Savings	58,868.39	60,872.95
Other Current Assets		
Investments		
CDCDA Term Deposits	5,931.93	5,798.56
Total Investments	5,931.93	5,798.56
Loan to Convention 2020	5,000.00	0.00
Security Deposits	620.00	620.00
Due from Casino Account	500.00	500.00
Total Other Current Assets	12,051.93	6,918.56
Accounts Receivable		
Accounts Receivable	267.00	415.00
Total Accounts Receivable	267.00	415.00
Total Current Assets	71,187.32	68,206.51
<b>TOTAL ASSETS</b>	<b>71,187.32</b>	<b>68,206.51</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Deffered Prom'ndr Subscripti...	1,220.00	1,260.00
Total Other Current Liabilities	1,220.00	1,260.00
Credit Cards		
CUETS Financial Mastercard	0.00	184.58
Total Credit Cards	0.00	184.58
Total Current Liabilities	1,220.00	1,444.58
Total Liabilities	1,220.00	1,444.58
Equity		
Retained Earnings	61,577.93	58,402.07
Cottle Estate Fund	4,748.28	5,184.00
Net Income	3,641.11	3,175.86
Total Equity	69,967.32	66,761.93
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>71,187.32</b>	<b>68,206.51</b>

**Community Dance Capital District Assoc - CASINO ACCOUNT**  
**Statement of Receipts & Disbursements**  
**January through December 2019**

	Jan - Dec 19	Jan - Dec 18
<b>Income</b>		
Casino Proceeds	0.00	76,669.76
Interest & Dividend Income	14.14	125.36
<b>Total Income</b>	14.14	76,795.12
<b>Expense</b>		
Website	6,240.83	3,642.59
Registration Fees	44.00	0.00
Bank Service Charge	9.85	55.46
Casino Advisor Fees	0.00	2,402.35
Administrative Expenses		
Office Postage	85.56	0.00
Computer Equipment	0.00	548.28
Administrative Assistance	0.00	-2,000.00
Computer Software	114.45	27.50
Promenader Postage	29.34	68.92
Domain Renewal	0.00	16.13
Office Supplies	164.03	516.97
Internet and Telephone	930.23	1,549.97
<b>Total Administrative Expenses</b>	1,323.61	727.77
Awards	210.61	413.00
Equipment	3,825.00	0.00
Fees for Service (Caller Fees)	0.00	2,620.00
Promotional Activities	119.11	24,842.82
Publicity	0.00	1,389.49
Rent-Facility	3,677.00	4,175.00
<b>Total Expense</b>	15,450.01	40,268.48
<b>Net Income</b>	<b>-15,435.87</b>	<b>36,526.64</b>

23-01-20

Community Dance Capital District Assoc - CASINO ACCOUNT  
**Balance Sheet**  
 As of 31 December 2019

	<u>31 Dec 19</u>	<u>31 Dec 18</u>
<b>ASSETS</b>		
Current Assets		
Chequing/Savings		
Servus Credit Union (Casino)	39,361.70	58,611.45
Servus Share Account (Casino)	1.23	1.19
<b>Total Chequing/Savings</b>	<u>39,362.93</u>	<u>58,612.64</u>
Other Current Assets		
Prepaid Expense	0.00	245.00
<b>Total Other Current Assets</b>	<u>0.00</u>	<u>245.00</u>
<b>Total Current Assets</b>	<u>39,362.93</u>	<u>58,857.64</u>
<b>TOTAL ASSETS</b>	<u><b>39,362.93</b></u>	<u><b>58,857.64</b></u>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Credit Cards		
Servus Mastercard	130.02	4,188.86
<b>Total Credit Cards</b>	<u>130.02</u>	<u>4,188.86</u>
Other Current Liabilities		
Due to CDCDA General Account	500.00	500.00
<b>Total Other Current Liabilities</b>	<u>500.00</u>	<u>500.00</u>
<b>Total Current Liabilities</b>	<u>630.02</u>	<u>4,688.86</u>
<b>Total Liabilities</b>	<u>630.02</u>	<u>4,688.86</u>
Equity		
Retained Earnings	54,168.78	17,642.14
Net Income	-15,435.87	36,526.64
<b>Total Equity</b>	<u>38,732.91</u>	<u>54,168.78</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>39,362.93</b></u>	<u><b>58,857.64</b></u>

**CDCDA Cottle Account  
Balance Sheet (Dec. 2019)  
As of 31 December 2019**

	31 Dec 19	31 Dec 18
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Chequing/Savings</b>		
CDCDA Chequing Acct (Cottle)	4,738.90	5,179.91
CDCDA Patronage Reward (Cottle)	8.25	3.00
CDCDA Share Acct (Cottle)	1.13	1.09
<b>Total Chequing/Savings</b>	4,748.28	5,184.00
<b>Total Current Assets</b>	4,748.28	5,184.00
<b>TOTAL ASSETS</b>	<b>4,748.28</b>	<b>5,184.00</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Equity</b>		
Cottle Fund Equity	7,752.63	7,752.63
Unrestricted Net Assets	-2,568.63	-1,954.81
Net Income	-435.72	-613.82
<b>Total Equity</b>	4,748.28	5,184.00
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,748.28</b>	<b>5,184.00</b>

**CDCDA Cottle Account**  
**Statement of Receipts & Disbursements**  
**January through December 2019**

---

	<u>Jan - Dec 19</u>	<u>Jan - Dec 18</u>
<b>Income</b>		
Interest	8.03	3.99
Patronage Payment	5.25	3.00
<b>Total Income</b>	<u>13.28</u>	<u>6.99</u>
<b>Expense</b>		
Banking Fees	24.00	10.49
Caller Learning Activities	425.00	610.32
<b>Total Expense</b>	<u>449.00</u>	<u>620.81</u>
<b>Net Income</b>	<u><b>-435.72</b></u>	<u><b>-613.82</b></u>

## **Notes to Financial Statements**

### **Note 1: Significant Accounting Policies**

**These Financial Statements have been prepared using the accrual method of accounting.**

### **Note 2: Deferred Promenader Subscriptions**

**Subscriptions to the Promenader were paid to the association in the fall of 2019 for 2 publications that will be issued in 2020. Consequently 2/3 of the Subscription Revenue has been deferred until 2020.**

### **Note 3: Cottle Estate Fund**

**During the 2003 year, \$10,000 was given to the association from the Cottle estate. During the year the fund showed a deficit of \$435.72 (per attached).**

### **Note 4: Loan to Convention 2020**

**During the year the association loaned to \$5,000 to Convention 2020**

Dance Director's Report  
Annual General Meeting  
January 26, 2020  
Queen Mary Park Hall

- Summer Dances - we need all the clubs to host a summer dance. If you have not already picked a date please do so. I have a sign up sheet here to sign up today.
- Dan Nordbye is an International caller coming to Edmonton on May 2, 2020. There is a Plus dance from 2 - 4 pm and a Mainstream dance with pre-rounds & rounds from 7-10 pm all at the West End Seniors Activity Centre.  
**Advance Tickets:** are \$10.00 per dance per person or \$15.00 per person if going to both dances.
- Tickets at the door are \$14.00 per person per dance. I have tickets with me today or you can purchase them online at [communitydance.org](http://communitydance.org) then click on tickets. I have been told by a number of Edmonton dancers who dance to Dan Nordbye in Arizona during the winter that he is a great caller and very enjoyable to dance to.

Barbara Hostyn

Report to CDCDA January 26, 2020

### Promotion Committee Report 2020

- The Taste of Dance (final Sunday of the month) program at Belmead Community League hall has been discontinued. This event introduced the general public to two dance forms each month. The program was well supported by EDCIA instructors however dancer attendance was inadequate. Was promotion adequate?
- Special Kudos to Janice Fendall who has helped promote our dance forms on community calendars and her work with the CDCDA web site.
- CDCDA still is working to promote our activity on the CDCDA web site working with Tim H. Many of the clubs and instructors however are still not taking full advantage of the web site. Many of us are not adept at on line promotional tools - e.g. Facebook, Meet Up, and other social media platforms.
- Dave and Claudia Littlefair are here today to report on the successes Strathmore and Calgary have had building their clubs. Hopefully we can adopt some of their successful strategies, including promotion activities.
- Presently this committee is not meeting on a regular basis. We (Gary & Eileen) would welcome any additional volunteers or input.

Thanks,  
Gary and Eileen Smith  
Promo Committee

Report to CDCDA January 26, 2020

### **Convention Report 2020**

- Our committee continues to meet on a monthly basis. A great group!
- Technical issues with on line registration are being resolved.
- Visitations are being organized in our area, and registration packages being handed out across the Province.
- Invitations will be extended to other regions for instructors to attend.
- Our plan is to have Clogging, Line Dancing, Contra, Fun Dance, Rounds, and Squares (up to A1) included in the program.
- We will have pre-convention activities Thursday Sept 3<sup>rd</sup> to include a free dance at West Edmonton Mall, and an organized group going to the Jubilations Dinner Theatre (Heartbreak Hotel- Elvis & others).
- The September 4<sup>th</sup> Trail in Dance is hosted by SRDIAA (Square & Round Dance Instructors Association of Alberta).
- Sept. 5 – 7, 2020 Convention including Saturday evening volunteer party (includes dance instructors and convention committee members), Mardi Gras Masquerade Ball Saturday Evening, and Sunday evening after party with live entertainment and a light lunch.
- Saturday will include free public introductions to our dance forms during the lunch and dinner time periods.
- Monday morning trail out will be hosted by Calgary.
- Used clothing sales will be accommodated, and there will be a silent auction fund raiser.
- Also part of the event will include Saturday morning banner parade, ASRDF General Public Meeting, Sunday morning Church and Memorial Service

We are planning a great event! Please register and participate in as many of the activities as possible.

Thanks,  
 Gary and Eileen Smith  
 Chair Couple of 2020 Convention