



Community Dance Capital District Association

January 29th 2023 2:00 PM

Annual General Meeting

Belmead Hall



Open Discussion: Nothing to report

Call to order at 2:04 pm by Janice Fendall

Quorum: 14 members – 7 clubs represented – Yes

Agenda- Approved by John Y. - Seconded by Teresa G. – Passed

Approval of minutes of the Nov 22nd AGM-posted online and distributed though Mailchimp. Motion to accept – Sylvia C. – Seconded – Marion S. – Passed.

Attendance: As per Sign In sheet

EXECUTIVE REPORTS

President Report – Janice Fendall

Welcome Everyone to the CDCDA Annual General Meeting. Thank you for coming. Special welcome to any new dancers that have come to see what we're all about. We are now 4 months into our dance sessions and I hope everyone is having a great time.

As this is the AGM, I want to extend my thank you to the exec that have worked closely together over the past year. We have the past president, Dave, our secretary, Sylvia, our treasurer, Carman, our dance event committee members Ella-Lynn and Barbara, our promotional committee members, Gary & Eileen, our members at large, Terry and Morley, our EDCIA rep, Ken, our Federation rep, Dwayne & Marian, our Casino Chair, me, our promenader editor, Mary, our admin support, Tina, who supports the secretary in taking meeting minutes and our bookkeeper, Wade, who supports our treasurer with QuickBooks entries, creating monthly reports and AGLC enquiries. I also want to thank our media team, Tim who takes care of website maintenance and Cassidy who has been instrumental in keeping our FB and Instagram active and informative. As we move forward, we are in need of a treasurer, secretary, dance event committee members, and members at large. As you can imagine we have some big holes to fill today and I hope for the sake of the CDCDA we fill them. The executive meets once a month on the 4th Wednesday, thru Zoom. No need to travel. If we fail to recruit people to participate on the executive, then things may not happen. There may be no more special caller dances, summer dances, casino funds, website, and promotions. The CDCDA Executive are a great bunch of people serving a great bunch of dancers but we are in critical mode. Don't let this organization fail because you thought "someone else will do it".

Over the past several weeks, I visited most of our dance clubs to introduce myself and encourage dancers to think about joining our exec team. I hope it did some good. The hospitality was awesome, I enjoyed myself and saw lots of familiar faces. That showed me that many dancers are gradually coming back to our activity. With some clubs closing, it is good to see that the dancers are joining up in the active clubs and not quitting dancing all together. My apologies if I missed visiting your club, I hope to visit it next time. We have several events to look forward to over the next several months. They are all posted on the events ads on the CDCDA website so please continue to visit the website for lots of information and to continue reading the emails that come out twice monthly.

Our annual Alberta Tour is Saturday, May 6, 2023 with Canadian Caller: Steve Edlund from Surrey, B.C. The event and tickets is started to be organized. There are 2 special choreographed ballroom dances being planned and as is our summer dances and activities. Be part of the Dance Event Committee to bring your ideas and support.

Treasurer Report – Carman Dufresne

Bank Balance in Casino Account on January 23 was \$76,902.64. (\$10,922.69 taken from this account in the last two month)

Bank Balance in Operating Account on January 23 was \$42,420.68. (\$2,205.77 taken from this account in the last two months.

GIC worth \$6,123.94 reinvested in April 2022, for 17 months at 2.5% interest – matures Sept. 20, 2023.

CASINO ACCOUNT from November 28, 2022, to December 25, 2022

Usual Expenses: paid this month Cheerific (\$417), Mail Chimp (\$16.45), and ACN (\$102.89)

Other expenses: Cassidy Design – Promotional Activities for November (\$390.08) Cassidy Design – Promotional Activity for October (\$117.08) (added together on summary) Ken Sipe – Sound rental for the CDCDA demo at WEM

(\$125.00) Belmead Community League Hall rental (AGM, Spring and Fall General meeting) January 29, April 30, and November 19, 2023 (\$105.00) Janice Fendall – Brochure Printing (\$89.50) Club Assistance (approval provided earlier) bank account now in place. Square Up! (\$5,298.50) Crossfire Plus (\$2,720.00)

OPERATING ACCOUNT from November 28, 2022, to December 25, 2022

Income: CSRDS membership dues collected (\$75.00) CDCDA membership dues collected (\$45.00)
Expenses: Big Red Accounting – December (\$525), Wade – Bookkeeper (Oct. 25 to November 27 = \$255.00 includes updating membership entries and compiling data collected for CDCDA and CSRDS Tina – Administration Assistant (\$225) includes regular meeting and AGM. Cassidy Design – administrative Activities (November only \$15.23) Brenda Ryder – treasurer of ASRDF – additional fees to CRSDS. (\$50.00) Janice Fendall – Zoom Subscriptions for 2022 (\$252.00)

CASINO ACCOUNT from December 26, 2022, to January 22, 2023

Income: Repayment to Casino fund for an incorrect withdrawal. Business License cannot be taken from Casino Fund. (\$45.00)

Usual Expenses: paid this month. Cheerific (\$417), Mail Chimp (\$16.60), and CAN (\$102.89)

Other Expenses: Cassidy Design – Promotional Activities for December (\$277.20) Tina Duncan – reimbursement for payment for computer (\$735.83) Facebook Ad – social media posting (\$36.67)

OPERATING ACCOUNT from December 26, 2022, to January 22, 2023

Income: CDCDA/CSRDS fees collected (\$43.00)

Expenses: Big Red Accounting – January (\$525), Wade – Bookkeeper (November 28- December 25) = \$90.00 includes emailing of CSRDS insurance certificates. Tina – Administration Assistant (\$60) Mailchimp and admin work

Repayment to Casino fund for an incorrect withdrawal. (\$45.00) Cassidy Design – Administrative work in December (\$96.86) Carman Dufresne – reimbursement for Printer ink for past three years.

UPCOMING TRANSACTIONS –

Income: \$2.22 interest in Cottle Fund

Expenses: From Operating Big Red Accounting – Office rent (\$525.00) Tina Duncan - Admin. Assist. (TBD) Wade Gardner - bookkeeper (\$90.00) additional information requested by AGLC. Cassidy Design – administrative work (TBA) Big Red Accounting for reviewing books for 2022 – approximately \$600.00. From Casino Cheerific – website Maintenance (\$417.00) Cassidy Design – promotional work (TBD) Mailchimp – (\$16.80) ACN – (\$102.89) Possibly Facebook – social media posting.

Carman D. moves to accept the financial – Passed

Promotions Committee Report– Gary & Eileen Smith

Since the last CDCDA General Meeting in November, we have a couple of activities to report. We had a social media campaign, with Cassidy's support, to feature the 3 clubs with January 2023 new dancer opportunities: Happy Homesteaders, Square Up! and Fun Steps. Both Happy Homesteaders and Square Up! had new dancer intakes, each about a square. Gary and Eileen also tried a new concept – we had a booth at the Belmead Hall Christmas Market, to promote Square Up! and Fun Steps January intakes. We had substantive conversations with 16 people, about dance programs at Belmead Hall. We thought it was a successful awareness project. We even did a demonstration of choreographed ballroom, to applause, when there was a lull in the number of customers in the hall. The ladies in the next booth egged us on! In addition, we provided Christmas music for the market, which was appreciated. Future Promotion – our next intakes for new dancers will be in the fall. We are starting to make promotion plans which include: Magnet Signs for new dancer intakes and free intro dances

NEW: Community League Free Dances for beginners at 5 halls in Edmonton – scattered throughout Edmonton

Free postings at newsletters and web sites including social media

Farmer's market demos to create awareness.

We will be working to bring the CDCDA website up to date to reflect planned fall new dancer intakes. Work with the ASRDF (Alberta Provincial Dancer association) updated website and promotions campaign

NEW: At this time we are considering 2 West Edmonton Mall dances - one prior to fall new dancer intakes (during 'back to school' shopping?) and again for 'National Square Dance Day' in November. We are considering ideas to bring more shoppers to our information booth. Maybe handing out coupons for free intro dances, or a draw for free lessons.

TWO IMPORTANT THINGS TO REMEMBER:

1. Your Club Webpage, please review on occasion to make sure your club information is accurate and up to date. It doesn't have to be flashy, but it should be current with correct contact information.
2. Please start thinking about your fall 2023 season, and new dancers. Will you be accepting new dancers? What does your new dancer program look like? When is your start date? We will have a promotions campaign over the summer,

leading into the fall start-ups, and we will be asking your club to provide information for a brochure, and the new dancer programs section of the website.

NEW BUSINESS

New casino requests: Allocated \$13,000.00 to clubs.

Cuer and Caller school submitted requests for \$1000.00 each for help with their finances, both were approved.

First Aid Options – presented by John Younie

Assumptions and Rationale

It is advisable to have one member of each square and round dance who is trained in first aid, especially CPR and AED (portable defib).

The most likely “life and death” situation at a dance would involve the CPR/AED aspect of the course. First aid situations would likely involve sprains, falls and broken bones, or minor cuts or burns during food preparation.

One of my assumptions is that we could consider the CPR/AED course without the first aid, counting on member’s life experience to handle the most common first aid situations. This is not ideal, but it provides the most important skills while reducing the cost per participant.

Another assumption is that the course is for the benefit of member clubs much more than the individual. The cost of a course makes it justifiable for the CDCDA to cover all or at least the majority of the cost.

Course Options:

1. Breath for Life One Day Course: Cost of \$126 per participant. Minimum of 10 participants.

(<https://breathforlifeinc.com/course/emergency-first-aid-in-class-course/>) Link to course description

This is a full day Red Cross course that has an exam and receives a certificate. It covers CPR and AED. The first aid portion covers typical problems like breathing problems, airway blockage, cardiac arrest, respiratory problems, wounds, immediate care and care while waiting for EMS. Note: course includes a digital manual or e-book.

2. Spectrum Safety Services/Second Chance: Cost \$100 per participant.

(<https://firstaidsafetytraining.ca/first-aid-cpr-courses/first-aid-fundamentals/>) Link to first aid course description

This is a full day course without exam or certificate. It is a composite course based on my requests. It includes the basic first aid (which includes AED) and basic CPR. For 15 people they will offer the course at our location.

3. St. John’s Ambulance: Cost and details to be determined. I have submitted a request for a quote on a one day course similar to the others. It would take place at their facility at 12304-118 Avenue. I have not received a response to the on-line application. Based on my phone conversation before I filled out the application, I expect them to be competitive with or better than the other two

Discussion followed with several ideas brought forward. *Point 1.* Who should take the course? Someone that is at every dance. That would be the Caller. *Point 2.* First Aid items could be forgotten so refresher course would always be needed. *Point 3* - Maybe just AED training. Do all our dance facilities have an AED? Gary Smith to bring up with Caller Association members.

Promenader

Submission Deadline Feb 10 – There will be an Online only version.

Elections

Janice F. to stay on as president.

Dave P. staying on as past president.

Treasurer: Carman D. stepping down – position up for election. No nominations. Motion by Eileen Smith to authorize the CDCDA Executive to appoint a new treasurer. Seconded by Bruce N.

Eileen Smith nominates John Younie for Secretary – John Accepts. – All in favor – Passed.

Gary Smith accepts to remain as Director at Large: Promotions

Dwayne Jenkins accepts to remain as Director at Large: Federation Rep

Ella-Lynn Thygesen accepts to remain as part of the Dance Event Committee

Members at Large:

Morley B., Sylvia C., Eileen S. accept positions

Unfortunately there was no time for club reports.

Next Meeting: Spring General Meeting, April 30, 2023, Belmead Hall, 2 -4pm.

Meeting adjourned at 4:05 pm

Quorum Requirements

A quorum at all CDCDA General Meetings shall consist of
3% of the membership representing 30% of the clubs.

Data as of January 27, 2023

3% of membership: $336 \times 3/100 = \underline{11}$ members required

30% of clubs = $16 \times 30/100 = \underline{5}$ clubs represented

CDCDA ANNUAL GENERAL MEETING January 29, 2023 Belmead Community Centre	
ATTENDANCE	Club Being Represented
Name	
1 DAVID HADSLINSON	SQUARE UP!
2 FIVE PATTERSON	EDCIA
3 Janice Fendall	CDCDA
4 Maria Schuster	Edu. Singles
5 Theresa Eurash	EQM JIGGLES
6 Carman Dufresne	Country Sunshiners
7 Gary Smith	Crossfire
8 Eileen Smith	Square Up!
9 Marian Jenkins	C. Sunshiners
10 Barbara Behn	Country Sunshiners
11 John Younie	Fun Steps
12 Barbara HESTYN	LUKES & LUCYS
13 MARY NELSON	FUN STEPS
14 BRUCE NELSON	FUN STEPS

Clubs

- Blizzard Cloggers
- CDCDA
- Country Cousins
- Country Sunshiners
- Crossfire

Double Diamond Dancers

- EDCIA
- Edmonton Singles
- Footwerk
- Fun Steps
- Happy Homesteaders

Kensington Strollers

- Lukes & Lucys
- Sandholm Crossroad Squares
- Square UPI
- Wandering Squares

CDCDA ANNUAL GENERAL MEETING January 29, 2023 Belmead Community Centre	
ATTENDANCE	Club Being Represented
Name	
15 Tracy Boulton	Lukes & Lucy
16 Marilyn Blazenko	D. Diamonds
17 Sylvia Callan	CDCDA Executive
18 Jane DORRAS	D. DIAMONDS
19	

TABLE OF CONTENTS

- 1) Review Engagement Report
- 2) Statement of Receipt and Disbursements – General Account
- 3) Balance Sheet – General Account
- 4) Statement of Receipt and Disbursements – Casino Account
- 5) Balance Sheet – Casino Account
- 6) Statement of Receipt and Disbursements - Cottle Account
Balance Sheet – Cottle Account
- 7) Notes to Financial Statements

REVIEW ENGAGEMENT REPORT

We have reviewed Balance Sheets and the Statements of Receipts and Disbursements for the **Community Dance Capital District Association** for the year ended December 31, 2022.

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

Our 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 20, 2023



Dave Patterson

Manager

Approved on behalf of the Board:

President - *Janice Fendall*

Treasurer - *Carman Dufresne*

Community Dance Capital District Association
OPERATING ACCOUNT - Statement of Receipts & Disbursements
January through December 2022

	Jan - Dec 22	Jan - Dec 21
Income		
Facility Rental	0.00	0.00
Dance Demonstrations	500.00	0.00
Online Dance Registration	371.00	0.00
Convention Income	0.00	1,217.80
Donations	2,056.79	12.50
Miscellaneous Income	0.00	0.00
CDCDA Dance Admissions	3,441.25	0.00
Interest & Dividend Income	-28.30	0.04
Promenader		
Promenader Advertising	545.00	115.00
Total Promenader	545.00	115.00
Registrations Collected		
CSRDS Registrations	1,775.00	0.00
CDCDA Registrations	1,026.00	0.00
Total Registrations Collected	2,801.00	0.00
Total Income	9,686.74	1,345.34
Gross Profit	9,686.74	1,345.34
Expense		
Gifts	64.31	0.00
Registrations Paid		
CSRDS Caller/Cuer Membership	1,680.00	0.00
CSRDS Club Membership Fee	80.00	0.00
CSRDS Dancer Membership Fee	45.00	0.00
Total Registrations Paid	1,805.00	0.00
Guest Caller Expenses	293.57	0.00
Refreshments	34.50	51.72
Administrative Expenses		
Business License	45.00	0.00
Office Assistance	1,389.38	1,395.00
Bookkeeping	1,455.00	937.50
Office Space Rental	6,300.00	6,300.00
Accounting Fees	567.00	661.50
Advertising & Promotion	482.57	321.67
Bank Charges	22.50	37.50
Donaton to EDCIA	0.00	300.00
Office Supplies, Copying & Post	196.97	0.00
Software	354.90	0.00
Telephone and Internet	0.00	252.00
Total Administrative Expenses	10,813.32	10,205.17
Total Expense	13,010.70	10,256.89
Net Income	-3,323.96	-8,911.55

Community Dance Capital District Association
OPERATING ACCOUNT - Balance Sheet
As of 31 December 2022

	31 Dec 22	31 Dec 21
ASSETS		
Current Assets		
Chequing/Savings		
Servus Credit Union - Current	42,945.68	46,341.34
Cash Floats		
Dance Admission Float	100.00	100.00
Total Cash Floats	100.00	100.00
Servus Credit Union - Shares	1.65	1.53
Total Chequing/Savings	43,047.33	46,442.87
Other Current Assets		
Investments		
CDCDA Term Deposits	6,047.60	6,047.60
Total Investments	6,047.60	6,047.60
Total Other Current Assets	6,047.60	6,047.60
Accounts Receivable		
Accounts Receivable	100.00	0.00
Total Accounts Receivable	100.00	0.00
Total Current Assets	49,194.93	52,490.47
TOTAL ASSETS	49,194.93	52,490.47
LIABILITIES & EQUITY		
Equity		
Retained Earnings	47,739.33	56,650.88
Cottle Estate Fund	4,779.56	4,751.14
Net Income	-3,323.96	-8,911.55
Total Equity	49,194.93	52,490.47
TOTAL LIABILITIES & EQUITY	49,194.93	52,490.47

Community Dance Capital District Assoc - CASINO ACCOUNT
Statement of Receipts & Disbursements
January through December 2022

	<u>Jan - Dec 22</u>	<u>Jan - Dec 21</u>
Income		
Casino Proceeds	0.00	97,226.65
Interest & Dividend Income	0.05	0.03
Total Income	0.05	97,226.68
Expense		
Fraudulent Charges	0.00	-25.20
Website	5,424.36	5,719.35
Bank Service Charge	7.90	47.13
Casino Advisor Fees	0.00	2,445.45
Accounting Fees	0.00	120.00
Administrative Expenses		
Stop Payment Fee	12.50	0.00
etransfer Fee	32.00	0.00
International Transaction Fee	2.61	7.55
Licenses and Permits	0.00	22.50
Computer Equipment	735.83	0.00
Computer Software	763.34	114.45
Internet and Telephone	1,239.68	1,238.82
Website	163.67	0.00
Total Administrative Expenses	2,949.63	1,383.32
Administration	0.00	19.20
Equipment Rental	8,846.50	0.00
Fees for Service (Caller Fees)	987.50	0.00
Promotional Activities	10,057.43	173.29
Rent-Facility	5,872.00	0.00
Total Expense	34,145.32	9,882.54
Net Income	<u><u>-34,145.27</u></u>	<u><u>87,344.14</u></u>

Community Dance Capital District Association
CASINO ACCOUNT - Balance Sheet
As of 31 December 2022

	31 Dec 22	31 Dec 21
ASSETS		
Current Assets		
Chequing/Savings		
Servus Credit Union (Casino)	77,471.20	111,616.52
Servus Share Account (Casino)	1.35	1.30
Total Chequing/Savings	<u>77,472.55</u>	<u>111,617.82</u>
Other Current Assets		
Security Deposits	105.00	105.00
Total Other Current Assets	<u>105.00</u>	<u>105.00</u>
Total Current Assets	<u>77,577.55</u>	<u>111,722.82</u>
TOTAL ASSETS	<u><u>77,577.55</u></u>	<u><u>111,722.82</u></u>
LIABILITIES & EQUITY		
Equity		
Retained Earnings	111,722.82	24,378.68
Net Income	(34,145.27)	87,344.14
Total Equity	<u>77,577.55</u>	<u>111,722.82</u>
TOTAL LIABILITIES & EQUITY	<u><u>77,577.55</u></u>	<u><u>111,722.82</u></u>

Capital District Community Dance Association
COTTLE ACCOUNT - Statement of Receipts & Disbursements
January through December 2022

	Jan - Dec 22	Jan - Dec 21
Income		
Interest	14.41	6.67
Total Income	14.41	6.67
Expense	0.00	0.00
Net Income	<u>14.41</u>	<u>6.67</u>

Community Dance Capital District Association
COTTLE ACCOUNT - Balance Sheet
As of 31 December 2022

Accrual Basis

	31 Dec 22	31 Dec 21
ASSETS		
Current Assets		
Chequing/Savings		
CDCDA Chequing Acct (Cottle)	4,762.77	4,748.36
CDCDA Patronage Reward (Cottle)	8.25	8.25
CDCDA Share Acct (Cottle)	1.24	1.24
Total Chequing/Savings	<u>4,772.26</u>	<u>4,757.85</u>
Total Current Assets	<u>4,772.26</u>	<u>4,757.85</u>
TOTAL ASSETS	<u><u>4,772.26</u></u>	<u><u>4,757.85</u></u>
LIABILITIES & EQUITY		
Equity		
Cottle Fund Equity	7,752.63	7,752.63
Unrestricted Net Assets	-2,994.78	-3,001.45
Net Income	14.41	6.67
Total Equity	<u>4,772.26</u>	<u>4,757.85</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,772.26</u></u>	<u><u>4,757.85</u></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 not collected in 2022.

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 revenue of \$14.41 (Per attached).