

**Alberta Square and Round Dance Federation**  
**Executive Meeting Minutes**  
**Sunday, Nov. 20, 2011, 10:00 AM**  
**Red Deer, Alberta**

**1. Call To Order**

Call to order at 10:15 AM.

**2. Attendance**

Allan & Loretta Turton  
Ron & Margaret Faas  
Glen & Donna Coonfer  
Betty Ann & Melvin Fieldberg  
Ed Wagstaff  
Wayne & Helen Lowther  
Bob & Darlene McMillan

Lorne & Barb Smith  
Jim Williams  
Jack Budd  
Dwayne Jenkins  
Norman & Loretta Demeule  
Al & Carol Moody

The president extended a welcome to the new director, Jim Williams from Calgary & District and to visitors Jack Budd and Verna Kerchinsky.

**3. Approval of Agenda**

**3.1. Additions**

- 3.1.1. Jack Budd – National Convention 2016
- 3.1.2. Honorarium
- 3.1.3. By-Law Review

**3.2. Motion to Approve Agenda**

**Motion # 11-01-01:**

Motion by Margaret Faas, seconded by Barb Smith to approve the agenda with the above additions.  
Carried.

**4. Approval of Minutes of Executive Meeting of Sept. 03, 2011**

It was noted that Motion # 10-05-05 was a repeat of Motion # 10-05-04 and should be deleted.

**Motion # 11-01-02:**

Motion by Donna Coonfer, seconded by Norman Demeule, to accept the minutes of the Sept. 03, 2011 executive meeting as amended. Carried.

**5. Treasurer's Report**

FINANCIAL REPORT FOR JULY 01/11----NOVEMBER 01/ 11

Expense: ( see detailed sheet) 1,740.91  
 Income; (see detailed sheet) 5,654.25

Bank Balance July 01/11	4, 440.07
Income	5,654.25
Sub Total	<u>10,094.32</u>
Less Expense	1,740.91
Total	<u>8,353.41</u>

Balance; November 01/11	8,353.41	Bank Balance	8,529.91
Accrued Interest	2,231.06	Less Outstanding	
Shares Common	836.72	Cheque	150.00
			26.50
			<u>8,353.41</u>

Hopkins Fund #06	16,625.00
Accrued Over Time	
Reserved Fund	
Accrued for last period	2,222.61

Savings Plus #0 8,180.30

Term Deposits as Listed.

FINANCIAL REPORT FOR JULY 01/11----NOVEMBER 01/11

EXPENSE

Squaring Around Alberta	966.00
Copy Financial Statement	53.81
Neu Tech Accounting	246.75
Copies of Annual Statement	168.00
Executive Lunch Sept. 2011	121.50
Mac Unegue -- Badges	26.50
UPS Store Awards Alberta Rose	8.35
Dave Bartlet -- Web Master	150.00
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Total Expenses	1,740.91

INCOME

2010 Refund of Advance	3,500.00
Profit Share 35--65 Split	2,154.25
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Total	5,654.25

Member Number: 1257179  
 For the period ending October 31, 2011

*Stephens Fund*

**Term Deposit - 2 Year Non-redeemable #6**

Start Date 22Apr2011 Interest rate(%) 1.500  
 Maturity Date 22Apr2013 Accrued Interest 131.18

Date	Description	Withdrawals(\$)	Deposits(\$)	Balance(\$)
Oct 01	Opening Balance			16,625.00
	<b>Total</b>	0.00	0.00	

**Term Deposit - Rate Builder (Redemption feature) #21**

Start Date 18Dec2007 Interest rate(%) 4.300  
 Maturity Date 18Dec2012 Accrued Interest 447.15

Date	Description	Withdrawals(\$)	Deposits(\$)	Balance(\$)
Oct 01	Opening Balance			11,973.43
	<b>Total</b>	0.00	0.00	

**Term Deposit - Rate Builder (Redemption feature) #22**

Start Date 18Dec2007 Interest rate(%) 4.300  
 Maturity Date 18Dec2012 Accrued Interest 447.15

Date	Description	Withdrawals(\$)	Deposits(\$)	Balance(\$)
Oct 01	Opening Balance			11,973.43
	<b>Total</b>	0.00	0.00	

**Term Deposit - Rate Builder (Redemption feature) #27**

Start Date 24Dec2008 Interest rate(%) 5.500  
 Maturity Date 24Dec2011 Accrued Interest 520.28

Date	Description	Withdrawals(\$)	Deposits(\$)	Balance(\$)
Oct 01	Opening Balance			11,102.23
	<b>Total</b>	0.00	0.00	

**Term Deposit - Rate Builder (Redemption feature) #28**

Start Date 24Dec2008 Interest rate(%) 5.500  
 Maturity Date 24Dec2011 Accrued Interest 520.28

Date	Description	Withdrawals(\$)	Deposits(\$)	Balance(\$)
Oct 01	Opening Balance			11,102.23
	<b>Total</b>	0.00	0.00	

**Term Deposit - Non-redeemable #29**

Start Date 18Dec2010 Interest rate(%) 1.900  
 Maturity Date 16Apr2012 Accrued Interest 165.01

Date	Description	Withdrawals(\$)	Deposits(\$)	Balance(\$)
Oct 01	Opening Balance			10,000.00
	<b>Total</b>	0.00	0.00	

**5.1. Motion to Approve Treasurer's Report**

**Motion # 11-01-03:**

Motion by Wayne Lowther, seconded by Darlene McMillan, to accept the financial report as presented. Carried.

**5.2. Motion to authorize payment of expenses in excess of \$50.00**

Treasurer has expenses of \$77.93 for postage.

#### **Motion # 11-01-04:**

Motion by Donna Coonfer, seconded by Barb Smith, to approve treasurer's expense of \$77.93. Carried.

### **6. Correspondence**

#### **6.1. ASRDF Web Site – Dave Bartlet**

Carried forward from Sept. 03, 2011

*From my perspective the problem with this (or other ones too) of course is always keeping it up to date. Time is always a factor from my perspective. I am not sure that paying someone to do the updates would necessarily resolve the update problem. I generally always available to do updates in a reasonable timeframe, however the Main problem is getting the information. I personally do not have the time to chase after everyone to get any updates they want – it's fine for people to say something is out of date, but with no one providing updates, it just doesn't happen. If you pay someone to do maintenance what changes? The main problem as mentioned is dissemination of the information to do the updates. If the person you pay to do the job is not provided with the information nothing will change.*

*Generally most updates I have done are a result of the information in the Squaring Around booklet that comes out at this time of year – I have not yet seen one this year, but it probably has been written. To make the website better it will take the efforts of the executive to review the information and specify what needs to be changed. I am not in the executive circle to know what is going on, hence I do not have the info.*

*If you wish to have the maintenance taken over by someone else I have no problem turning it over to someone else. If you wish that I continue that is fine too, but as mentioned the site will improve only if more information is reviewed and passed on.*

*So there are my thoughts for the website.*

*I can create a web report for the September meeting, but I unfortunately I will be back in Ontario on the Labour Day weekend and will not be able to be there.*

*Cheers, Dave Bartlet*

Some general discussion on the web site but no decisions or resolution.

#### **6.2. Round Dance Leader's Seminar of Oct. 28 – 30, 2011**

Nov. 07, 2011 correspondence regarding the Round Dance Leader's Seminar of Oct. 28 – 30, 2011.

#### **6.3. Thank You Card**

A thank you card was received from Ron and Margaret Faas for their receiving the Alberta Rose Award.

### **7. Old Business**

#### **7.1. Bursary Applications**

The three applications; Gary Smith, Bill Degroot, and Larry Warman were approved subject to their attending the follow up session in January , 2012. Lorne Smith is to advise the ASRDF of their attendance following the January session.

Carry forward to the April 22, 2012 executive meeting.

### **8. Reports**

#### **8.1. President**

We want to congratulate Meridian Zone for hosting the 2011 Convention in Wainwright. It was an outstanding weekend. We heard many good comments about it. Thank you for a Convention well done.

We wish to acknowledge those clubs that have milestone anniversaries this year. On October 2011 Red Deer Square Dance Club held a very successful 60th anniversary dance. Allan and Loretta Turton presented a certificate on behalf of A.S.A.R.D.A. The certificate was made by Canadian Society.

We are pleased that Calgary and District are hosting the 2012 Convention on Labour Day weekend in High River. We want to extend Thanks to all the Committee.

We are going to repeat some of our earlier message as we feel it is important and necessary for zones

and other clubs to appoint their representatives to Federation and they should be prepared to take on executive responsibilities after a reasonable time of being in Federation. We would suggest at least a year after attending meetings.

It is unfortunate to see some clubs having to shut down this year and others with so few dancers. Our club members are getting older and it seems we cannot attract younger members to join this wonderful activity. Please let the Federation Web Master know about your club activities and he will put them on our web site. He will also update your information if given the corrections that need to be done.

We want to wish everyone a very Merry Christmas and all good things in the coming New Year.

Submitted by Helen & Wayne Lowther

## **8.2. Canadian Square and Round Dance Society (CSRDS)**

Society Annual General Meeting held October 22, 2011 in Montreal, Quebec was very well attended.

Business arising from the meeting:

During this past year, the following Awards have been approved by Society Board of Directors:

Award of Excellence      Ted & Betty Kernoski, Winnipeg, Manitoba

Long Service Award:

Ken & Joyce Beggs,      Estevan, Saskatchewan

Norm & Barbara Wood,      Regina, Saskatchewan

Mike & Marie Waselyshen, Canora, Saskatchewan

Robert & Sharon Fichter,      Estevan, Saskatchewan

Society Festival 2014 July 14 to 19, 2014 being held in Ottawa, Ontario is moving along very well with 266 now registered. All Square Dancers are urged to register early, your support is needed.

Society Financial report as of June 30, 2011 shows members equity as \$181,800. 00.

Next Society Annual General Meeting will be held in Ottawa, Ontario July 20, 2012

Society membership remains the same for 2012 at \$2.00 for members and \$5.00 for Clubs, Associations and Federations. Rates will be reviewed, and could possibly increase at the July 20, 2012 AGM.

There is new information concerning the handling of Society membership cards, which will be explained separately (see attached) at this meeting (Alberta Federation Executive meeting November 20,2011). Kindly refer attachments to this report for additional information.

Submitted by Norman & Loretta Demeule - CSRDS (Society) Alberta Directors

## **8.3. ASRDF 43<sup>rd</sup> Annual Convention 2011, September 3,4,5,2011**

Thank you to all who supported Federation's 43th Square and Round Dance Convention at Wainwright. From 2.p.m. at registration until 12:00 Noon on Monday there was a very upbeat tone to the weekend. The comments that were made were very positive and that was certainly appreciated by the committee. We have returned the Seed Money of \$3500 to Federation along with a cheque for \$2,154. 25 which was 35% of the registered Dancers as per our agreement. Our account is now closed.

The program was very well accepted. Having the Opening ceremonies Saturday morning was a good start to the day. Also having the AGM Saturday afternoon was accepted with a large number attending. Sunday morning was the church and Memorial Service with the offering going to Stars. This was appreciated by Stars in a letter we received.

To finish Sunday night with the closing ceremonies and an after party for all the dancers, callers and cuers was a highlight. The dancers got to meet and thank the callers personally which was much appreciated.

We wish to let all members of the committee know that we appreciate the work that was put into before, during and after the convention. Also dancers who volunteered for jobs that needed to be done. There is such a family atmosphere amongst square dancers that it makes it easy to know things will be done.

Recommendations

To continue having the Banner Parade, Opening ceremonies, & the Showcase of rounds, on Saturday Morning. The AGM Saturday afternoon, and similar program for the rest of the weekend as was done for Convention 2011

If at all possible, plan an After Party following the Closing Ceremonies for everyone on Sunday.

Friday night Trail-in-dance is best to have only one hall. This gets all dancers together to start the weekend off in fine style.

Chair Couple Report for Convention 2011; Ron & Margaret Faas

#### **8.4. Callers and Dancer Representative Reports**

##### **8.4.1. Zone 1 – Peace Block**

No report.

##### **8.4.2. Zone 2 – Meridian**

There are two square dance clubs still active in the Meridian “Zone.”

Both clubs, Brownfield Prairie Sunset Dancers and the Boyle Twilight Twirlers; dance weekly on Monday nights. This does not pose too much of a problem as they are at opposite ends of our zone.

Boyle has two couples join that are dancers returning after being away for several years. Add to that the return of new dancers from last season and it makes for an exciting evening.

It appears as though we may not have our annual Valentine’s dance. We are planning on possibly having a similar dance some time in March.

The Spring Jamboree will be held at the Legacy Center in Lloydminster on April 21, 2012 with the usual afternoon workshop, supper, evening dance & entertainment once again. Contact Kay & Harvey Hauer at 780-875-2761 for more info.

Submitted by: Reuben & Mary Coleman

##### **8.4.3. Zone 3 – Edmonton**

###### **Edmonton Callers**

November 20, 2011 ASRDF Meeting

The EDCIA (Edmonton and District Callers and Instructors Association) has not met since our last ASRDF meeting.

The Round Dance Council held their fourth annual "Tune-up" dance on September 10, 2011. Unfortunately, the turn out was down from last year, perhaps due to the nice weather and a venue SNAFU.

The EDCIA elections will take place at our December meeting.

Submitted by Lorne and Bernadette Anderson, Zone 3 Caller Rep

###### **Edmonton Dancers**

Zone 3, Edmonton and district, is off to a busy year. Probably 2 new clubs forming. We will have more information after the ESDA President’s meeting that is also being held today.

Once again I would like to bring up a question. The clubs that have folded recently all have archives of pictures and written histories that will be lost if they just go to someone’s basement. Does the Federation have an archive set up? Should we work with the Edmonton Archives? At the moment we have the archives of the Whirlways and the Double Diamonds that need a home.

Our web site [www.edsda.org](http://www.edsda.org) has over 9100 visits now. Two new websites are up; <http://www.squaredancing-2x4s.org> and <http://youthsquaredance.webs.com>. The Promenader Magazine is now on its own website. <http://www.edsdapromenader.org> Password farmer. 28000 visits.

The ESDA has received the summary of expenses for the moderated meeting to discuss the Jamboree Convention problem. There should be a decision this weekend for their portion of the expenses that they offered.

Hoping everyone is having another year of fun, friendship and good dancing.

Respectfully Submitted, Dwayne and Marian Jenkins.

Edmonton Dancer Reps to the ASRDF

#### **8.4.4. Zone 4 – Central**

The clubs in Central are up and running for the coming year. There is twelve clubs this year.

Central Association worked a casino this past October but have not received any money as of yet.

It was decided to have the Cloverleaf published twice yearly. Watch for the new dates for advertising. Helen is their new (again) editor.

We will be having the usual dances again this year starting with the Christmas Toy Dance December 4, 2011 at Gaetz United Church. There will be three more dances after the New Year. All the ads are in the Cloverleaf.

Submitted by Helen & Wayne Lowther

#### **8.4.5. Zone 5 – Calgary**

##### **Dancers**

We have 17 clubs, including plus, round dance and clogging clubs.

We have a total of 878 dancers in zone 5.

C & D sponsored a dance on October 20<sup>th</sup> with Ray Brendzy calling. On March 22 & 23 C & D will sponsor a dance with Bill Harrison calling and on the May first weekend with Ken Bower calling.

We have about 10 new dancers per club but we struggle with the issues of how we attract new dancers and how we retain new dancers.

Respectfully submitted by Jim & Karen Williams

#### **8.4.6. Zone 6 – South West**

Ed Wagstaff reported there are three clubs active in the South West zone although they are losing dances. The area needs new callers to come forward.

#### **8.4.7. Zone 7 – South East**

Prairie Wind Dancers are continuing to dance on Tuesday nights, with one to one and a half squares. We have three new dancers and have met to try and find a way to attract new dancers.

There will be a spring dance with Lorne and Barb Smith on Saturday, April 14, 2012 from 1:30 – 3:30pm. and 5:30 – 7:30pm.

Respectfully submitted,

Zone 7 Caller Reps. Betty Ann & Melvin Fieldberg

### **8.5. Square and Round Dance Instructors**

No report.

### **8.6. Goodwill Ambassadors**

No formal report.

### **8.7. Squaring Around Alberta**

Margaret Faas reported that she still has a few books left for distribution.

### **8.8. Memoriam**

Dancer Reps, please continue to forward names to be submitted in the memorial book ASAP. If not possible, send individually to us.

The new email address for memorial submissions is :

ASRDF\_Memorials@mcsnet.ca

There is an underscore between ASRDF and Memorials. This is very difficult to see when programs automatically underline email addresses.

Using the old email address, [rmcoleman@mcsnet.ca](mailto:rmcoleman@mcsnet.ca) will also get it there.

Submitted by: Reuben & Mary Coleman

## **9. Motion to Approve all Reports**

### **Motion @ 11-01-05:**

Motion by Bob McMillan, seconded by Ida Murray, to approve all reports. Carried.

## **10. New Business**

### **10.1. Nominations**

#### **10.1.1. President**

Call for nomination for president three times.

In the absence of a nomination forthcoming, Wayne Lowther to remain as president.

#### **10.1.2. 1<sup>st</sup>. Vice President**

Call for nomination for 1<sup>st</sup>. vice president three times.

In the absence of a nomination forthcoming, position to remain vacant.

#### **10.1.3. Treasurer**

Call for nomination for treasurer three times.

In the absence of a nomination forthcoming, Wayne Lowther to remain as treasurer for the time being.

Jack Budd indicated he is will to assume the position of treasurer but the current by-laws require appointment to the treasurer's position from the director roster.

All incumbents to continue as two year terms.

### **10.2. Appointment of Representative to Canadian Society**

#### **Motion # 11-01-06**

Motion by Margaret Faas, seconded by Melvin Fieldberg, to appoint Norman and Loretta Demeule as ASRDF representatives to the Canadian Square and Round Dance Society. Carried.

### **10.3. Jack Budd – National Convention 2016**

Jack Budd submitted a verbal proposal to request the ASRDF to support a bid to hold the National Convention in 2016 in Red Deer, Alberta.

Jack indicated that he is willing to serve as chairman. He indicated that very preliminary discussions have been held with Westjet as Red Deer does not have an airport with national connections. The Capri Centre is the potential location and RV parking is available in the centre's lot subject to city approval.

The time frame is July, 2016 on a Thursday, Friday, Saturday and Sunday.

Local associations would be responsible for Trail In and Trail Out Dances.

The quality of the executive committee members is critical as expenses will be in the \$200.0 K magnitude.

Jack was advised to obtain a copy of the regulations from the CSRDS website and prepare a report for the April, 2012 executive meeting.

#### **Motion # 11-01-07:**

Motion by Dwayne Jenkins, seconded by Donna Coonfer, that ASRDF support the proposal to host Convention 2016. Carried.

### **10.4. Honorarium**

#### **Motion 11-01-08:**

Motion by Dwayne Jenkins, seconded by Ron Faas, to pay the secretary an honorarium of \$300.00. Carried.

### **10.5. By-Laws Review**

A committee was appointed to review the by-laws;

Dwayne & Marion Jenkins – Chair Couple  
Norman & Loretta Demeule  
Allan & Loretta Turton

#### **10.6. Alberta Rose Award Pins**

A reminder that the deadline for Alberta Rose Award Nominations is December 30.

CSRDS has requested a copy of the rules / requirements for the award. Permission was granted to Norman Demeule to forward the requirements to the CSRDS.

There is a minimum order of 100 pins from Juniper Emblems at \$396.90.

#### **Motion # 11-01-09:**

Motion by Barb Smith, seconded by Ida Murray, to authorize purchase of one hundred Alberta Rose Award pins from Juniper Emblems. Carried.

#### **10.7. Hopkins Fund**

##### **10.7.1. Financial Statement from Round Dance Leaders seminar of Oct. 28, 29, & 30, 2011**

Round table discussion of the seminar and its purpose.

#### **Motion # 11-01-10:**

Motion by Norman Demeule, seconded by Ed Wagstaff, to remit the \$1,506.32 loss from the Hopkin's Fund to the Calgary Caller's Association for the seminar. Carried.

#### **10.8. Convention 2012 - Report to C and D November 1 2011**

The Town of High River is excited about our square dance convention coming to their Town. The prospect of having about 350 dancers from all over Western Canada, but mostly from Alberta, has got many Town Executive busy planning to make your visit one of happy memories. They are planning a meeting for later this month to map out where everyone will be parking, where the RV units will be going, and to ensure all the merchants are aware of our Convention. The hotels have been contacted and the bed and breakfast people are checking their reservations. Society insurance has been purchased. Most of the directional traffic signs have been centralized at our place as have other signs pertaining to the convention. Arrangements have been tentatively made with a caterer for the Sunday evening after party. The previous convention had a very successful and exciting silent auction. We plan to do the same. Anyone wishing to donate items should contact us until we have a designated person who will look after that. A viewing of the Highwood Memorial Centre will be held shortly by all concerned and an organizational meeting will be scheduled after the Christmas season. The registration forms have been proof read and will be distributed within the week. We are sending registration forms to Manitoba, Saskatchewan, B.C. and Montana. Advertisements have been taken out in the Edmonton Promenader and the Central Zone Cloverleaf magazines. The Registration form will be on our website, the one for Edmonton and area and the Federation website.

We have switched position titles with the Vice Chair and the Treasurer. Joan and Terry Boyd will assume the title of Vice Chair and Marlene Symington will be Treasurer.

We have booked and paid for all the available RV sites for our use. We are accepting requests for RV sites and it would be greatly appreciated if those people would notify me by email as soon as possible. Some sites have power only and others will be dry camping. There is water and a dump station at the entrance to the campground. At this point, it appears that the number of sites will not be a problem.

I have received many offers of help but will need more. We are scheduling tasks so that hopefully no one will be required to put in more than two hours over the weekend. Those interested are asked to email me and if possible indicate if they have an area of expertise and what day they would like to volunteer.

This convention is being directed at the new graduates, the advanced dancer and everyone else in between. We are aiming at those who have never attended a convention before and to those who have felt intimidated by their ability to dance or their social connections. The atmosphere will be that of meeting old and new friends, dancing to different callers and having a fun weekend full of happy memories.

Respectfully submitted, Al Moody Chairperson

### **10.8.1. Convention 2012 Contract**

**“See Attachment”**

### **10.8.2. Seed Money**

#### **Motion # 11-01-11:**

Motion by Barb Smith, seconded by Betty Ann Fieldberg, to provide seed money in the amount of \$3,500.00 to the convention committee for Convention 2012. Carried.

### **10.9. Convention 2013**

Suggestion that the ASRDF tentatively consider booking facilities for 2013.

The meeting was advised that Edmonton district will be sponsoring a jamboree in 2013 on the Labour Day weekend and are open to hosting the AGM, church service, etc. at the event.

#### **Motion # 11-01- 12:**

Motion by Norman Demeule, seconded by Margaret Faas, that the ASRDF book facilities for staging 2013 convention. Carried.

Wayne Lowther is to contact Norm Start to look at tentative arrangements for the Lacombe Centre for Labour Day weekend in 2013.

### **10.10. Marketing and Promotion**

Some comments:

- perceived as “Old Peoples” activity.
- road side advertising
- twitter and facebook.
- videos on U-tube

### **11. Next Meeting**

The next meeting will be on April 22, 2012 at 10:00 AM at the Kerry Wood Nature Center in Red Deer.

This will be a “brown-bag” lunch!

### **12. Adjournment**

Motion by Loretta Turton to adjourn the meeting at 1:20 pm.

**Basic Letter of Agreement**  
Concerning the Management and  
Financial Responsibilities of Alberta Convention 2012

**1.0 Terminology:**

- .1 Alberta Square and Round Dance Federation hereinafter referred to as "**Federation**". Alberta Conventions are **sanctioned** by Federation,
- .2 **Zone 5 Calgary and District Square and Round Dance Association** hereinafter referred to as "**Association**", the Convention **Sponsor**.
- .3 **2012 Convention Organizing Committee** hereinafter referred to as the "**Committee**", the Convention **Host**.
- .4 "National Convention" hereinafter refers to the Canadian Square and Round Dance Society convention held nationally in July every second year, on even numbered years.
- .5 "**General Chair**" hereinafter refers to the person/s appointed by the Sponsor to organize the Alberta Convention, with duties as described in Appendix A.
- .6 "**Horizontal Cuts**" is a term that denotes elimination of a section or component entirely.
- .7 "**Vertical Cuts**" is a term that denotes selected reduction of a section without eliminating the entire section.
- .8 **2012 Convention** hereinafter referred to as the "**Alberta Convention**". The word "**Convention**" or "**Festival**" may be chosen to describe the event by the hosting organization.

**2.0 Introduction and Background:**

- .1 This Letter of Agreement sets forth the areas of responsibility among; the Federation, the Association, and the Committee related to planning, organizing, directing and controlling the **2012 Alberta Convention**, the **44th** annual convention, to be held in the **Zone 5 Calgary and District Association** area during **September 1, 2, and 3, 2012**
- .2 After receiving approval by the Association, the bid for Convention **2012** was presented to Federation and accepted as recorded in the minutes of the **November 19, 2011 Federation** meeting. The awarding to the **Zone 5 Calgary and District Association** area of Convention **2012** to be held in or near **High River, Alberta** is only finalized by the signing of this Letter of Agreement by all parties named.
- .3 Annual Alberta Conventions are held every year except when a National Convention is held in Alberta. National Conventions held in Alberta are considered in lieu of Alberta Conventions. The first Alberta Convention was held in 1969.
- .4 Profits from all Alberta Conventions prior to 1994 were turned over to Federation. Commencing with Convention 95, a portion of the profits was returned to the Sponsor by Federation. The portion of the profits returned, if any, shall be determined by Article 4.0, and,
- .5 The purpose of this Letter of Agreement is to define more clearly the responsibilities of; Federation, Association, and the Committee with regard to staging the Convention, to define the apportionment of any associated profit or loss of the Convention, and to define more clearly the responsibilities and authority of the General Chair.

### **3.3 Committee shall:**

- .1 organize and conduct the Alberta Convention to the best of its ability to provide an enjoyable convention for the dancers, while at the same time maintaining control of expenses;
- .2 ensure that every person attending the convention pays a registration fee at the advertised rate at the time of purchase, and that no one on the program, committee, or volunteer receive any remuneration for services rendered;
- .3 prepare a detailed organization plan for the staging of the Alberta Convention;
- .4 prepare a detailed budget for the Alberta Convention outlining estimated income and expenses that includes any anticipated expenditures for any social functions;
- .5 submit the financial records for audit as directed by the Sponsor;
- .6 notify the Sponsor immediately at any time it becomes apparent that the Alberta Convention may be in a potential loss situation and to initiate budget reduction protocols in conjunction with the Joint Action Committee as described per Article 3.1.5
- .7 recognize that the Sponsor has the final responsibility for the direction and control of the Alberta Convention with the Federation as consultants;
- .8 place suitable paid or complimentary advertisements in associated square dance publications that have either local or regional circulation;
- .9 refund any advances from Federation and/or Sponsor prior to closing of books for the Alberta Convention;
- .10 prepare a final report for submission to Federation and Sponsor providing details on organizing the Alberta Convention including a detailed financial summary and recommendations for future conventions; and,
- .11 turn over all material relating to the Alberta Convention to the Sponsor after closing of the books.

### **4.0 Sharing of Profit or Loss:**

- .1 The sharing of profit will use either plan 1 or plan 2, which must be agreed to by all parties signing this Letter of Agreement:  
Plan 1: The Committee shall forward thirty-five percent (35%) of the registration fees collected to the Federation;  
Plan 2: The Alberta Convention profit will be shared sixty-five (65%) to the Sponsor and thirty-five percent (35%) to the Federation;  
**( Select either Plan 1 or 2, and write in selection under Article 6.0 Page 4 )**
- .2 the Committee shall forward any profit, after the books are closed, to the Sponsor to promote dancing in its area; and,
- .3 provided that all parties have lived up to this agreement, then any loss shall be covered by the Federation prior to the closing of the books for the Alberta Convention.

### **5.0 Arbitration Procedures:**

- .1 In the event that Federation, Sponsor, or Committee, considers that one or more of the parties have failed to live up to the spirit of this Letter of Agreement, than a request shall be made to the Federation to appoint the Chair of the previous Convention to arbitrate the dispute with such arbitration to be binding on all parties. In the event that the Chair of the previous Convention is not available, than the Chair of the Convention preceding that Convention shall be requested to act as arbitrator;
- .2 the appointed Chair shall set a schedule, receive information, and make a determination

on or before the next Convention. Funding for this purpose shall be provided by the party requesting it, however, the arbitrator shall have the power to apportion costs, as he or she sees fits; and,

.3 in the event that the services of a previous Chair cannot be obtained, the appointment of an arbitrator and setting conditions or arbitration shall be an agenda item at the Annual General Meeting of Federation in the following year.

**6.0 Sharing of Profit Agreement**

Refer Article 4.0.1

Plan 2 - 65 - 35%  
NET PROFIT TO SPONSOR  
Write in sharing agreement Plan 1 or 2 and applicable share

**7.0 Signatories:**

On behalf of their respective organizations and committee the following signatures attest to their acceptance of this agreement.

**The Alberta Square and Round Dance Federation**

per [Signature] Date Oct 6 2011  
title Pres. ASARDF

**The Association** Calgary & District Square & Round Dancers Assoc

per Victoria (Vicki) Clouston Date Oct 4/11  
title Treasurer

**The Committee** 2012 Provincial Committee  
All Moody

per All Moody Date Oct. 4 2011  
title Chairperson

Oct. 06/2011

Dear Bill

I have signed the contract on the understanding that your budget, proposition & basic convention "callus it" meet the standards, so all dancers can take part.

I hope you will provide this before our meeting on Nov. 11

Thanks  
Wayne

cc  
could you provide a copy of your minutes authorizing the signature. Thanks.

Wayne

## **Insurance information for all members**

Please do NOT contact the insurance company directly for any reason other than a claim. This past year, many unnecessary requests were sent directly to the account manager, resulting in many wasted hours and increasing insurance costs.

All requests should be directed to the CSRDS Director responsible for Membership. Mathieu Lapointe is a licensed insurance broker and can answer any of your questions and handle most requests; requests that need will be forwarded to the insurance company for completion.

### **FAQ**

#### **WHAT IS LIABILITY INSURANCE?**

For CSRDS we need insurance to prove to a hall that we are solvent and in case we damage the hall. The hall wants to know that it can get \$\$\$ from our insurance policy.

#### **MY HALL IS REQUESTING A NAMED INSURANCE CERTIFICATE. WHAT IS THE DIFFERENCE VS THE INSURANCE CERTIFICATE GIVEN TO OUR CLUB BY CSRDS WITH MEMBERSHIP?**

The statement of insurance certificate provided with club membership is something you already have. A Named Certificate requires CSRDS to add (whatever the hall's name) to our insurance policy. Adding the hall to our policy does not protect CSRDS members against fault committed by the hall. It absolves the hall from action brought by CSRDS members. As matter of reciprocity, we should be asking for proof that the hall is insured not issuing a named insurance certificate that absolved the hall of their normal responsibilities.

#### **DOES CSRDS INSURANCE PROTECT ME IN THE USA?**

Yes, BUT actions brought against our members must be brought in a Canadian court.

#### **ARE NEW DANCERS INSURED BY THE POLICY?**

NO. In order to be insured you have to have paid for insurance and obtained a membership card. Therefore, new dancers who join in the fall and pay for membership will be insured as of January 1st.

#### **Mathieu Lapointe**

**CSRDS Director responsible for Membership**

**E mail:** [smlapdance@gmail.com](mailto:smlapdance@gmail.com)

#### **CSRDS Member's list and card numbers.**

CSRDS Member's name and issued card number needs to be collected and retained Clubs must keep a record list of Club members showing individual names and CSRDS membership cards issued to each. If lists are required to be collected you will be notified;for the present Club lists will suffice.

It is possible that in the New Year this information may be required to be forwarded to the Insurance company.

**Summary CSRDS Alberta Membership 2012**

Zone	Callers	Asoc/Fed	Clubs	Dancers	TotalMbrs	\$2.00Paid	\$5.00Paid	TotalPaid
1-Vacant								
2-Meridian	2	1	2	51	56	\$106.00	\$15.00	\$121.00
3-EDSDA	63	3	31	879	976	\$1,884.00	\$170.00	\$2,054.00
4-Central	14	3	11	244	272	\$516.00	\$70.00	\$586.00
5-C&D	22	2	17	878	919	\$1,800.00	\$95.00	\$1,895.00
6-S.W.	1	1	3	60	65	\$122.00	\$20.00	\$142.00
7-S.E.	2	1	2	23	28	\$50.00	\$15.00	\$65.00
<hr/>								
Totals2012	104	11	66	2135	2316	\$4,478.00	\$385.00	\$4,863.00
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Totals2011	108	10	73	2394	2585	\$5,004.00	\$415.00	\$5,419.00
2012vs2011	-4	(+ 1	-7	-259	-269	-\$526.00	-\$30.00	-\$556.00