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|  | **Board of Directors Meeting – Agenda**Date/Time: October 19, 2017 @ 7:00pm – 9:00pmLocation: Kathy’s House 447 28th Ave E. Vancouver V5V 2N2Kathy’s contact info: 678-834-1086 |

**Present**: Michael Shibasaki, Evelyn Wu, Wyatt Ritchie, Rick Gillespie, Kathy Pomeroy, Vickie Langford, Linda Barker, Wanda Roberts by phone

**Absent**:

**Regrets:** Betty Gene McCallum

1. Call meeting to order: Time: 7:04pm
2. Appointment of Chair ­ President
3. Adoption of Agenda
* No comments
1. Adoption of previous minutes
* Not comments
1. Review of action items from previous minutes

**Stand Up Banner**

July - Sample banner was presented. Adding a graphic was recommended. Any suggestions please let Michael know.

September - At the anniversary Jean Guy will be taking pictures. We will select one for possible use on the banner

October – Still on hold, waiting for Jean Guy to take some pictures for the banner at the 20th anniversary. Executive to remind him to take some “banner pictures”

 Action: Michael

Model release forms will be created for use in promotional materials.

Kathy to prepare model release forms for 20th Anniversary dance to allow the club to use pictures on the banner or other club promoting events

 Action: Kathy

**Website Template**

July - Wanda has three in hand all are suitable. Wyatt will take a look at the proposals.

September - Wyatt reported that they all require good graphics. Favorite was Salsa template. Cost will be $60.00. We will possibly have pictures from the anniversary for the template.

October – Wait to get pictures from the 20th Anniversary dance for display on website

Action: Wyatt

**Facebook Ads**

July **-** Wanda will email to board next week.

September – On hold (Wanda could not attend this meeting)

October – On hold (Wanda away for this portion of the meeting)

Action: Wanda

**MailChimp**

July **-** Bonnie is familiar and is willing to use it for the newsletter. Michael will do an import/export as a test run.

September – Michael imported the email addresses from constant contact to mailchimp. We will not have a chance to test Mailchimp for a little bit. Bonnie’s (our newsletter volunteer) wedding is at the end of September so she’s a bit busy.

October – Bonnie (newsletter writer) will continue writing newsletter from Florida on her trip (vacation) as long as she has internet connection. We will try to switch over to Mailchimp as a test in the next month or so in preparation of switchover at end of year

 Action: Michael

Rick will update the on-line membership list and send email addresses of new members to Michael and Wyatt.

Rick has updated and the new members have been added to the list. **Action Complete** Action: Michael/Rick

**Rules & Regulations**

Please read by October 5th and give Kathy your comments. Goal to officially adopt at our October 19th meeting.

Board reviewed but there are still some items to be worked on. Kathy to update based on current comments and the resend to board to do a second round of review

 Action: Kathy/Board

**November Dance**

Vickie will do an inventory for the potluck supplies.

Vickie inventoried. Vickie will get more napkins for dance. **Action Complete**

 Action: Vickie

Cake for guests.

Committee in process of selecting cakes

 Action: Committee

Poster – Potluck, Elizabeth is teaching

Completed, Linda has the stack of handouts. **Action Complete**

 Action: Betty Gene

**Member Request**

Shanna Terrey has asked that we donate to the CIBC Run/Walk for the Cure. We decided there is no equitable way to choose who we donate to.

She also requested to donate some used dance clothing at our dance. We will keep swaps to dance shoes only. Kathy will talk to Shanna.

Kathy talked to Shanna and explained the board’s reasoning. **Action Complete**

 Action: Kathy

**DJ Jason – Special Events**

**Motion** - by Betty Gene second by Wyatt.

I move that we pay Jason $25/hour for special events for any extra time outside of his usual 7:30 pm – midnight.

Comments – none.

Unanimously passed.

Michael will talk to Jason

Michael talked to Jason. **Action Complete**

 Action: Michael

1. Executive Board Reports:
	1. President's report

Admin stuff:

- Renewed mailbox, website, getting things set up for next board

- Arranged instructors: battle of the instructors for December’s dance, is working on talking to John Kirkconnell about January’s dance

- Michael did interview for Burnaby Now about the dance club. Article to come out within month

- Started talking to instructors for next year’s dances

* 1. Vice President's report

- Uploaded photos to dropbox from previous board member’s cds for future use

- Updated website with previous executive names, also dance dates

* 1. Treasurer's report

- Made $562 at October’s dance, we are now operating at a surplus for the year.

* 1. Secretary's report

Betty Gene not in attendance

1. Dance/Committee Updates
	1. October Dance Recap

General Comments:

* Great lesson, lots of turnout
* Advertisement was well done
* 15 people in beginner class
* Floor seemed packed for most of the night
* In lieu of JAmes Atwell’s DJ fee, he took free admission for himself and 3 of his guests.
	+ JAmes’ music seemed to go over well with the dance floor. JAmes and Jason said they would work together again
* Volunteers did a good job
* Two mixers
* Some people did some “stealing” at the end of the night which was inclusive and fun
* Veronica Atwell offered to volunteer to redesign an “ask me to dance” button – maybe we can get her to design t-shirts that say “dance with me”?

Vickie or Michael to approach Veronica to design a t-shirt that says “DANCE WITH ME” to replace the buttons for added visibility

Action: Michael/Vickie

Vickie to talk to Wanda about getting a “DANCE WITH ME” t-shirt to wear at the dance instead of the pins. Vickie to send e-mail to Wanda with specifications

Action: Vickie

* 1. November Dance 20th Anniversary (Michael, Wyatt, Linda, Kathy)
* Cake

Action: Linda to purchase Costco cake and Costco platters, white napkins for 20th anniversary dance. Cake to say “Happy Anniversary”

Action: Linda

* Potluck will be whatever people want, don’t need a specific style
* Will hold draws for dance bags and mugs. Tickets will be given out at door for the draw with purchase of dance ticket

**Motion**: That we should obtain a $100 gift certificate for Avalon dance shop or equivalent dance store as the grand prize for a draw at the 20th Anniversary dance. –Motioned by Evelyn, seconded by Rick

**Discussion:** Avalon dance shop is fairly far from Vancouver. On the other hand, Delta is still accessible.

**Vote: Unanimously passed**

**Motion passes**.

Action: Vickie to purchase $100 gift certificate from Avalon

Action: Vickie

Action: Wyatt and Rick to install dropbox onto tablets to display pictures on the dropbox drive during the dance and find software that will cycle through the pictures

Action: Rick/Wyatt

* Discussion about a jack and jill with the instructors. Michael suggests that we can set it up during the day of the dance because we don’t know who will be present. Linda suggests putting the call out for the jack and jill during the night to see how things are going. Discussion about judging, deciding to nix it. Executive’s will organize at dance
* Instructors can start a snowball after jack and jill
* Michael suggests the original founders say a few words about the club. Before the jack and jill
* Discussion about a group photo, we’ll try to get everyone at the dance into the photo for a memorable shot
* **Mid-dance program** - Founders talk, jack and jill, mixer. Do regular announcement later in the evening (10:30ish), including raffle and 50/50

**Motion:** to pre-approve $100 for miscellaneous expenses for fun activities and art supplies for the 20th anniversary dance. Motioned: Kathy, seconded Linda

**Discussion:** None

**Vote: Unanimously passed**

**Motion: Approved**

* 1. Rules and Regulations (Kathy, Rick, Michael)
* Kathy saw Betty Gene’s comments on the rules and regs,, will look at Michael’s on the computer as she couldn’t see track changes on her phone
* Kathy will review comments, send out next round of questions if needed
	1. Nominating Committee (Kathy, Rick, Michael)
* Michael forgot to mention calls for nomination at the dance, but will put out the call in the next newsletter

Michael will ask Bonnie to put announcement up for call to nominate new people

Action: Michael

Kathy will review old nomination form and information for nominees and update as needed

Action: Kathy

Executive to think about people that would be good to have on the board and bring them to the nominating committee

Action: All

* 1. AGM Committee (Wyatt, Vickie, Michael)
* Need to announce committee two months in advance
* Need to decide whether we want lesson, same format as last year, food – does it make sense financially? Board to review next meeting, closer to the date
1. Review decisions made via email

None

1. New Business:
	1. For the next board meeting (Oct. 19) - Extended hours for December dance. We have a minimum 6 hour contract.
		* We will try out moving the dance an hour earlier to use the hall, including moving the lesson, extending the dance until midnight. (Christmas bonus!)

**Action:** Michael to talk to Amy, Ian, and Henry about teaching an hour earlier

Action: Michael

* 1. Lifetime membership for Jason

**Motion:** To approve Jason Brown to be presented with a lifetime membership to the BC Swing dance club. Motioned by Vickie, seconded by Wyatt

Discussion: Give Jason a plaque

**Vote: Unanimously Passes**

Wanda offered to make a plaque or bobble-head through her work discount. Wanda will look into options through her work and present to board within two weeks

Action: Wanda

* 1. Free admittance to all former board members
* The executive generally disagrees with the idea and will continue to charge past board members
	1. Renew BC Lottery License
* **Motion**: To renew the BC Lottery license through 2018. Made by Wanda, seconded by Wyatt
* **Vote: Unanimously Passes**

**Motion Passes**

Action: Michael to send 50/50 reporting requirements to Evelyn

Action: Michael

Action: Michael to renew lottery license

Action: Michael

* 1. Coupon Rules
* President signs and dates coupons and adds where they should be given out (Ex. Rx)
* Rx coupons can be handed out to people who have not attended Rx in the past year
* Board will add cheat sheet in the cash box with the coupons in case a volunteer gets presented with one
1. Items for next newsletter(s)
* 20th Anniversary dance reminder, call for nominations to the executive
1. Other Business/General Discussion
	1. Items to keep in mind
		* Constant Contact Alternatives (Mailchimp)
		* Ideas about what to do with our promotional inventory (Mugs 35, 3 red and 6 black dance bags)
		* Put a “where did you hear about us” thing on the sign in form for the beginner’s class
2. Next Meetings

November 9, 2017

December 14, 2017

1. Motion to Adjourn

Time: 9:02