



## **BC Swing Dance Club**

#156-4111 East Hastings St.

Burnaby, BC V5C 6T7

[www.bcswingdance.ca](http://www.bcswingdance.ca)

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### **BCSDC Board of Directors Meeting**

**Date:** February 25, 2017

**Location:** Vancity - 5064 Kingsway, Burnaby, BC

**Present:** Michael Shibasaki, Don Brown, Betty Gene McCallum, Wyatt Ritchie, Rick Gillespie, Vickie Langford, Linda Barker

**Absent:** Kathy Pomeroy, Phil Daum, Ian Kirkconnell, Wanda Roberts, James Twigg

Meeting called to order 1:08 pm

**Chairperson:** Michael Shibasaki

#### **Adoption of Agenda**

Move to adopt agenda Wyatt, second Vickie

#### **Adoption of Previous Minutes**

Move to adopt minutes Don, second by Vickie

#### **Business Arising**

- Dancer's Injuries or needing TLC – promotional material – Michael & Henry are doing the research. When a decision has been made Don will have the printing done. Action: Michael
- Socan (music) - bill received Don wrote a cheque.
- Member names spreadsheet will be sent to Betty Gene and Michael. Action: Don
- Past board members and new board members have been posted on website.
- Inventory - Mugs 35, 3 red and 6 black dance bags. Ideas were discussed with no firm decision made yet. Vickie suggested sign up a membership and get a

mug for first 45 members. Rick suggested a lottery or if you bring a new member get a mug.

- Wild Apricot has been cancelled. Paypal is not accessible from our site
- Zgoda – Michael sent a thank you letter with pictures to the president
- Board meeting dates have been posted on the website
- Swing Dance email accounts will be set up                      Action: Michael
- Linda made a motion second by Vickie - The first 15 minutes prior to our meetings is dedicated to club members to present issues. If no issues presented meeting will begin. Carried

### **Transition Plan**

- Don handed treasurer materials to Evelyn
- Don recommends one password for the board members that are doing banking
- Bank balance \$13,546.49
- Mail box keys returned – 2 sets

### **President's Report**

- Welcome to the new directors. Michael is looking forward to working with everyone. If anyone needs help please ask.
- Survey was not received successfully by some board members. Michael will send it out again.    Action: Michael
- Music – Dance expenses
  - Questions arose regarding music and sound equipment. Jason has been providing all the equipment at a reasonable cost
- Bylaws have been resubmitted on line after this is approved Michael will do the update of the new board
- Members have come forward that want to volunteer
- Spreadsheet will be set up for each dance for statistics
- List will be created of all reports that the board regularly submits
- Partnership with Rx is being discussed

## **Vice President**

- Ride share documents have been created
- Future projects – focus on website, anniversary dance and BBQ
- Signing authority for bank

## **Treasurer Report**

- Phil is still out of town no report available
- Michael will have Phil contact Evelyn regarding transition. Will get signing authority  
Action: Michael

## **Secretary**

- New agenda items please send to Michael before meetings
- Wyatt has agreed to assist me, while the meetings are going on, to keep track of new agenda items and newsletter items that arise from meetings
- Want to add new dimensions/fun to our monthly dance

## **Committee/Dance Updates**

- Committees have all been working well

## **Rules & Regulations**

- Michael will send them out. They need to be amended - board will vote on them when complete  
Action: Michael

## **Email Decisions**

- Voting in between meetings via email will be collected by Michael. They will go on the agenda and be submitted to the minutes.

## **March Dance**

- Float – Will be held by Evelyn and provided at each dance.
- Registration – Wyatt will be in-charge, Vicky, Betty Gene & Linda helping. Registration stops at 10:30 pm.
- Membership Spreadsheet - Betty Gene will amend the spreadsheet and put it on Google Drive. Rick will find a copy of the Denver Spreadsheet. Betty Gene will look at our existing spreadsheet to see if we can add statistics

Action: Betty Gene/Rick

- Set Up – Vicky will bring the club supplies. Michael, Wyatt will be there and will ask Tom to help. Doors open at 7:30 pm board to be there at 7:00.
- Tear Down – Michael, Linda, Tom

### **New Director's**

**Evelyn** – Wants to contribute her bookkeeping skills. Michael asked how much money we need as a safety net. Evelyn estimates nine or \$10,000 balance needed.

**Rick** – Was member of another dance board thinks it's important to be involved. He previously did website, greeting, announcements, and birthday cakes. Wants to be involved with on-line marketing & social media Facebook, Instagram etc., links to others events.

Add Rick to Facebook access

Action: Wyatt

**Wanda** – Facebook involvement

**Linda** – Was happy to accept the position wants to give back to the community. Member involvement – Her strength is talking to people she suggested 'streeting' - impromptu chatting with people.

**Vickie** - Wants to do more for the club. Volunteered to head up a Flash Mob committee. Rick volunteered to be on the committee too.

**Note:** Directors do not pay for normal dances or lessons

### **Board Responsibilities**

- Facebook – Rick, Wanda
- Website – Wanda, Wyatt
- Confederation Park contact person - Kathy and Linda will discuss

Action: Kathy/Linda

- Confederation Park fees are paid up until the end April for. Next payment due mid-March.

## **Newsletter – Bonnie**

- Distribution - twice a month 1 week after dance and 1 week before dance
- Suggestions for newsletter send to Betty Gene

## **Dance Dates – 2018**

Action: Wyatt & Michael

## **Twentieth Anniversary**

- Date: November club was incorporation. November 4, 2017 was chosen by board for the anniversary
- Elizabeth is the instructor. Michael has approached her for ideas
- Michael has asked former board members to help coordinate contacting former board members
- Suggestion: Play songs from various decades

## **Member BBQ - August**

- Pricing will be checked for other venues
- Everyone welcome – friends & children
- Free ice at MacDonalds

Action: Wyatt

## **Ride Sharing Notices**

- Reviewed proposed documents - add cell phone #
- Will go on the table at the dances

Action: Wyatt

## **Promotional Banner**

- Michael will send out what has been created for board feedback

Action: Michael

## **Items for Newsletter**

- Monthly dance costs
- The first 15 minutes prior to our meetings is dedicated to club members to present issues

## **Meeting Dates & Venue**

- Meetings will continue to be Saturdays after our dances – 1:00 to 3:00 pm
- Linda will check for her boardroom availability for March 18<sup>th</sup>. (It is available and has been booked)

Action: Linda

**Next Meeting – March 18, 1:00 – 3:00 pm**  
**#9 – 3274 Findlay St (Linda's)**

Meeting Adjourned – 3:30 pm. Moved by Wyatt second by Linda.

## **Next Agenda Items:**

Constant Contact Alternatives (Mailchimp)

Flash Mob

Rules & Regulations

Volunteers Compensation

Promotional Banner

Newsletter Procedures