****

**BC Swing Dance Club**

#156-4111 East Hastings St.

Burnaby, BC V5C 6T7

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

Contact: 778-242-0378

**BCSDC Board of Directors Meeting**

**Date:** November 9, 2017

**Location:** 305 – 2266 Trinity St, Vancouver

**Present:** Michael Shibasaki, Betty Gene McCallum, Rick Gillespie, Kathy Pomeroy, Vickie Langford, Evelyn Wu

**Absent:** Wanda Roberts

**Regrets**: Linda Barker, Wyatt Ritchie

Meeting called to order at 7:01 pm by Chair, Michael Shibasaki. Quorum present.

**Adoption of Agenda -** approved

**Adoption of Previous Meeting -** approved

**Review of Action Items**

**Stand Up Banner**

Carol-Ann will submit pictures from the 20th Anniversary shortly. We will select one for the banner and one for the website template.

Facebook Ads – on hold

**MailChimp**

Bonnie is experimenting and has it almost set up. Within the next 2 or 3 newsletters we will be ready.

**Buttons/T-shirts** - Veronica is working on a design.

**Gift certificate** Anniversary Dance– Avalon only had gift certificates for $75 therefore Vickie purchased one for $75 instead of $100.

Rick created a video of all the pictures for the 20th anniversary.

**Executive Board Reports:**

**President**

Liability insurance is almost due. Investigating using a local insurance agency.

Working on Newsletter.

Lottery license received.

All instructors have confirmed that 7:00 pm start for December dance is fine.

Nomination form was reviewed and is okay.

**Vice President**

* Updated website with 20th anniversary information, past board members, other information. Will update with call for nominations.
* Focused on talking to people during the dance:
  + Some negative feedback about the length of the intermission - dragged on too long. Tessa Cunningham Munroe gave feedback that she would have preferred to be asked ahead of time to do the Jack n Jill and 3 songs was too long. She would be happy to do a demo if scheduled ahead of time.
  + Positive feedback – Many were happy with the effort the board put into things like the photo wall, food, decorations. Chris and Sharole’s speeches about the history of the club was well received.
* Reviewed documents that we used last year for the election. Will update the election committee soon so we can start to plan the day.

**Treasurer**

Submitted written report – reviewed.

**Secretary**

Printed copies of various forms to be included in the material required for dances.

Took inventory of printed materials need for dances.

Tabulated membership and attendance for November dance.

A new membership list will be created for registration desk. Action: Betty Gene

**November Dance**

Very successful everyone had a good time.

Attendance: Beginners – 22, General attendance – 125.

We discussed the feedback from Tessa re November dance:

Conclusion: From now on at events we will ask all professionals before the dance if we would like them to participate in a Jack n Jill or demo. A note will be sent to Tessa that the board discussed her comments. Action: Wyatt

**December Dance**

Gift certificates - Jason & Sheila $50 each and flowers for Sheila. Action: Betty Gene

**Dollar Dance** – Money to charity:

The Province Empty Stocking Fund  
  Suite 1 - 200 Granville Street  
  Vancouver, BC V6C 3N3

Dancers: Amy, Ian, Henry & board Action: Michael

Prize best dishes – mugs & bags (2). Judged by Board Action: Vickie

Door Prizes – Sheila will gather them. Club will give 3 free gift certificates for lesson/dance.

Admit one type tickets to be purchased. Action: Evelyn

**Rules & Regulations**

Student rates were discussed – lesson $4 and dance $7

Confidentiality – only board members or authorized volunteers will have access to the membership book.

Crowd Release – photography. The newly created forms will be posted at each dance.

50/50 draw – Treasurer will keep the inventory of tickets.

Confederation Park for floor plan (they are using the old one) – check if they have the newer plan.

Action: Linda

Forms for dance – Supply Coordinator (Vickie) will let Secretary (Betty Gene) know after each dance. Secretary will make copies and have them available.

Action: Vickie/BG

Financial Policy –

Spending Authority limits - Kathy to make a recommendation for next meeting.

Action: Kathy/Evelyn/Michael

**Nominating Committee**

Please inform the committee if you want them to approach someone to be nominated.

**AGM Committee**

Will coordinate February dance.

**2018 Memberships**

If you pay for a membership at the December dance it will be paid until end of December 2018. Notice will be put in newsletter.

**2018 Dance Suggestion** - Invite Mark an artists that does caricatures on a computer. More info will be gathered for the board. Action: Rick

**Registration Desk**

It was suggested that we hire someone to work the registration desk. This will allow our board to do some dancing and connecting with members. Recruiting will include calling schools for their volunteer program & Confed Park. Hours 7:30 – 10:30 pm. One person $31.50 (minimum wage). Ride home at 10:30 pm. if needed.

Action: BG & Linda

Send out notice on Facebook & Newsletter Action: Rick/Michael

**Newsletter**

Registration Desk Job

Nominations for Board

AGM Information

Swingcouver

Membership if paid this December, membership will be paid till December 2018.

**Adjourned** 9:00 pm – Moved by Vickie

**Next Meeting** – December 14, 2017

Location: 305 – 2266 Trinity St., Vancouver