



BC Swing Dance Club

#156-4111 East Hastings St.

Burnaby, BC V5C 6T7

www.bcswingdance.ca

[Contact: 604-812-5032](tel:604-812-5032)

1. Call Meeting to order: 7:00 pm
2. Introduction of AGM Chairperson
3. Confirmation of Membership in good standing attending the AGM
4. Quorum Determination - "The quorum for the transaction of business at a General Meeting is 15% of the members in good standing, or a minimum of 20 people, whichever is greater."
5. Adoption of the Agenda
6. Official Introduction of the Board
7. Approval of the minutes of the 2017 AGM
8. President's Report – Michael Shibasaki
9. Treasurer's Report – Wyatt Ritchie for Evelyn Wu
 - Approval of Financial Statement
 - Approval of 2018 budget
10. Election of New Board of Directors
 - Nominating Committee Report – Rick
 - Elections if required
 - Nomination speeches if required
11. Old Business
12. New Business
13. Next AGM



2018 President's Report

Thanks to everyone who has supported the club over the past year by attending events, volunteering or serving on the board. It takes a lot of work and effort to run the Club's dances and events, and it would not be possible without so many dedicated people working together. We had a very successful year. Overall attendance at our dances and lessons (both beginner and intermediate) was up, and we finished 2017 with 176 members and a small profit.

THANK YOU TO MY FELLOW BOARD MEMBERS

I was extremely fortunate this year in working with a fantastic group of dedicated and hard-working board members. We were all on the same page with our mission to make the club an even friendlier and more welcoming place to come to socialize and dance. Their committed efforts ensured that all I had to do was make the occasional announcement and to write this letter. A huge "thank you" to the 2017 board for their many accomplishments:

Betty Gene McCallum (Secretary) - 2016 – 2017

- Producing great - and timely - meeting minutes
- Updating and making sure we always had enough forms (membership, guest sign-in, beginner sign-in, etc.), and creating a new tracking sheet for dance stats
- Maintaining and updating our membership records
- Keeping Sheila, our poster designer, up-to-date so the posters had the correct information. Getting the posters and other marketing materials printed
- Coming up with the idea for the shoe swap and managing the events

Evelyn Wu (Treasurer) - 2017

- Creating our financial statements and budget, and reporting regularly to the Board
- Making sure everybody got paid in a timely fashion
- Ensuring we had a cash float and cashing out at the end of the night
- Coming up with the idea for, and managing, the 50/50 draw including handling associated reporting requirements

Kathy Pomeroy (Director) – 2016-2017

- Setting up our nomination process last year, implementing the idea of securing confirmed nominees prior to the AGM, and providing materials for a fun campaign poster table the last 2 years
- Leading the rewrite of our bylaws which were approved at an Extraordinary General Meeting in 2016
- Leading the rewrite of our policies and guidelines which were so old they were under the Northwest Swing Dance Club

Linda Barker (Director) - 2017

- Serving as our liaison with Confederation Centre, an especially difficult job this year with our various special events requiring many changes to our bookings
- Serving as our Volunteer Coordinator

Rick Gillespie (Director) – 2017

- Serving as our very dedicated Social Media Coordinator, managing our club Facebook page, keeping members up-to-date on events, and posting interesting stories and lots of flashback photos leading up to our 20th anniversary.
- Putting together our 20th anniversary music survey (The #1 song was Blurred Lines in case you're curious) and the 20th anniversary picture slide show
- Putting together and administering our 2017 member survey

Vickie Langford (Director) – 2017

- Managing, storing and transporting all of the club's supplies for each dance. After each dance, going through and re-organizing and cleaning everything
- Managing our Lost and Found, which is a full-time job in itself. (Please try to leave behind less stuff at our dances in 2018 ☺.)

Wanda Roberts (Director) 2017

- Designing and procuring the Lifetime Membership plaque for Jason as well as gathering information on promotional materials

Wyatt Ritchie (Vice President) – 2016 - 2017

- Organizing our highly successful Member Appreciation BBQ
- Putting together the membership package for the AGM for the last 2 years
- Working steadily on website up-dating and improvements over the last year.

The duties and accomplishments highlighted above are in addition to serving on committees and pitching in with the regular day to day responsibilities such as setup, takedown and registration at dances and events, not to mention just generally promoting the Club, and the other tasks they've taken on in their time on the Board, all adding up to tens, even hundreds of hours they've spent giving back to our community.

Betty Gene, Kathy, Linda and Wanda are not planning to stand for re-election this year and I'd like to take the opportunity to thank them for their service to the club.

THANK YOU TO OUR "SUPER VOLUNTEERS"

We have been lucky - and grateful - to have many people pitching in this year. I'd like to recognize some people in particular for their extra contributions toward to the club.

Sheila Adams

- Has been creating our dance posters for as long as I remember. She's the one responsible for making sure we have a striking new graphic for each dance, and she took on other projects this year, laying out our new business cards and club stand-up banner
- She always puts in a lot of work to make sure we have tonnes of nice prizes to give away at our Christmas dance

Jason Brown

- Yes, Jason does get paid for his DJ services, but he also put in lots of extra time for some of our extended events in 2017. That's one of the many reasons we presented him with a Lifetime Membership this year.

Jean-Guy Laferriere and Carol-Ann Perrodou

- For coming out to photograph our 20th anniversary event.

Bonnie McDonald

- Bonnie has been sending out all our email newsletters this year (even though she is off on an adventure travelling across North America after getting married in June?). She also managed our transition from Constant Contact to Mailchimp (email newsletter programs). This will save the club \$300 per year. We hope that the membership felt better informed about club activities this year.

Greg Van Wijk

- Thanks to Greg for coming out to our dance to give our members the opportunity to try out SwayD dancing boots, and for donating some of the proceeds from his sales.

Amy Shibasaki, Henry Hwi and Ian Kirkconnell

- The instructors for our beginner classes are all volunteers. They put a lot of time and effort into making sure first-time dancers are comfortable, and in a lot of cases they have people dancing after their first beginner class!

THE YEAR IN REVIEW

Come dance with us!



■ Monthly dances & workshops
■ FREE beginner lessons

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*Growing & supporting
the West Coast Swing dance
community since 1997*

We were very happy with the turnout (39 people) for the 2017 Annual General Meeting (AGM). Hopefully even more people come out for 2018. For the 2017 AGM the Nomination Committee had done a lot of work before the AGM to recruit and nominate members willing to serve on the board. The board presented the membership with eight recommended nominees that we felt had the mix of skills and dedication to move the club forward. We think the process of having a strong list of recommended nominees helped make the 2017 elections more efficient. We were happy that there were still nominations from the floor, and believe that the end result has been a strong and dedicated board with a balanced mix of skills and viewpoints.

We started off with some small experiments at our March dance including running a snowball instead of our traditional mixer. We have been trying more snowballs/mixers and running them earlier in the night to get more people on the dance floor. We reorganized the registration tables in a way we felt gave more space to socialize.

We got approved for a gaming license starting with our April dance, and ran our first 50/50 draw (thanks to Evelyn Wu for coming up with this idea). We made \$801 for the year on the 50/50 draws and this turned out to be the additional funds we needed to finish the year with a net positive bottom line. (It takes between \$1,100 to \$1,300 to put on a regular monthly dance so any extra money helps in keeping the club viable.)

We had a very active summer season. Our downtown dance was a big success and we were very happy with the large turnout. We realize that the dance floor wasn't the greatest and we will find an alternate venue for future downtown dances. Our main purpose in putting on this dance was to gauge interest in a downtown dance after a very under-attended 2016 summer dance, and we were encouraged by the turn-out.

BRITISH COLUMBIA
Swing
DANCE CLUB

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dance community since 1997!*

*Monthly dances
& workshops*

Social events

*FREE
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The Club got involved in supporting the International Flash Mob for the first time this year. The flash mob has been a personal project for one of our board members (Rick Gillespie) who has been actively organizing practices and performances in Vancouver since 2015. The club supported Rick's efforts and responded to strong member interest by putting on choreography workshops before our June and July dances and also a two-hour Saturday workshop. Thanks to Amy Shibasaki for donating her time to teach all these workshops.

We ended the summer with our annual member BBQ. This year we changed venues and held our BBQ at Trout Lake Park. Vera's Burger Shack catered our event and from the feedback we received, everyone really enjoyed the food. We even had a dance floor (thanks to James Dean Waryk for sponsoring the floor). It was great to see the 65 people who came out to the BBQ spend most of their time socializing and getting to know each other off the dance floor.

We started the fall with a special 2-hour workshop with Myles Munroe and Tessa Cunningham Munroe at our September dance. Due to their extremely heavy travel schedule it's always difficult to book them so we were very happy to have them teach at the club for the first time in many years. The turnout and energy were great. Myles and Tessa were very generous in donating a portion of their fee for this workshop to the club.

In October we tried something a bit different with a shag lesson taught by Pamela Podmoroff, which brought in 61 workshop attendees.

November was our 20th Anniversary Dance and it was so nice to see the mix of old members who came to reminisce and reconnect, along with new members attending for the first time. Two of the Club's founding members, Sharole Lashe Negrete (all the way from California) and Christopher Desjardins, attended and shared some of their memories about

starting the club. Elizabeth Hudgins started off the night with a "flashback moves" workshop. We had an instructor Jack and Jill and it was nice to see the different "generations" of instructors participating. Jason Brown was honoured with a Lifetime Membership for his years of service to the club. Thanks to Jean-Guy Laferriere and Carol-Ann Perrodou from Memories in Motion for coming out to take photos at our 20th. Oh, and we even got a mention in the Burnaby Now.

<http://www.burnabynow.com/community/dance-club-still-swinging-after-two-decades-1.23079658>

We finished 2017 with our annual Christmas dance. Due to the busy Christmas season, Confederation Centre requires us to book an extra 2 hours every December so we decided to use part of that time to start the dance an hour earlier than normal. Overall we received positive feedback about the early start time so we will be thinking about whether to move all the dances to an earlier time. We were able to award an amazing 40 door The main complaint in December as usual was that it took too long to give out the 40 raffle prizes that Sheila Adams collected for us. Thanks to everyone for bringing so much good food for both this dance and the 20th Anniversary Dance.

2018 kicked off with another great dance: 76 people came out to the January intermediate workshop with John Kirkconnell and we had over 100 people at the dance.

OTHER RANDOM NOTES FOR 2017

We looked for more ways to raise the club profile and draw in more members in 2017. Some of our efforts included:

- Getting the beginner lessons listed in the Burnaby Now. We had beginner classes in 2017 ranging anywhere from 10-30 people
- Trading dance passes with the Rx Dance
- Creating business cards (Page 3)
- Creating a stand-up banner (Page 4) which we debuted at our January dance and then displayed again at Swingcouver where we sponsored the newcomer division for the 3rd straight year.
- Maintaining a more active presence on Facebook.

We started using paid workers to help out on the check-in desk for our December and January dances. We believe this will allow us to run the check-in a smoother manner, prevent board members from getting burned out, and allow board members to actually get some dancing in. For the 4 years I've been on the board, the check-in desks have been mainly staffed by board members. We have had other volunteers, but not enough, and not consistently enough; and dancer volunteers are always anxious to get out on the floor and dance (as they should be). Board members have found themselves in the position of spending hundreds of hours planning and running dances and sometimes not getting very much time to dance themselves. On top of that, due to changes in our insurance policy we now require every attendee of the dance to sign a liability waiver, meaning we need someone attending the front desk until the dance ends at midnight. We believe that using paid workers will help keep the dance sustainable in the long run and remove a key disincentive for being on the board.

LOOKING AHEAD TO 2018

We had a solid year financially in 2017, so for 2018 we are thinking about whether to put on a workshop weekend with an out-of-town instructor. We are looking at the 2017 survey to give us guidance on determining if our members are interested in a workshop weekend and if so, which instructors we should attempt to bring in. We will publish the survey results shortly after the AGM.

We believe general expenses will remain fairly consistent. The only expenditure we know will increase is our SOCAN bill. SOCAN rates are increasing this year and our SOCAN classification will be changing in 2018. We foresee that this will result in an additional cost of \$250-\$350 for 2018.

I'm very proud of the year we had and would like to thank all the people who supported our dances in 2017. We saw a continued increase in attendance both in the dances and the lessons. It was my pleasure to serve as the president of your 2017 board and I'm sure our momentum will continue into this new year with the new board you elect tonight.

I'm looking forward to seeing the continued growth of our club in 2018.

Michael Shibasaki, President BCSDC

BC Swing Dance Club
Treasurer's Report
Presented to the Membership
Annual General Meeting

February 17, 2018

Dear Members

I am happy to report that the Club had a successful year overall, covering its expenses and coming out \$346 ahead. We had some very well-attended dances, including the 20th Anniversary dance and the Christmas dance, and those helped create a positive bottom line.

REVENUE

Dance and membership revenue together always comprises the bulk of our revenue. The combined total of these for 2017 is up by \$1,287 over 2016 – happily, a substantial increase!

We have a new income stream from the 50/50 draw, which netted \$801 to the club and an equal amount to seven happy winning participants. We would like to extend a heart-felt “Thank you” to everyone that bought tickets, as this little extra income helps us defray ongoing costs. Expenses always go up, but our goal is to hold the line on what we charge for dances, lessons and membership.

Included in the dance revenue is a summer dance that brought in \$740. Related expenses of \$440 are included with the production expenses, leaving us with a net profit of \$300 for that dance.

Other income is \$153 for Flash Mob instruction, as Michael and Amy kindly donated their proceeds after expenses to the club.

EXPENSES

The production expenses represent direct expenses for holding dances. With ten main dances per year, you can see that each dance costs us approximately \$1,200 in direct costs, netting us an average profit of \$330 per dance that can go towards administrative expenses.

After direct dance expenses, our main cost was the members' barbecue. We had the barbecue catered this year, giving everybody the opportunity to socialize and enjoy the camaraderie. Although catering added to the cost, the barbecue was quite well-attended and it seemed that everybody had a good time there.

The Club sponsored two events in 2017. We contributed \$300 to Swingcouver and \$300 to Sweet Side of Swing.

BUDGET

I have prepared a 2018 budget for the members' approval. In compiling these figures, I have had to make certain assumptions. I assumed that the club will not have a dance in the summer, and will not have any special unusual income, unless we have a workshop or special event.

The budget approved for 2017 allowed for a workshop or special event, with budgeted revenue and expenses of \$5,000 each, but no such special event took place in 2017.

The 2018 budget includes an allowance once again for a special workshop with budgeted costs of \$5,000 and projected to break even. Although many members have expressed an interest in having a special event, nothing specific has been planned. However, in order to keep that option open, we need to include it in the budget, for the members' approval.

BALANCE SHEET

A look at the balance sheet will show that the club has a healthy cash balance of \$14,631. We also have prepaid expenses of \$1,126, which is primarily prepaid rent for the Confederation Centre. Unearned revenue represents 2018 memberships received in advance.

IN SUMMARY

Unfortunately I had a previous commitment and could not attend this AGM. However, know that I have enjoyed working with the rest of the Board this year, and hope to be elected Treasurer again so I can provide my services in 2018. I'm looking forward to the Club's next successful year.

Evelyn Wu, Treasurer

British Columbia Swing Dance Club

Balance Sheet As at 12/31/2017

ASSETS

CURRENT ASSETS	2017	2016	2015
Cash	14,631	14,257	17,899
Prepaid Expenses	1,126	1,026	370
TOTAL CURRENT ASSETS	15,757	15,283	18,269
TOTAL ASSETS	15,757	15,283	18,269

LIABILITIES

CURRENT LIABILITIES

Accounts Payable	0	68	289
Unearned Revenue	240	45	430
TOTAL CURRENT LIABILITIES	240	113	719
TOTAL LIABILITIES	240	113	719

EQUITY

Current Income	346	(2,049)	3,061
Retained Surplus	15,171	17,219	14,489
TOTAL EQUITY	15,517	15,171	17,549
LIABILITIES AND EQUITY	15,757	15,283	18,269

British Columbia Swing Dance Club

2017 Income Statement With Comparatives and 2018 Budget

REVENUE

	2018 Budget	2017 Actual	2017 Budget	2016 Actual	2015 Actual	2014 Actual
Dance Revenue	12,350	13,094	12,000	11,375	13,830	12,526
Membership Revenue	2,180	2,181	2,500	2,613	1,913	1,995
Total dance and membership revenue	14,530	15,275	14,500	13,988	15,743	14,521
50/50 Draw	1,000	801	0	0	0	0
Fundraising	0	0	0	0	395	2,463
Interest Income	15	13	50	74	94	58
Merchandise Sales	0	0	0	0	40	0
Other Income	0	153	0	643	0	0
Workshops and Special Events	0	0	5,000	3,728	6,932	0
TOTAL REVENUE	15,545	16,242	19,550	18,433	23,204	17,042

EXPENSE

PRODUCTION EXPENSES

Dance Expenses	900	770	250	423	928	1,008
Disc Jockey	3,200	3,200	3,200	3,213	2,700	2,900
Hall Rental	4,910	5,325	5,500	6,341	5,412	3,873
Instructors	1,300	1,278	4,100	4,027	5,298	900
Insurance	1,485	1,430	1,485	1,483	1,430	1,430
Music Tariffs	800	561	850	827	830	850
Sound System Rental	0	0	100	100	200	0
Workshop Expenses	0	0	650	619	616	0
TOTAL PRODUCTION EXPENSES	12,595	12,564	16,135	17,033	17,414	10,960

ADMINISTRATIVE EXPENSES

Advertising/Promotions	100	70	350	113	166	340
Computer Supplies	200	169	200	158	0	0
Donations	0	0	0	843	0	0
Fundraising Expenses	0	0	120	115	94	0
Meeting Expense	250	247	250	287	288	0
Merchandise Purchases	0	0	0	0	697	258
Office Supplies and sundry	400	489	150	294	902	252
Recognition- barbecue	1,100	1,102	500	435	514	0
Recognition - other	100	100	100	100	100	0
Software, website	200	555	250	579	0	0
Sponsorship	300	600	500	525	300	0

TOTAL ADMINISTRATIVE EXPENSES	2,650	3,332	2,420	3,449	3,060	850
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TOTAL EXPENSE	15,245	15,896	18,555	20,482	20,474	11,810
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NET INCOME	300	346	995	(2,049)	2,730	5,231
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SPECIAL EVENT

Workshop income	5,000
Workshop expenses	5,000
	<u>0</u>

Nominating Committee Report - 2018 Board AGM and Elections

The Board formed a Nominating Committee to identify and approach candidates that the Board felt would make a strong, effective Board for the coming year. The Committee members were Michael Shibasaki, Rick Gillespie, and Kathy Pomeroy.

The Committee talked to current Board members to confirm if they wished to run again; four 2017 Board members (incumbents*) have agreed to stand for re-election. A Call for Nominations was issued to members via email and by announcements at dances in December and January. Information for Nominees and Nominations Forms were posted on the Club website. The Committee approached members with the required skills and invited them to run. Seven members agreed to run and submitted Nomination Forms. The list of the seven recommended nominees and their bios were posted on our website.

The Board is pleased to recommend the following candidates for Board Officers and Directors for 2018:

President	Wyatt Ritchie*
Vice President	Amanda Brubaker
Treasurer	Evelyn Wu*
Secretary	Ella Young
Directors	Edoh Amirin
	Rick Gillespie*
	Vickie Langford*

The Club members at the AGM can elect up to eight members to the Board. Nominations can be made from the floor at the AGM.

In addition, the 2017 President Michael Shibasaki is eligible to stay on the Board as Past President.

By agreeing to run, all candidates confirm that they are Club members, and that they are eligible to be Board members, meeting requirements of the BC Societies Act, specifically, that they have no undischarged bankruptcy and have not been convicted of fraud.

A Message From DJ Jason Brown

Hello everyone - your Club DJ/Music Director here. I've been playing music for the club for a long time. I've seen at least 6 different Club Presidents and many different Boards. And I would like to say this past years' board has been the absolute best to work with. All of these people deserve a standing ovation for what they've done and the way that they've done it. Excellent people, all. <pause for applause> This is where you applaud, people! Through all of it, the faces I see and the members have remained relatively constant. Every AGM there is always a discussion about music. Some people want the music mix to stay the same. Some want it to change. After every AGM, I get a lot of emails from people pleading that music remain basically the same. During the AGM is where discussion usually indicates change is wanted. Opinion remains pretty evenly divided. Discussion seems to centre around three main points:

1. Is this a 100% WCS club and should the music be that
2. Should there be music from other dance styles represented
3. Should the music be more "progressive" (my term) and 100% WCS to pull more wcs dancers from downtown

My thoughts:

1-2. The member makeup does not and never has supported this stance. A majority of BC Swing attendees (members and non) know and like other styles of music/dance mixed in with their wcs. Straight wcs all night is boring to them. Supported by my conversations over the years with attending dancers and the requests I invariably get throughout the evening. Most requested: chacha, NC2. Second most requested: country 2 step, waltz.

3. Music is not going to bring the younger Vancouver dancers in. These are competitive track dancers (mainly) who like to dance with like-minded dancers with the goal of doing well at conventions in competitions. My view - they prefer to dance with others who have the same goals. Not dancers who value social first, dance ability second. Not to say either approach is bad. Both groups value different things. We have been doing great things to grow dance ability and energy in BC Swing. We've also been adding in some additional DJs for flavor. Let's keep doing everything we can to make it such a fun night that everyone wants to come!

Happy to discuss music with anyone at any time. Email or in person. Thanks for your time!