



## **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:** March 22, 2018

**Location:** 209 Carnarvon St., New Westminster

**Present:** Wyatt Ritchie, Michael Shibasaki, Rick Gillespie, Ella Young, Vickie Langford, Evelyn Wu, Amanda Brubaker

**Regrets:** Edoh Amiran

**Adoption of Agenda** –approved

**Adoption of Previous Meeting Minutes**– approved

#### **Review of Action Items with Updated Actions**

- Buttons/T-Shirts/etc. – Wyatt will get quotes for options from Wanda, continuing from previous boards' efforts
- Advertising – Michael submitted the dance dates for Burnaby Now
- BBQ – the dates (July 21, August 11/ 18) suggested via email all look good– Edoh will apply through the city of Burnaby and put down a deposit
- Volunteer coordinator – Wyatt will do it
- Automating the front desk – much discussion, but likely at least two new tablets will be required (Approx. cost for each is <\$500). Will try to sell the old ones if new ones are purchased – Rick/Amanda/Ella to coordinate
- Suggestion Box - Vickie will take care of it and provide mints for each dance
- Posters - Rick will continue to manage this with Sheila
- Newsletter - Ella will take over after this month – Wyatt will transition with Bonnie
- Survey results – Rick closed the survey, Wyatt will add them to the website and send them out with the next newsletter
- Inventory – mugs/bags to be given out over the next few months to the 50/50 winner

## **Executive Board Reports**

**President** - Updated website, Wyatt/Amanda now signatories for the club, other items to be discussed further on in meeting

**Vice-President** – determined current tablets are too old to use for automating the front desk

**Past President** – passing on the Socan bills, and noted that the club bank signatories need to be clients of VanCity

**Treasurer** – 50/50 report submitted, and noted it has done very well. Financial account update for March dance was circulated.

**Secretary** – offered home (between Confederation/PNE or office meeting room – 520 W. 6<sup>th</sup> (at Cambie)) for future meetings

## **Upcoming Dance Teachers**

April – Amy teaching intermediate and Michael teaching beginners

May – TBD, likely Alpha and Shannon

June – Gerald & Robin Cote

## **March Dance**

Attendance: 9 non-members signed in (3 did lesson only), 19 people signed the sheet for the beginner class, 36 checked for the intermediate lesson, and a total of 73 checked for the dance (1 int. lesson person didn't stay for the dance)

## **New Business**

Workshop weekend committee – Amanda/Rick/Wyatt – to be planned for late fall/18 and late spring/19

## **Assigned Roles**

- **Volunteer Coordinator** – Wyatt
- **Barbeque** – Edoh/Wyatt – Edoh will apply for Confederation park and put down a deposit for August 11, 18, or July 21 Action: Edoh
- **Website** – Wyatt/Edoh
- **Automation** – Amanda, Ella & Rick
- **Suggestion Box** – Action: Vickie
- **Handbills/Posters**– Action: Rick
- **Facilities** – Michael, but would like someone to pick up this role
- **Volunteers** – Wyatt will organize for April dance. Rick will put out the volunteer request. Action: Wyatt/Rick

## Newsletter Items

- Survey summary
- Request for 1 more board director
- Links to articles (if there are articles to link to)
- Call for volunteers
- Black jacket that mistakenly taken for another similar jacket
- April dance Info

## Other Business

- Print out 'members' and 'non-members' signs for front desk – Action: Wyatt
- Streamline tear-down – label items with a number or letter that correlates to a bin with that number or letter – Action: Vickie
- Have a lead/follow board member in each class
- Start using the shift sign-up sheet properly – only given number per shift should sign up and be visible at front desk
- Have beginner class sign-in sheet in the class room
- Vickie will bring a hand stamp for all who pay
- We'll start/finish the Sept. dance one hour earlier to experiment with time shifts.
- Can we get a venue to have a dance May 26<sup>th</sup> ?
  - Choose from Confederation Centre/Coq legion/ SFU / Lochdale/etc.
  - This dance is mostly for existing members, but trying for a different location to see if new/infrequent attendees come and to offer more value for a membership
- We should have a July dance downtown

Meeting Adjourned 9:00 pm – Moved by Michael seconded by Amanda

Next Meeting – April 19<sup>th</sup>, 2018. Will confirm venue closer to date