**DATE: May 17, 2018**

**LOCATION: Ella’s House, 3671 Pandora St., Vancouver, BC**

**PRESENT DIRECTORS**: Wyatt Ritchie, Michael Shibasaki, Rick Gillespie, Ella Young, Evelyn Wu, Amanda Brubaker, Edoh Amiran (by phone)

**ABSENT DIRECTORS**: Vickie Langford

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Item Title** | **Item Description** | **Update / Action** | **Action - Member** |
| **1** | **Call meeting to order** |  | Called at 7:00 | Wyatt |
| **2** | **Appointment of Chairperson - president** |  |  | All |
| **3** | **Adoption of Agenda** |  | Approved | All |
| **4** | **Adoption of previous minutes** |  | Approved | All |
| **5** | **Review of Action Items from Previous Minutes** | | | |
| **5a** | **Buttons/T-Shirts/etc**. | Quotes are needed for options from Wanda or other clothing retailer, continuing from previous boards’ efforts | No updated quotes received. Amanda will pursue | Amanda |
| **5b** | BBQ | Booked August 18th in the afternoon in Central Park, Burnaby | Caterer needed – Ella will pursue with work Vera’s Burgers contact/we can use last year’s contact | Edoh / Ella |
| **5c** | Automating the front desk | Much discussion, but likely at least two new tablets or laptops will be required (Approx. cost for each is <$500). Will try to sell the old ones if new ones are purchased. | Additional assessment needed around available programs for the real-time update of database on a tablet or computer. Will also need to purchase software, likely Microsoft Access | Rick/Amanda/Ella |
| **5d** | Suggestion Box |  | There were four submissions – all saying the music at the May dance was not good | Wyatt will talk to director of music |
| **5e** | Posters |  | June posters to be prepared | Rick |
| **5f** | Newsletter |  | June newsletter will be handled by Wyatt. Wyatt will continue producing all newsletters | Wyatt |
| **6** | Executive/Board Reports | President's report | - Need to confirm our former paid student for the June dance  **Note**: invoices are needed from people we are paying so they are not considered staff  - check-in tool worked well though improvements will be made, noted  - Continued adding content to webpage  - Worked with sub-committees | Wyatt |
|  |  | Vice President's report | Continuing to investigate options for automating – maybe kindle notebooks? | Amanda |
|  |  | Treasurer's report | Report circulated – the club is doing well, May dance was successful despite a low turnout | Evelyn |
|  |  | Secretary's report | - Will continue to try to reconcile member numbers between the binder and Excel file  - Will get a one-pager for students and volunteers to sign around data privacy | Ella |
| **7** | Dance Review | May: | 42 in the intermediate lesson |  |
|  |  |  | Low number for the dance | Rick to send a reminder the day-of the dance |
|  |  |  | 12 beginners  Confed. setup not correct and door by washroom locked  Volunteers didn’t stick to their shifts  Instructors didn’t promote the dance  Incident – a member reported the threat of physical harm by another member to the Board  Complaint about dancer – a member reported that another attendee hurt her shoulder | Evelyn to speak with Confed  Have copy of sign-up sheet at the dance  Instructor organizers need to remind them that more people means more $$ for them  Ella to draft a letter to be sent to both parties  None as no formal complaint made |
|  |  |  |  |  |
|  |  | General Discussion | Music was not as good as usual was feedback generally heard from many people  Rename the intermediate lesson to ‘patterns & technique’ |  |
|  |  |  |  |  |
|  |  | June: | June 8th  **Note**: doors at 6:30, flashmob workshop at 7, regular lessons at 8, dance at 9 |  |
|  |  |  | Beginner – Amy/Michael  Int. - Gerald & Robin Cote |  |
|  |  | July | Pamela teaching WCS Flash Mob/Rally at Basa studio  Doors 6, workshop 6:30-8:30  Dance from 7-12 |  |
|  |  | September | Pamela Podmoroff |  |
|  |  | October | TBD | Michael |
| **8** | Review decisions made via email |  |  | None |
| **9** | Committee Updates | Workshop Weekend | Nov. 2-4 2018  Need venue  Have instructors (Ben/Cameo)  Michael has template for work permit  Amanda to get Paypal set up | Ongoing  Rick/Amanda/  Wyatt |
|  |  |  | Dance-in-transit – club can co-promote - $100 – motion by Rick: co-promote a Robson Square summer dance with DIT for $100 | Rick  All voted for it except 1 |
|  |  | KDC swing dance weekend |  | Amanda |
|  |  | Emails | Wyatt will continue to respond, Rick to handle f/b stuff | Wyatt/Rick |
|  |  |  |  |  |
|  |  | Free memberships | Motion – print 500 free current calendar year membership cards to give to instructors who are to give to non-ever BCSDC member students | All |
|  |  |  |  |  |
|  |  |  |  |  |
| **11** | Newsletter Items | Usual stuff |  | Ella |
|  |  | Promote June dance |  |  |
|  |  | BBQ save the date |  |  |
|  |  | Suggestion box notice |  |  |
|  |  | Bring a H2O bottle |  |  |
|  |  |  | See above |  |
| **12** | Items to keep in mind | Inventory | June 14 |  |
| **13** | Next Meeting | Thursday after the dance |  | TBD – not Ella’s |
|  |  |  | 20:50 |  |
| **14** | Adjourn |  |  | All |