**DATE: October 18, 2018**

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

**PRESENT DIRECTORS: Edoh Amiran, Ella Young, Amanda Brubaker, Rick Gillespie, Evelyn Wu, Wyatt Ritchie**

**APOLOGIES: Michael Shibasaki, Vickie Langford**

1. **Call meeting to order: 7:10 PM**
2. **Appointment of Chairperson - president**
3. **Adoption of Agenda: Approved with additions**
4. **Adoption of previous minutes: Approved, July and September**
5. **Review of Action Items from Previous Minutes:**

**Automating the Front Desk**

Amanda has purchased a computer from Dell - 4GB and 500 GB HD, 15” screen. Wyatt will set it up for front desk use – some improvements will be added to the spreadsheet software, including adding who the instructor was at each night.

**Action: Wyatt**

Ella had comments regarding the software from using it at the dance – to let Wyatt know

**Action: Ella**

**Free Memberships for beginner dances**

Previous Motion passed – print 500 free 2019 calendar year membership cards to give to instructors who are to give to non- BCSDC member students and someone who has never been a member before....

Amanda is working on printing the cards, will give proofs to board to review. Cards to be finalized for New Calendar year - 2019

**Action: Amanda**

**Restocking of Sign in Sheets**

Complete

**Website**

Edoh wants feedback on his work on a calendar of events for WCS throughout the Pacific Northwest and other opportunities to dance in BC. On discussion, the board came up with some suggestions:

* best to have names and dates of events with links
* Have a tab format rather than a calendar
* For regular events, call them ‘recurring’
* Edoh to reference James Atwill’s document showing similar information on a Facebook page
* Edoh will circulate a draft page for feedback to the board when ready
1. **Executive/Board Reports:**
	1. President's report
		* + Corresponding with members and various inquiries
			+ Working with all of the committees
			+ Updating website and writing newsletters
			+ Worked with Evelyn on securing 2019 dates
	2. Vice President's report
		* + Rx organizers envy the consistency of our numbers
			+ Working hard on the BAMEO intensive with Rick
	3. Treasurer's report
		* + The club is financially doing great, even better than previous year, which was considered a success
			+ We made $75 for the Oct dance
			+ Dates set for dances at Confed for 2019
	4. Secretary's report

– Nothing to report

1. **Dance Review**
	1. October Dance
		1. 36 in the intermediate lesson
		2. 12 in the beginner lesson
		3. 102 in the dance
		4. General Discussion
			* Comments on the music were positive
			* Hired student Dylan did a great job again
			* mixed reviews on the lesson though generally negative

Ella to draft an incident report in case of accidents at our events or dances to have for record

* + - * **Action: Ella**

* 1. Upcoming teachers:
		1. November – Ken Wolder teaching Country 2 Step. **Dance will be an hour earlier going forward**
		2. December - Ian Kirkconnell
1. **Review decisions made via email**

None

1. **Committee Updates**
	1. Automation
		* + Computer purchased and software set up so we do not need a committee anymore - agreed to disband for now
	2. Extra Dances
		* + Will table for a while, until the New Year
	3. BAMEO Workshop Weekend
		* + 35 registered, 15 leads, 20 follows at time of meeting
			+ Private lesson studios found - Fri. 2-9 at ‘the Happening’ and Sat - 9-12 and Sun- 9-3 at King Ed/Arbutus (DanceCo)
			+ Dance cost is about $1,700 plus instructor-related charges
			+ Flights are approximately $930USD for both
			+ BAMEO need a hotel near the venue
			+ We have around 16 hours of material, and we can pick what to focus our 8 hours on – done
			+ If a board member volunteers, they can have the lowest tier price
			+ Need volunteers to pick them up, take them places, get them food, work the dance, etc.
				1. They get in at 11 a.m. on Fri. - Edoh’s wife Veronica may be able to, but we’ll ask Vickie first
				2. They need to be picked up and taken to the private lesson place and the Polish hall
			+ Need to get refreshments/snacks at the workshop
			+ Need wristbands so only need someone to work the front for a short time into the event
			+ Need a waiver that everyone can sign as they come into the dance and workshops. Can use our regular waiver as a base

**Action**: Wyatt to ask Vickie to chauffeur

**Action**: BAMEO committee to post list of tasks for sign-up

**Action**: Amanda will take care of all admin. related activities including waiver sign-in sheet, etc.

1. **New Business**
	1. Early sign membership sign-up
		* + Start in November, will decrease lines in January. Offer is a new membership in November will give you November and December for free plus the entirety of next year for $15. Otherwise, you can renew for $15 in November instead of January
	2. Response to letter sent to a board member

 A member responded to the board’s letter to him about incident at dance. The Board needs to respond in writing to put the matter to bed

 Action: Amanda will post letter to the drive, and then Michael/Wyatt will draft a response

* 1. Next year’s board

Need committee for recruitment - Wyatt/Ella/Michael/Amanda - list prospects and approach people

* 1. Need AGM Committee- Wyatt/Vickie
	2. Rope lights – Our floor rope lights are dying a slow death. Rick estimates it will cost about $300 for new ones - come in variety of strands

Action: Rick will source/buy

Motion: The Board authorizes a board member to spend up to $500 to purchase new rope lights for dances. Edoh seconded. Vote showed none opposed

* 1. Halloween Dances - For October 2019, it was suggested to have a Halloween dance, which would mean a dance a little later in the month, possibly Oct. 26? Evelyn to ask Confederation contacts if we can move the October dance to the 26th.
	2. Xmas dance

Will host a potluck at the December dance. The club will supply some sort of food, ask attendees to bring food too. Usually Sheila gets lots of donations

Action: Michael or Wyatt will follow up with Sheila to see if she’s getting donations this year

Action: Edoh

1. **Items for next newsletter(s)**
	1. Call for volunteers and new board members
	2. Next dance dates
	3. Dances will be starting an hour earlier from now on !!
	4. Early membership sign-up
	5. Separate newsletter - BAMEO Workshop
		1. Give info. About how/when to register
		2. Put links of them dancing on the f/b site - Rick
2. **Items to keep in mind**
	1. Ideas about what to do with our promotional inventory (Mugs #, # black dance bags) – give 2 mugs to BAMEO
	2. December dance prizes
3. **Next Meeting(s)**

November 22nd at Ella’s

1. **Motion to Adjourn - 8:53 motioned by Amanda seconded by Rick none opposed**