**DATE: November 22, 2018**

**LOCATION: Evelyn’s Apartment**

**PRESENT DIRECTORS: Edoh, Evelyn, Amanda, Vickie, Michael, Rick**

**ABSENT DIRECTORS:**

**APOLOGIES: Ella**

1. **Call meeting to order: 7:12PM**
2. **Appointment of Chairperson: Wyatt Ritchie**
3. **Adoption of Agenda: Approved, with additions**
4. **Adoption of previous minutes: Approved**
5. **Review of Action Items from Previous Minutes:**

**Automating the Front Desk**

Ella to give Wyatt some feedback on the front desk software. Wyatt to add a column to record who the teacher was at the time of the dance for records

- Column added

- Wyatt to add a column for teachers to get in free

**Action: Wyatt**

**Free Memberships for beginner dances**

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

* Amanda to send it to printer – do we need years? Amanda to send final to printer for January

**Action: Amanda**

**Incident Report**

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

* Incident report follow up

**Action: Ella**

**Response to Letter to Club**

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 an example.

Action: All

**Rope Light Replacement**

Our floor rope lights are dying a slow death. Rick estimates it will cost about $300 for new ones - come in variety of strands. Rick to buy

Lights were good, finished

**Action: Complete**

**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. Michael or Wyatt to follow up with Sheila.

* Ready to go
* Socks for homeless people

Action: Michael, Wyatt

**Edoh’s Web Calendar**

Edoh wants feedback on his work on a calendar of events for WCS throughout the Pacific Northwest and other opportunities to dance in BC.

* Link live!

**Action: Complete**

1. **Executive/Board Reports:**
   1. President's report
      * + Insurance
        + Next year’s dance dates with confederation
        + Gaming license
        + Updating website
        + Newsletters
   2. Vice President's report
      * + Motion, the swing club donates two packages, including a lesson and dance pass, mug, and shoe bag to Rx to give away as a draw at their Christmas dance. Amanda, seconded Evelyn
   3. Treasurer's report
      * + Given
   4. Secretary's report
      * + **N/A**
2. **Dance Review**
   1. November Dance Review
      1. 60 in the intermediate lesson
      2. 13 in the beginner lesson
      3. 100 for the dance
      4. General Discussion
         * Member complained about starting with 2-step, complained to Jason
         * Seemed like a younger crowd then usual
         * Jason didn’t know the dance was starting an hour early
   2. Upcoming teachers:
      1. December – Ian Kirkconnell, Lee Kirkconnell
      2. January – John Kirkconnell?
3. **Review decisions made via email**
   * + - How much to pay BAMEO?

The board approved the final payment of BAMEO for their weekend workshop

1. **Committee Updates**
   1. BAMEO Workshop Weekend
      * + Lots of positive feedback
        + Sound quality complaints, may be Ben’s laptop, but the room does change the sound
        + 45 attended
        + Dance attendance was 68 people
      1. Future workshop weekends
         * Rick feels like the community doesn’t support a dance like this
         * Event overall was a lot of work
         * Suggestion from the board is to use local instructors within the Pacific Northwest to save on flights, make it easier to find accommodation
   2. AGM Committee
      * + Will start in January
   3. Recruitment Committee
      * + Have starting approaching people for next year’s board
2. **New Business**
   1. Membership survey
      * + Edoh to put together questions for the membership survey, report back to the club
   2. Social activities
      * + Westie bombing, investigating places to do it
          1. Kenneth works at the Yale, but it’s country

-Include it on the survey about random places

* 1. Group practices
     + - People seem interested. Amanda to get info from Debbie to see how much it will cost

Action: Amanda

1. **Items for next newsletter(s)**
   1. Call for volunteers and new board members
   2. Next dance dates
   3. Christmas dance
   4. Two water bottles MIA
   5. Membership
   6. Board for next year, specifically treasurer, secretary
2. **Items to keep in mind**
   * + - What to do with yearly profit
3. **Next Meeting(s)**

Tuesday, Dec 18, 2018

1. **Motion to Adjourn**

**Rick, Michael**