**DATE: December 18, 2018, 7:09**

**LOCATION: Amanda Brubaker’s House**

**PRESENT DIRECTORS: Michael Shibasaki, Evelyn Wu, Amanda Brubaker, Rick Gillespie, Vickie Langford, Edoh Amiran, Wyatt Ritchie**

**ABSENT DIRECTORS:**

**APOLOGIES: Ella Young**

1. **Call meeting to order: 7:08**
2. **Appointment of Chairperson: Wyatt**
3. **Adoption of Agenda: Adopted**
4. **Adoption of previous minutes: Adopted, with modifications**
5. **Review of Action Items from Previous Minutes:**

**Automating the Front Desk**

Front desk software has been going through ongoing updates to add features. This month, need to add it so that teachers can get in for free

* Wyatt to review to make input of new members easier

**Action: Wyatt**

**Free Memberships for beginner dancers**

Amanda is working on printing the cards. She will send them to printer before January to start giving them out in the new year

* On their way, still on track for January
* Have list of instructors to give them, possibly private lesson people. Initial list includes Urban Beat, UBC Swing Kids, Pamela Podmoroff, Michael and Amy, and Swing Lab if it starts again

**Incident Report**

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

* Ella is working on it still, Wyatt to follow up

**Action: Ella, Wyatt**

**Response to Letter to Club**

A member responded to the board’s letter to him about incident at dance. The board needs to close the matter

* Wyatt discussed with member at the last dance. Closed the matter with the member – they seemed satisfied. The board considers the issue is resolved and will send a letter to the member to close

**2018 Feedback Survey**

Edoh to put together survey questions, present to board at next meeting before posting online. Board to review questions, give feedback to Edoh

Action: All

**Community Practice**

There is a call in the community for having a practice space. Amanda to ask dance express for a quote on how much it would cost for practice hours. Amanda to follow up in January

Action: Amanda

1. **Executive/Board Reports:**
   1. President's report
      * + Working on insurance. We saw a slight increase in insurance since last year (around $100 more than last year)
        + Gaming license was accepted. We have new 50/50 ticket breakdown: 1 for $2, 3 for $5, 7 for $10
        + Working on website and the sign-in program
        + Wyatt and Amanda went into the beginner class to introduce themselves to the beginners. We should keep on doing this.
   2. Vice President's report
      * + Been working on talking with members, trying to build community
        + Trying to get the door check-in process working more smoothly
   3. Treasurer's report
      * + Net income for the year is $2,890 pending further adjustments
   4. Secretary's report

**NA**

1. **Dance Review**
   1. December Dance Review
      1. 58 in the intermediate lesson
      2. 14 in the beginner lesson
      3. 111 for the dance
      4. General Discussion
         * One of Jason’s speakers stopped working during part of the lesson and dance. Jason used the overhead built-in speakers at confederation centre for parts of the evening to compensate. Sound seemed alright after using them, so club could ask the DJ to use them in the future
         * Complaint that the music was too advanced (couldn’t find the beat?)
         * Some people felt hassled about constantly asking for their membership to be renewed
         * Still lots of good feedback, high attendance
         * Pick date for summer dance
         * Registration still needs to be made more efficient
         * Many people came and showed appreciation for the board’s work
         * There is a water fountain near the woman’s washroom, club will start directing people there instead of using the big jugs, slowly ween them off so there is no “shock” at their removal
         * Hand sanitizer when there’s food
         * Need more forms!!!! The club ran out
         * We had a member approach us about a dancer to keep an eye on. He was doing a lot of dips and tricks. Board members kept an eye on him for the dance.

**Action: Amanda will print out a “lot” of forms**

**Action: Make sure to use the built-in speakers for the whole dance next dance. Wyatt to talk to Jason about this**

* 1. Upcoming teachers:
     1. January – John Kirkconnell

Rick to take over finding instructors

* + 1. February – No instructors (AGM)

1. **Review decisions made via email**
   * 1. How many dance passes to give away at December dance?
        + Decided to give 5 passes to our dance, 2 passes, shoe bag, mug, and candy to the Rx.
2. **Committee Updates**
   1. Future workshop weekends
      1. Wyatt to talk to Gerald before the next dance to see if he’s interested in doing a workshop day

**Action: Wyatt**

* 1. AGM Committee (Wyatt and Vickie)
     1. Will start to work in January
  2. Recruitment Committee (All)
     1. Vickie has talked to Lana and Troy. Neither of them said no, but they didn’t say yes
     2. Rick has talked to Crystal, Phylis, and Gina
     3. A lot of people just want to come to a dance and dance
     4. Betty Gene suggested talking to Christine. Evelyn to follow up

**Action: Evelyn**

* + 1. Amanda will talk to Andrew Black

**Action: Amanda**

* + 1. Rick will talk to Alvin and Nelin

**Action: Rick**

* + 1. Nela approached Wyatt and Amanda about doing some volunteer work in terms of marketing, social media and web work for the club

1. **New Business**
   1. Nela’s marketing package for the swing club
      1. Sent Nela’s marketing package to board, they will review and see what they like for modernizing the club’s look
   2. Survey
      1. Board to review Edoh’s survey questions by Friday, December 21st, so Edoh can issue the survey by the beginning of 2019
         * Board discussed survey, wanted a question about practice spaces – if the board ran practices, how likely would you be to attend?
         * Also discussed adding a question to the survey to solicit ideas on what new/extra things the club could do without specifying that we have extra money we can use

Action: All

1. **Items for next newsletter(s)**
   1. **Call for volunteers and new board members**
   2. Next dance dates and for the rest of 2019
   3. Membership renewal dates
   4. **Board for next year, specifically treasurer, secretary**
   5. Thank you to all donators (refer to Rick’s e-mail)
   6. AGM reminder
   7. Survey
2. **Items to keep in mind**
   1. What to do with yearly profit
      1. Practice places for club members could be paid for
         * Could have people come in and teach the practice also an option
      2. Free dance, possibly the summer dance?
      3. Buy tables at events?
3. **Next Meeting(s)**

Monday, January 21, 2019

1. **Motion to Adjourn**

**Michael, seconded by Rick**