



BC Swing Dance Club

#156-4111 East Hastings St.

Burnaby, BC V5C 6T7

www.bcswingdance.ca

[Contact: 778-242-0378](tel:778-242-0378)

AGM Agenda

1. Meeting called to order
2. Introduction of AGM Chairperson
3. Confirmation of members in good standing attending the AGM
4. Quorum Determination - "The quorum for the transaction of business at a General Meeting is 15% of the members in good standing, or a minimum of 20 people, whichever is greater."
5. Adoption of Agenda
6. Official Introduction of the Board
7. Adoption of 2018 AGM minutes
8. President's Report
9. Treasurer's Report
 - a. Approval of Financial Statements
 - b. Approval of 2019 Budget
10. A Letter from Jason Brown, DJ
11. Election of New Board of Directors
 - o Elections if required
 - i. Nomination speeches if required

12. Old Business
13. New Business
14. Next AGM



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AGM MINUTES

Date: February 17, 2018

Location: Confederation Community Centre
4585 Albert St., Burnaby, BC V5C 2G9

Directors Present:

Michael Shibasaki, Wyatt Ritchie, Betty Gene McCallum, Vickie Langford,
Linda Barker, Wanda Roberts

Directors Absent (Regrets):

Evelyn Wu, Kathy Pomeroy

Scrutineer: James Dean

1. Meeting called to order – 7:14 pm
2. AGM Chairperson – Michael Shibasaki
3. Confirmation of members in good standing attending the AGM – 26 members present. Membership - 86.
4. Quorum was determined.
5. Agenda – Wyatt Ritchie moved seconded by Paul Fulford to adopt the agenda. Carried
6. Introduction of Board –

Board members expressed their delight in working with such a collaborative board.

7. Adoption of 2017 AGM minutes - Chris Dewhurst moved to adopt and seconded by Amanda Brubaker. Carried

8. **President's Report**

- Thanks to the 2017 board
- Thanks to Amy for volunteering her time (beginner lesson)
- Rick organized a successful Flash Mob
- Evelyn started the 50/50 draw
- Thanks to James Dean for donating the dance floor for the summer BBQ
- September we had Myles & Tessa teach & they donated partial fees
- November anniversary dance was a success
- Christmas dance – 40 gifts (next year gifts will be handed out in a more timely fashion)
- January dance we had 76 people to the lesson a big success
- Thanks for coming to the AGM today
- New Banner is being displayed at dances
- Socan & insurance rates have gone up, other costs remain the same
- Paid students on registration desk to afford board to dance and attend the dance lesson

9. **Treasurer's Report** (Submitted by Evelyn Wu reported by Wyatt Ritchie)

- Increase of membership, adding 50/50 draw helped balance our books and allowed us to spend more money on the summer BBQ
- Sponsored 2 events Sweet Side of Swing and Swingcover
- 2018 Budget includes \$5000 for a special event. This year we did not have a special event

Note: all printed reports were available at the AGM.

Approval of 2018 Budget – Moved by Vickie Langford seconded by Wanda Roberts to accept the 2018 budget. Carried

Nominating Committee - Kathy, Michael & Rick

Rick reported on behalf of the committee:

- Function - to seek out new members and to approach existing board to run again

- Members running for board:
 - Directors – Vickie Langford, Rick Gillespie, Edoh Amiran
 - President – Wyatt Ritchie
 - Vice President – Amanda Brubaker
 - Past- President – Michael Shibasaki
 - Treasurer – Evelyn Wu

10. **Election of New Board of Directors**

President – Wyatt Ritchie

Additional nominations were called three times – nil

By acclamation Wyatt is our new President

Vice-President – Amanda Brubaker

Additional nominations were called three times – nil

By acclamation Amanda is our new Vice-President

Treasurer – Evelyn Wu

Additional nominations were called three times – nil

By acclamation Evelyn is our new Treasurer

Secretary – Ella Young

Additional nominations were called three times – nil

By acclamation Ella is our new Secretary

Directors

Rick Gillespie
 Vickie Langford
 Edoh Amiran

Nominations from the floor:

Wanda nominated Lana Bertram – declined
 Vickie nominated Orayh Chaye - declined

Amy nominated Phyllis Chung – declined
Rick nominated Amy Shibasaki – declined
Amy nominated Steven Tsao – declined

Rick, Vickie and Edoh were elected by acclamation. We will keep recruiting for the sixth director.

New Business

Music – Jason Brown submitted a written message to the board.

Discussion followed with the following views:

- Refrain from old style music and use music that is currently on the radio
- Since we have good attendance don't fuss with it
- Various venues around the area cater to a variety of music styles Swing Club has a style
- We can't please everyone
- Why are most people leaving at 11:00 pm?

Suggestions

- Announce out of town guests
- Keep announcements shorter and earlier in the evening
- Be more obvious about the beginners
- Dance circle – out of town guests and/or beginners

Survey Results – Rick Gillespie

The survey will be closed in the next few weeks and results will be going out within the next month. We have 75 people that have responded so far.

Motion to adjourn the meeting by Orayh Chaye seconded by Paul Fulford.

Adjourned meeting 8:55 pm.

Next Meeting: TBD



2019 President's Report

Dear Members,

Thanks for another great year of the BC Swing Dance Club. We continue to see the growth of West Coast Swing in our club, including growing attendance at our dances and lessons. Just when we think we've seen the biggest dance of the year, the next one seems to top it, and it's particularly inspiring to see so many people taking the beginner lessons we offer.

All of this growth is thanks to our many volunteers, board members, and other hard-working individuals that make this club successful. There is a lot of effort that goes on in the background to make each dance happen that may not be evident at first, and I would like to particularly thank my fellow board members.

Thanks for Listening to my Ramblings: My Fellow Board Members

This year saw a mixture of experienced and new board members, which lent itself to some new ideas with wisdom and experience to back it up. Board members showed up to our monthly meetings with positive attitudes and an openness for trying new things. Our mission has been to promote, unite, and grow the West Coast Swing scene in the lower mainland and I am proud of the progress we have made. So huge thank yous to the 2018 board of directors:

Amanda Brubaker – Vice President

- Amanda has done a fantastic job of supporting my job as president and been someone I can lean on to get things done. She was instrumental in putting on the BAMEO workshop, splitting the responsibility of finding a venue, organizing the event, and doing almost everything else that needed to be done with Rick. She has helped the club sort out its membership list, made strides in reunifying the club with the mystical "downtown crowd", and has done an overall fantastic job in her first year on the board. Thank you, Amanda.

Evelyn Wu – Treasurer

- It is sad that Evelyn is stepping down, because she is everything you want a treasurer to be – concise, organized, dependable. Evelyn makes sure our bank account is reconciled, that we have a float at every dance, that people get paid, and hosts a treasurer's report at our monthly meetings that everyone looks forward to. This is not an easy task. During the two years Evelyn has been on the board she has made the position look easy. Thank you, Evelyn.

Ella Young – Secretary



2019 President's Report

- Ella has served as a gracious host to most of our monthly meetings, which in itself is invaluable and could probably be an unofficial board title: cat herder. She has provided regular monthly minutes for us and has been instrumental in forming some of our more technical legally binding documents. She has brought a much needed "official documents writer" feel to the board to replace Kathy Pomeroy from the 2017 board. Thank you, Ella.

Michael Shibasaki – Past-President

- It's hard to describe how important Michael (and his wife Amy's) roles in the Vancouver West Coast Swing scene are. Michael has served for many years on the board, has voluntarily run all of the beginner's classes he can for free, and continues to serve as a guiding voice and helpful reminder to our board members. Like myself, I'm sure a lot of people in this club look up to Michael as a mentor in their dancing and maybe even life. Michael is taking a well-deserved step back from the board of directors this year. The club won't be able to replace his experience on the board, but I'm sure he'll be around the club for at least a "few" more years. Thank you, Michael.

Rick Gillespie – Director

- Rick is possibly the most active director on the board. He is in charge of our Social Media (that's him you see on Facebook), he basically wills the Vancouver flash mob efforts to life (with help from Vickie!), has started coordinating teachers for the monthly lessons, organizes the summer dance, coordinated, chose the venue, and more or less ran the BAMEO workshop (with lots of help from Amanda!), and continues to bring new ideas to the board every month. Rick is that over-eager student in the class, the one you wonder how they have as much energy for something as they do, and I for one am thankful for that. Thank you, Rick.

Vickie Langford – Director

- Vickie's official title is "director" but we all know her real job is "keeper of the things". This is a very important role! She has taken a large amount of swing club detritus and literally tagged each item to a small number of bins, which she then lugs to and from the dances each month. When we need an extra goblet, Vickie has it. When we need pizza serving things, she has those too. Vickie is usually the first to our dances and one of the last ones to leave, and she does it all while keeping a sunny and always positive attitude. Thank you, Vickie.

Edoh Amiran

- For those that don't know, Edoh is actually from Bellingham and has been commuting internationally to the monthly dances and our meetings (when he doesn't join us on Skype).



2019 President's Report

Now that's commitment! Edoh is quick to volunteer for anything that needs to be done and this year was the main drive in the member bbq and wrote and sent out the annual membership survey. Edoh always brings new ideas to the board and provides a calm and steady influence on our meetings. Thank you, Edoh

Personally, I have set my goal to expand the purview of the BCSDC, which includes looking into hosting more dances, workshops, and urging my fellow board members to do so. I, along with Amanda, have worked with the people who run the Roundhouse Experiment downtown to better collaborate and cross-promote. I have also had my hands on all the board projects as president and gotten the chance to work with our new computer to build a more user-friendly membership list. I have also been in charge of keeping our website up to date, writing the monthly newsletters, and renewing all the various things that need to be renewed.

All of the above accomplishments highlight particular projects or efforts that each board member has been responsible for, but don't include the day-to-day operating things that our club does – running dances, working with members to improve things, and generally promoting the club. The hours spent volunteering for this board probably reach into the hundreds, so thank you, once again, to the volunteers that make up our board of directors.

Thanks for Volunteering: Our “Super Volunteers”

Although the board of directors have the most “public face”, we have many volunteers working in the background. Thank you to everyone that shows up early to set up the dance, helps us tear the dance down, sells our 50/50 tickets and helps us at the check in desk.

However, we are lucky to have some volunteers that go way above the normal realm of “volunteering” – our super volunteers.

Sheila Adams

- Sheila is always on hand to make our monthly dance flyers and posters for our digital promotion. She does this at an unbelievably fast rate and always free of charge. Sheila also always gets an incredible amount of donations for our yearly Christmas draw. Thank you, Sheila

Bonnie McDonald

- Bonnie works every month to help me format our newsletter, even when she's on the other side of the continent. She is always happy to help and is a pleasure to work with. Plus, she can turn any of my poorly formatted e-mails into proper looking newsletters in hours. Thank you, Bonnie



2019 President's Report

Amy Shibasaki – Beginner Dance Teacher and Overall Superstar

- Like Michael, Amy has donated a lot of time, effort, and money to our free beginner lessons. Every time we try to pay her, she always says it's a waste of a cheque because she would just donate it back to the club. Not only does she teach our beginner lesson, but she has also led flash mob workshops and stayed long when called on to take extra time to help a beginner. Amy is essential to the lower mainland West Coast Swing scene and is a wonderful mentor to so many people. Thank you, Amy

Ian Kirkconnell – Beginner Dance Teacher

- Unfortunately, Ian has not been able to make as many dances this year due to work conflicts, but he has covered as a beginner dance teacher when we need him. Ian brings so much experience and knowledge to our club and we are lucky to have him around. Thank you, Ian

Thanks for The Music: DJ Jason Brown and DJ “Ponytail” Chris

Jason has been the regular DJ for our club for a “few” years now, and with DJ “Ponytail” Chris Dewhurst, has the difficult job of managing our music. Being on the board, it's interesting to hear the feedback on the music. Inevitably, we will receive feedback that the music needs improvement on the same night that we hear the music was especially good, or that a particular song was a terrible choice when another member had just requested it. Jason, with his sometimes-co-DJ Chris, puts on our dances with a constant smile and humor that is almost impossible to believe. This is a hard job to do, but these guys do it, and the board is thankful it never has to look through a sparse Vancouver landscape to find a DJ. Thank you, Jason and Chris.

The Year in Review

The year started in February with a slightly smaller AGM (26 members) than usual. However, the AGM went smoothly and the nomination committee enabled a quick election and thus, the 2018 board was formed.

The 2017 board had done an incredible job of sorting out the internal needs of the board, so I decided that I wanted the mandate of the 2018 board to be to try to expand the club and its offerings and to try to lower the number of people it takes to run a dance. We struck an “automation” committee and an “intensive weekend” committee and got to work.

From there, the board started streamlining, including eliminating unneeded setup material and researching better ways to track memberships. We wrote some custom software within Microsoft



2019 President's Report

Access and purchased a laptop late in the year, which has resulted in a much smoother way of dealing with memberships at the front desk.

Simultaneously, the intensive committee put in a lot of work to find champion level West Coast Swing instructors to run an intensive in October, including finding an appropriate venue and working out the logistics. I was very pleased to see how the BAMEO intensive turned out – the board learned how to host a weekend event, what Champion level dancers expect from people running an event, and in the process, we learned a lot about venues in the greater Vancouver area. Although ultimately the intensive lost a few hundred dollars, this was easily covered by the extra revenue we made from regular dances, and I think it went a long way to help promote West Coast Swing and gave attendees a chance to develop further than they could in a regular lesson.

We also experimented with and changed the starting time of our dance after noticing how busy the dance is at the start compared to at the end. We have heard excellent feedback from this change and notice a larger number of people staying the entire dance.

In the summer, we hosted a member's barbeque, which was well attended despite a fire-ban imposed at the last minute in all public parks. Although we couldn't serve true barbeque, the pizza we had worked out just as well.

The board has also put effort into getting to know members better, making sure that at least one leader and follower from our numbers was in every lesson at our dance, and giving a "welcome to the club" speech at the beginner lessons. We have also finalized plans to offer free memberships to completely beginner dancers throughout the lower mainland who are taking classes with West Coast Swing teachers. We have happily enjoyed an increase in both members and people attending our monthly dances and look forward to a continued increase and growth in 2019.

Next Year

As the club continues to grow and expand, the club plans to hold more extended "workshops" and looking at ways we can expand our offerings to our memberships, including the possibility of more dances, practice time, and other exciting opportunities. We have received your feedback through our annual membership survey and look forward to reviewing and publishing our results on our website, www.bcswingdance.ca.

Financially, we are in great shape and believe our finances will continue to hold as our general expenses stay fairly consistent.

It has been a pleasure serving as the BC Swing Dance President in 2018. I am proud of what our board has accomplished this year and I'm glad to see our efforts recognized with larger dances. I have



2019 President's Report

personally moved out of the lower mainland and will relinquish my seat as president, but I will hopefully stay on the BC Swing Dance board of directors in some capacity as I think there is enough momentum and exciting things happening here to lead to some really fun years ahead. It has been a pleasure to be your president, and I look forward to 2019.

Yours sincerely,

Wyatt Ritchie, President BCSDC

BC Swing Dance Club
Treasurer's Report
Presented to the Membership
Annual General Meeting

February 9, 2019

Dear Members,

I am pleased to report that the Club had a successful year overall, covering its expenses and coming out with a surplus of \$1,855. Those that attend the dances appear to enjoy them very much, as evidenced by the positive feedback that we receive, and by the increased attendance at the dances and lessons.

REVENUE

The total revenue for 2018, primarily dance and membership revenue, is up by \$1,550 over the previous year – happily, a substantial increase!

We have continued with the monthly 50/50 draw, which brought in \$761 to the Club. People seem to enjoy the draw, especially the nine winners that also took home a total of \$761! This little extra income helps us to meet our goal of holding the line on what we charge for dances, lessons and membership.

Included in the dance revenue is a summer dance that brought in \$995. Related expenses of \$922 are included with the production expenses, leaving us with a net profit of \$73 for that dance.

EXPENSES

The production expenses represent direct expenses for holding dances. With ten main dances per year, you can see that each dance costs us approximately \$1,300 in direct costs, netting us an average profit of \$447 per dance that can go towards administrative expenses.

Our administrative expense show a decrease compared to the previous year. After direct dance expenses, our main cost was the members' picnic social (barbecue). Because of fire restrictions, we were not able to barbecue as in previous years, and we bought pizza instead, as well as a selection of salads and other miscellaneous food and beverages. This was well received by the members that attended, less expensive than the previous year's catered barbecue, and enjoyed by all attending.

The Club purchased a laptop computer for improved tracking at the check-in desk.

We sponsored Swingcover with a contribution of \$300.

The 2018 budget allowed for a workshop or special event, with budgeted revenue and expenses of \$5,000 each. In fact, the BAMEO workshop weekend cost the Club a net amount of only \$226, which included an extra social dance.

BUDGET

I have prepared a 2019 budget for the members' approval. See the first column of the Income Statement. In compiling these figures, it is necessary to make various assumptions.

Feedback from our online survey indicates that many members are interested in attending special workshop events if the Club will sponsor them. Since the Club has done so well in 2018, our goal for 2019 is to provide one or more special events. The 2019 budget includes an allowance for special workshops with budgeted income of \$5,000 and projected cost of \$6,400, for a projected net cost to the Club of \$1,400, based on previous workshop costs.

BALANCE SHEET

A look at the balance sheet will show that the Club has a healthy cash balance of \$15,910. We also have prepaid expenses of \$2,572, which is primarily 2019 insurance, and prepaid rent for the Confederation Centre.

Unearned revenue represents 2019 memberships received in advance.

IN SUMMARY

It has been a pleasure serving the Club in my capacity as Treasurer for the past two years. I will be stepping down, but I will be pleased to assist the incoming Treasurer with financial reports if necessary.

Evelyn Wu,
Treasurer

British Columbia Swing Dance Club

Balance Sheet As at 12/31/2018

ASSETS

CURRENT ASSETS	2018	2017	2016
Cash	15,910	14,631	14,190
Prepaid Expenses	2,572	1,126	1,026
TOTAL CURRENT ASSETS	18,482	15,757	15,216
TOTAL ASSETS	18,482	15,757	15,216

LIABILITIES

CURRENT LIABILITIES			
Unearned Revenue	1,110	240	45
TOTAL CURRENT LIABILITIES	1,110	240	45
TOTAL LIABILITIES	1,110	240	45

EQUITY

Current Income	1,855	346	(2,049)
Retained Surplus	15,517	15,171	17,219
TOTAL EQUITY	17,372	15,517	15,171
LIABILITIES AND EQUITY	18,482	15,757	15,216

British Columbia Swing Dance Club

2018 Income Statement With Comparatives and 2019 Budget

	2019 Budget	2018 Actual	2017 Actual	2016 Actual
REVENUE				
Dance Revenue	14,500	14,498	13,094	11,375
Membership Revenue	2,400	2,427	2,181	2,613
Total dance and membership revenue	16,900	16,925	15,275	13,988
50/50 Draw	760	761	801	0
Interest Income	14	14	13	74
Other Income	0	92	153	643
Workshops and Special Events	0	0	0	3,728
TOTAL REVENUE	17,674	17,792	16,242	18,433
EXPENSE				
PRODUCTION EXPENSES				
Dance Expenses	980	981	770	523
Disc Jockey	3,200	3,176	3,200	3,213
Hall Rental	5,700	5,643	5,325	6,341
Instructors	1,450	1,438	1,278	4,027
Insurance	1,600	1,430	1,430	1,483
Music Tariffs	900	653	561	827
Workshop Expenses	0	0	0	619
TOTAL PRODUCTION EXPENSES	13,830	13,321	12,564	17,033
ADMINISTRATIVE EXPENSES				
Advertising/Promotions	100	102	70	113
Computer Purchase and Supplies	250	525	169	158
Donations	0	0	0	843
Meeting Expense	270	269	247	287
Office Supplies and sundry	410	350	489	409
Recognition- barbecue	800	810	1,102	435
Recognition - other	0	0	100	100
Software, website	300	34	555	579
Special event net cost	1,400	226	0	0
Sponsorship	300	300	600	525
TOTAL ADMINISTRATIVE EXPENSES	3,830	2,616	3,332	3,449
TOTAL EXPENSE	17,660	15,937	15,896	20,482
NET INCOME	14	1,855	346	(2,049)
SPECIAL EVENTS				
Workshop income	5,000	5,705	0	3,728
Workshop expenses	6,400	5,931	0	4,915
Net cost to the club	1,400	226	0	1,187

A Message From DJ Jason Brown

Hello everyone - your Club DJ/Music Director here. I've been playing music for the club for a long time. I've seen at least 7 different Club Presidents and many different Boards. And I would like to say this past years' board has been excellent to work with. All of these people deserve a standing ovation for what they've done and the way that they've done it. Excellent people, all.

Through all of it, the faces I see at the BC Swing Dances and the members have remained relatively constant. Every AGM there is always a discussion about music. Some people want the music mix to stay the same. Some want it to change. After every AGM, I get a lot of feedback from people who generally don't attend or don't speak up at the AGM pleading that music remain basically the same. During the AGM is where discussion usually indicates change is wanted. Opinion remains pretty evenly divided. Discussion seems to centre around three main points:

1. Is this a 100% WCS club and should the music be that
2. Should there be music from other dance styles represented
3. Should the music be more "progressive" (my term) and 100% WCS to pull more wcs dancers from downtown

My thoughts:

1-2. The member makeup does not and never has supported 100% WCS. A majority of BC Swing attendees (members and non) know and like other styles of music/dance mixed in with their wcs. Straight wcs all night is boring to them. Supported by my conversations over the years with attending dancers and the requests I invariably get throughout the evening. Most requested: chacha, NC2. Second most requested: country 2 step, waltz.

3. This year myself and the guest DJs have made a concerted effort to play more "progressive" WCS. And generally only WCS unless there is a request for something else. Feedback on music has been good but mixed. Requests have almost all been for old-school WCS and alternative dance styles so there is definitely still a desire for those songs to be represented in the evening. But not everyone is going to have the same opinion as to which songs are classic and which are overplayed. ("September", anyone?) For anyone who comes to this dance or is considering coming to this dance, I would say to you the demographic makeup here is the widest of any local dance purporting to play mainly or all WCS. Which leads to people requesting the widest variety of music. It's not the easiest mix of people to play for but I think everyone involved has been doing an excellent job to service the musical wants and desires of everyone who walks through our doors. We have been doing great things to grow dance ability and energy in BC Swing. We've also been adding in some additional DJs to incorporate additional musical viewpoints. Let's keep doing everything we can to make it such a fun night that everyone wants to come!

Happy to discuss music with anyone at any time who wants to have a respectful, constructive dialog. Email or in person. Thanks for your time!