



BCSDC Meeting Minutes

BCSDC Board of Directors Meeting

DATE: January 21, 2019, 7:00

LOCATION: Amanda Brubaker's House

PRESENT DIRECTORS: Michael Shibasaki, Evelyn Wu, Amanda Brubaker, Rick Gillespie, Vickie Langford, Edoh Amiran, Wyatt Ritchie and Ella Young by skype.

ABSENT DIRECTORS:

APOLOGIES:

1. Call meeting to order: 7:10
 2. Appointment of Chairperson: Wyatt
 3. Adoption of Agenda: Adopted - revised version
 4. Adoption of previous minutes: Adopted
 5. Review of Action Items from Previous Minutes:
-

Automating the Front Desk

Front desk software has been going through ongoing updates to add features. Teachers can get in for free now.

Action Completed: 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
- Amanda will write a letter to go out with the cards

Action: Amanda



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Incident Report

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

- Ella will print out several for the next dance

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 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

Survey period completed and results available any time. Edoh to prepare a summary.

Action: Edoh for Board for AGM

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

Print Forms - Completed by Amanda

Workshop Day/Weekend

- When?
 - o Various dates explored, but long weekends are a problem
 - o Maybe could have a longer lesson once or twice or an afternoon workshop
 - o May 25th is currently being explored with one potential instructor - Gerald Cote
 - Wyatt to follow up
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Recruitment Committee

No luck by anyone... except Andrew could maybe be the new treasurer, and Evelyn is willing to help out... Crystal may be interested - Rick to follow up

Amanda to upload the latest membership list to the drive so all can review it for potential new ideas

Action: Rick/Amanda/All

6. Executive/Board Reports:

a. President's report

- Insurance paid for
- Talked to Confed Centre about the access time – they made a mistake – so that should be fixed – we owe an add'l \$50/month for the ½ hour early – and layout will hopefully get better
- Talked to Gerald Cote about a workshop event
- Wyatt and Amanda to keep introducing themselves at the beginner class.

b. Vice President's report

- Been working on talking with members, trying to build community
- Reaching out to new dancers at the dance

c. Treasurer's report

- Report circulated – Jan. dance
- Net income for the year is \$1,400 - adjusted b/c incomplete info. In Nov. and Dec. technical issues
- other income' was near the beginning of the year – shoe sale etc.
- duties include keeping the 'gear', managing the float, writing cheques, etc.



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- \$1,400 includes an addition of \$300 for website etc.

d. Secretary's report

- Trying to recruit new board members to no avail

7. Dance Review

a. December Dance Review

- i. 65 in the intermediate lesson
- ii. 25 in the beginner lesson
- iii. about 100 for the dance
- iv. General Discussion
 - No complaints about no water bottles or jug
 - a. Vicky to make laminated signs for directions to the water fountain
 - Still lots of good feedback, high attendance
 - People like the earlier time
 - Hand sanitizer when there's food
 - Hard to hear the music at the back of the room

Action: Jason chose to not use the built-in speakers. Wyatt to talk to Jason about this

b. Upcoming teachers:

- i. February – AGM, so no instructors
- ii. March – Dave/Caludia
- iii. April – Pam

8. Review decisions made via email

- a. None

9. Committee Updates



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- a. AGM Committee (Wyatt and Vickie)
 - i. pizza and pop for 30-40 people - **Vickie**
 - ii. Agenda for AGM and report, and treasurer needs to give a report
 - iii. Will be held in the smaller room
 - iv. Will need paper/pens - **Vickie**
 - v. Need big pieces of paper or flipchart to list who's running and for agenda - **Amanda**
 - vi. Need a scrutineer - can be anyone not running
 - vii. Jason usually writes a DJ letter - **Wyatt** to ask him about that
 - viii. Confed Centre needed for 5:30 and room set up - **Wyatt** to confirm
 - ix. Need 40-50 packages - **Wyatt** to arrange with Staples
 - x. Members who attend the AGM get into the dance for free
- b. Recruitment Committee (All)
 - i. All to follow up with potential leads

10. New Business

- a. Monthly birthday snowball – start in March
 - i. At the end of announcements, call all those who had a b-day that month come out and start a snowball
- b. Advertising Easter Swing ticket tourney
- c. Shag lesson by Pam? Rick to talk to her about incorporating WCS moves
- d. Tessa willing to teach an intensive session – day or weekend – Rick asked to table for next board
- e. Vickie's son could make a promotional video for us for free – for his school work



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Action: All

11. Items for next newsletter(s)

- a. Call for volunteers and new board members
- b. Board for next year, specifically treasurer, secretary
- c. Thank you to current Board members
- d. Advertise people running
- e. AGM reminder
- f. Easter Swing ticket tourney - win prizes/passes - we could donate 3 memberships - Fri. before our next dance

12. Items to keep in mind

- a. What to do with yearly profit
 - i. Practice places for club members could be paid for
 - Could have people come in and guide the practice ?
 - ii. Free dance, possibly the summer dance?
 - iii. Buy tables at events?
- b. Via email after the meeting, Rick said : 'I move that the BCSDC sponsor the Newcomer division at Swingcouver 2019 for \$300'. This was unanimously approved by the Board members.

13. Next Meeting(s)

February XX, 2019



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14. Motion to Adjourn - 8:43