



## BCSDC Board of Directors Minutes

**DATE:** May 9, 2021, 7-9pm

**LOCATION:** Virtual - Zoom

**PRESENT DIRECTORS:** Wyatt Ritchie, Amanda Brubaker, Rick Gillespie, Vickie Langford, Karok Kikel, Bob Gebbie, Nela Šubrtová, Jenessa DeYoung, Wanda Roberts, Anne Broženský

**APOLOGIES:**

**ABSENT:**

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1. Call meeting to order: 7:04PM
  2. Appointment of Chairperson: Rick Gillespie
  3. Adoption of Agenda: Adopted
  4. Adoption of previous minutes: Adopted
  5. Review of Action Items from Previous Minutes
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Actions items are as follows, most on hold because of COVID-19

Action	Status
Free membership cards/ letters to instructors - Amanda	On hold until next dance
All-Star letter - Amanda	On hold until next dance
Database not updating dance stats - Wyatt	On hold until Wyatt goes to Vancouver to work on laptop
Explore website update & present to board - Nela	Ongoing
Sourcing new printer for flyers because flyer pickup location is not convenient	On hold



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6. Review decisions made via email
  - a. none
7. Executive/Board reports
  - a. President
    - i. Updated board bios on Facebook
    - ii. Updated email list so new board members are on it and old members are not on the list. Will finalize after
      - Action Item: Wyatt to restrict access to Google drive documents from departed board members
    - iii. Started dialogues with past presidents and other swing clubs, which will include a conversation about how they are opening up their clubs again
  - b. Vice President
    - i. Nothing to report
  - c. Treasurer
    - i. Hand off of treasurer items (cash box, 50/50 tickets, etc) has been completed
    - ii. Signatories need to be updated
    - iii. Societies filing is completed, which includes \$40, updated directors list, and meeting minutes
  - d. Secretary
    - i. Updated website (with Nela!)
    - ii. Posted last year's AGM meeting minutes
8. Introductions
  - a. Board introduced themselves to each other
9. Social activity - "Never Have I Ever - PG edition"
  - a. Social activity so that the board can get to know each other
10. Assignment of roles
  - a. Roles
    - i. Facility Liaison
      - Anne Burnaby
    - ii. Instructor Coordinator
      - Rick
    - iii. Newsletter Coordinator
      - Wyatt



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- iv. Social Media Coordinator
  - Rick
- v. Website Manager
  - Nela
- vi. Flyer Coordinator
  - TBD
- vii. Membership Coordinator
  - Jenessa
- viii. Registration Coordinator
  - Karol
- ix. Volunteer Coordinator
  - TBD
- x. Supplies Coordinator
  - Vickie Langford
- xi. 50/50 Draw Coordinator
  - TBD
- xii. Electronic Records Manager
  - Wyatt
- xiii. Dance "floater"
  - By committee
- b. Committee to update "Policies, Standards and Guidelines"
  - i. Online Activity Coordinator
    - TBD
  - ii. Health and Safety Coordinator
    - Karol
  - iii. Summer Picnic Coordinator
    - Anne
  - iv. Summer Dance Coordinator
    - TBD
  - v. Special Events Coordinator
    - TBD

Committee formed: Rick, Amanda, Jenessa, Vickie

### 11. Online classes: Update

- a. Conversation about what can be expected for online classes. Found that membership attendance was way down after the first couple months of online opportunities last year.



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- b. Bob expressed interest in helping spearhead online classes or exercises

Committee formed for online practices: Bob, Karol, Rick, Nela (ad-hoc member)

### 12. Victoria Club activities: Update

- Bob has been keeping in contact with the Victoria dance society
- Bob and Carolyn have been talking with the facilities in Victoria to get a better venue after COVID which will be bigger. Have one in mind but need to be set up to rent once its open so no one else gets it

### 13. Website update

- a. Nela is spearheading efforts to make the website nicer, including more information, more visually pleasing, updating branding, etc.
- b. Nela, Amanda, Rick, Wyatt on the website committee.

### 14. New business

- a. Change signing authorities with Vancity
  - i. No rush to do it, Anne will remain with authority until the club opens up again

### 15. Items for next newsletter

- a. New Board of Directors
- b. AGM, including thanks for coming to the AGM

### 16. Next Meeting(s)

- a. TBD

Motion to adjourn: Amanda, Wyatt