



BCSDC Board of Directors Minutes

DATE: March 14, 2023

PRESENT DIRECTORS: Chris Mullin, Rick Gillespie, Lauren Wright, Hillary Langston, Vickie Langford, Tori Koelewyn, Georgina Daniels

APOLOGIES: n/a

ABSENT: n/a

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1. **Call meeting to order** - 7 p.m.
 2. **Appointment of Chairperson** - Chris
 3. **Adoption of Agenda**
 4. **Adoption of previous minutes**
 5. **Review of Action Items from Previous Minutes**
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Actions items are as follows:

Action	Status
Mar 11 attendance - Hillary will provide numbers	
Mar 11 financials - Hillary will provide financial sheet	
Change registration payment lines at future dances - desk staff	
Roles documentation - Rick will send out what there is	
Mar 11 music review - Rick will follow up with Chris	
Upcoming dance lesson topics - Gina will follow up with instructors & share info with Lauren	
May lesson mask request - Gina will update A&M	
Update all marketing info etc. to reflect prorated membership rate for balance of 2023 - who is doing this?	



BCSDC Board of Directors Minutes

Update credit card items to current board member - Hillary	
Future community connection - Chris will talk to Nela	
Review City of Burnaby grant - all	

6. Review decisions made via email

- No decisions made

7. Executive/Board reports

- **President**
 - Talking with people in the community, getting the lay of the land
 - Survey sent out
- **Vice President**
- **Treasurer**
- **Secretary**

8. Appointment of new board member - Tori Koelewyn

- Vickie - motion to appoint Tori
- Rick - second
- All in favour

9. Event review

- **March 11 dance**
 - **Attendance: members, non-members, guests, Board:**
 - Attendance numbers and membership fee totals available as a combination of paper documentation, notes on the Google drive and amounts in Square
 - **ACTION:** Hillary will provide numbers that she has
 - **financials**
 - Revenue: \$1,750 (including 50/50)
 - Expenses: \$1,000
 - **ACTION:** Hillary will provide financial sheet
 - **discussion**



BCSDC Board of Directors Minutes

- Hand over of roles was incomplete, resulting in membership list, forms etc. not being printed and Square not transferred to the replacement phone
- Large number of attendees for beginner lesson contributed to rush at the door
- Hillary suggested changing the registration lines to type of payment (cash or credit) which helped - **ACTION:** we will do this going forward
- Seemed a bit chaotic at the end of the night - new board didn't know what was needed or how to help - it would be helpful to have roles and responsibilities clearly defined for the dances
- There is some documentation - **ACTION:** Rick will send out what we have
- Rick went to the bank to update signing authorities - needs info from Chris
- Amy asked for feedback on their lesson - people were appreciative
- Feedback on the music - sudden shift in songs killed the dance vibe, no announcement of non-wcs songs - music was overall not great. (Lauren loved the music selection. Music is subjective!)
- **ACTION:** Rick to follow up with Chris on music

10. Future dances

- **April 15**
 - Intermediate lesson: Claudia & David
 - Beginner lesson: Celina
 - DJ: Rick
- **May 13**
 - Intermediate lesson: Amy & Michael
 - Beginner lesson: Dalynne
 - DJ: TBD
- **June**
 - Intermediate lesson: TBD
 - Beginner lesson: TBD
 - DJ: TBD
- **July**
 - Intermediate lesson: Amy & Michael - Rally Choreo
 - Beginner lesson: TBD



BCSDC Board of Directors Minutes

■ DJ: TBD

- **ACTION:** Gina to follow up with instructors on lesson topics and share info with Lauren

11. 2023 Survey Preliminary Results

- Lauren wanted to respond - didn't realize it was closed - Chris did resend the survey to those who didn't previously submit (open email)
- Some of the data is conclusive, but not all of it
- Feedback on the sound system is that it is okay
- Big item was the mask requirement - feedback that people want it to be optional
- Small financial incentive for people to become members
- Discussion on who we support - our membership or the entire community

12. Mask Policy Review/Update

- Discussion about the community - RX is keeping masks until end of June, Swing Soul does not require masks, Amy & Michael require masks in their classes
- Chris and Lauren did research: government guidelines don't specifically say that masks are required for exercise - nothing that matches directly with our dance situation
- Inquiry to BCCDC returned a generic response, that they do not give individual advice - recommendation to mask in public places but no guidelines
- Discussion on the complex emotional element of masks or no masks, different tolerance levels, desire to protect as many people as possible and not exclude anyone
- Motion: Rick moved that we maintain the mask mandate for one more month and reassess in April
- Discussion about this not giving the community or instructors sufficient notice
- Amended motion: Rick amended his motion to: maintain the mask mandate until the May dance and reassess after the May dance
- 4 in favour - motion passed
- Instructor mask request - **ACTION:** Gina will follow up with Amy & Michael

13. Summer picnic/pizza party

- tabled

14. New business

- **Club values**
 - Agreed that we need to define the club's values



BCSDC Board of Directors Minutes

- Book a dinner and workshop to create our values - Chris offered his wife as facilitator, Tori offered wine as a thank you to Chris' wife, Vickie offered her home for the workshop - date tbd
- **2nd quarter membership rate proration**
 - Automatically lower the amount of the membership by ¼ each quarter
 - **ACTION:** update all correspondence, marketing and social media to indicate that membership is \$15 as of April
- **Update CC of online renewals**
 - Amanda had been using her credit card - **ACTION:** Hillary will take this over as treasurer
- **Intermediate lesson syllabus**
 - Tabled to future meeting
- **Community reach out and promotion (Meetup?, Committee?)**
 - Discussion about how we can support the entire community
 - How can we support the mentorship group, are there ways to create informal get togethers for dancers in the community
 - Others used to do this pre-Covid
 - No capacity on the board to take this on right now - **ACTION:** Chris will talk to Nela and see if we can connect in the future
- **Instructor Pay**
 - Tabled for future meeting
- **Out of Towner Discount**
 - Quite a few out of town people at the last dance - discussion around offering membership rate for out of town people, and what other clubs do
 - Table for now until the club is more financially sound
- **City of Burnaby Grant - <https://burnaby.widen.net/s/cjpljf5sqt/community-grant-policy-and-application-form>**
 - This is a grant that we may be able to apply for - **ACTION:** board members to review and to investigate other grants that we may be eligible for



BCSDC Board of Directors Minutes

15. Items for next newsletter

- **March dance recap**
- **Membership renewal** - include the reduced rate for balance of the year
- **Survey results** - need to determine how to present them before sharing in a newsletter
- **Call for volunteers**
- **Promotion of events** - okay to share articles etc. with permission before sharing event info (eg. Promote SwingSoul's dance on Sunday)

16. Set date & time for the next board meeting

- April 18 at 7 p.m.
- Tori offered to take minutes

17. Adjourn

- Rick motioned to adjourn at 9:09 p.m.
- Tori seconded
- All in favour