



BCSDC Board of Directors Agenda

DATE: April 18, 2023, 7-9 pm

LOCATION: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWEyZDYzNGUtOGY3MS00OWY5LTg4MjMtYmJmODVIMzRkM2Jh%40thread.v2/0?context=%7b%22Tid%22%3a%2265e4e06f-f263-4c1f-beeb-90deb8c2d9ff%22%2c%22Oid%22%3a%2242fb28c2-a64c-4b25-81ae-b22dc75ea2ac%22%7d

PRESENT DIRECTORS: Rick, Lauren, Vickie, Chris, Tori

APOLOGIES: Gina

ABSENT:

-
1. Call meeting to order
 2. Appointment of Chairperson
 3. Adoption of Agenda
 4. Adoption of previous minutes:
<https://docs.google.com/document/d/1p8qp7eqnFXTxeF0ByAJExVkUvuX1Jp37OsCAsh254r0/>
 5. Review of Action Items from Previous Minutes

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



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

Actions items are as follows:

Action	Owner	Status
Review how to use the square for the 50/50	Hillary, Tori	
Get music for Inna and Sean's Spotlight	Rick	
Plan BCSDC Board event for brainstorming club values	Vickie	
Update Instructor Pay Matrix in documentation	Gina	
Update credit card items to current board member	Hillary	
Start dialogue of future community connection with Nela	Chris	
Review City of Burnaby grant	Hillary	
Update and Coordinate upcoming dance lesson topics	Gina, Lauren	
Send roles documentation to board members	Rick	
Update Mar 11 Attendance	Hillary	
Conduct a cost-benefit analysis of the 50/50	Hillary	
Start documenting procedures for each role	Tori	
Draft a summary of the easter swing conference for May Newsletter	Lauren	



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6. Review decisions made via email

- a. Not applicable

7. Executive/Board reports

- a. President
 - i. Chris obtained signing authority and signed checks on Saturday.
 - ii. Amy Shibasaki can provide guidance in developing a marketing plan. Lauren, Chris, and Amy will meet to discuss this plan to build a structure to support Lauren.
 - iii. Investigated why the club didn't obtain a Credit Card previously. There's no fees and no catches that I can find. I suspect it wasn't done sooner because up until about a year ago it was a \$99 card and each time a new owner was added or removed it basically required a new card to be issued and the old one canceled with \$99 charged each time.
- b. Vice President
 - i. Rick shared a Vancouver Sun article on Covid.
- c. Treasurer
 - i. The change of signors is complete.
 - ii. Looking into getting a club credit card
 - Confederation Center will receive payment through a credit card or a cheque, but not an e-transfer.
 - iii. Within the club, we can utilize e-transfer between members, to instructors. But e-transfers come with a fee, but there is also a cheque fee.
- d. Secretary
 - i. Not applicable

8. Event Review

- a. April 15 dance
 - i. Attendance: members 35, non-members 22, students 2, teachers 3, board 5.
 - ii. Workshop attendance: beginner 23, intermediate 36
 - iii. Financials
 - Link to April Finances: [link](#).
 - break-even numbers are approximately \$900.
 - iv. Discussion
 - New attendees at the dance found out about it through word of mouth or friends bringing them.



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- There was a smaller attendance this dance, likely due to Easter Swing.
- The folks manning the front desk need to remind folks coming into the dance to wear name tags.
- Hillary trained Tori and Chris on the cash-out process.
- when there are limited board members, the 50/50 could have been removed from the night.
- 50/50 feedback
 - a. people asked if they could pay with a card for the 50/50.
 - b. We should consider using the square as an option for 50/50.
- Question: how was the new organization of the front desk for gathering numbers?
 - a. Generally, it was well organized but getting membership numbers for cash was challenging when the queue was busy.

9. Future dances

- a. May 13
 - i. Intermediate lesson: Amy & Michael
 - ii. Beginner lesson: Dalynne
 - iii. DJ: Rick will lead, and Dylan may shadow
 - iv. Inna & Sean Spotlight at Announcements
- b. June 10
 - i. Intermediate lesson: TBD
 - ii. Beginner lesson: TBD
 - iii. DJ: TBD
 - maybe James for this month if they are back
- c. July 8
 - i. Intermediate lesson: Amy & Michael - Rally Choreo
 - ii. Beginner lesson: TBD
 - iii. DJ: TBD

10. Instructor Pay

- a. Discussion:
 - i. The current instructor pay is \$100 base for the intermediate.
 - ii. With the current economic climate and inflation rate, instructors are requesting a re-evaluation of this pay rate.



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- iii. The purpose of the beginner class is to get more people interested in WCS and keep them at the dance. This is a unique offering in the Vancouver community.
 - iv. The purpose of the intermediate class is to support existing people in the community to grow with various instructors. According to the survey, the majority of people liked the intermediate lesson.
 - v. Currently, the intermediate class has a fee, while the beginner class is free. This is done intentionally to make WCS financially available to newcomers. Further, the intermediate class helps cover the beginner class expenses.
 - vi. Based on financial estimations, it looks like the classes are breaking even. If the classes are run at a loss, revenue from another category may cover it.
 - vii. Discussion on what fees would be appropriate for the three tiers of instructor: beginner, intermediate, pro.
 - viii. How many instructors have said no to instruction (and what was their reason):
 - 4 total. 1 has not responded, 3 others have said they aren't interested in teaching at this time.
- b. MOTION: To raise the rate of intermediate instructor pay from \$100 to \$150.
- i. First: Vickie, second: Rick
 - ii. Discussion: consider eliminating the bonus for the 40+ students, increasing the champion instructor pay, and increasing the beginner instructor pay.
- c. AMEND: increase the rate for the beginner instructor pay from \$30 to \$50. increase the rate of intermediate instructor pay from \$100 to \$150. champion instructor rate will be based on merit/negotiation. remove the bonus structure for 40+ students in a class.
- i. First: Vickie, second: Rick
 - ii. Discussion: the comfort of negotiation, recommending a flat rate for pros, and pro instructors will likely draw enough people to break even.
- d. AMEND: Increase the rate for the beginner instructor pay from \$30 to \$50 CAD. Increase the rate of intermediate instructor pay from \$100 to \$150 CAD. Increase the rate of champion/pro instructor pay from \$150 to \$300 CAD. Remove the bonus structure for 40+ students in a class.
- i. first: Vickie, second: Tori
 - ii. Discussion: N/A
 - iii. Vote: 5 in favour, motion passed!

11. Summer picnic/pizza party

- a. MOTION: cancel the summer picnic/pizza party.



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- i. First: Chris, Second: Vickie
 - ii. Discussion: the possibility of a dance instead of a party, promoting others that want to plan a party, previous annual party attendance.
- b. AMEND: BCSDC will not organize an annual summer picnic/pizza party for 2023.
 - i. First: Chris, Second: Rick
 - ii. Discussion: N/A
 - iii. Vote: 5 in favour, motion passed!

12. Club Values - Define an owner to organize this

- a. Chris did a little bit of work surrounding this and Vickie volunteered to lead this endeavour as she offered to host at the last meeting.

13. Intermediate Lesson syllabus

- a. postponing this item to a future meeting as Gina is not present.

14. Community Outreach + Promotion

- a. A dance was organized by a group in PoCo, the BCSDC has reached to ask if we can promote their dances.
- b. Rx has stated that they are often at capacity and do not require promotion.
- c. Swing Soul has stated they are in favour of promotion.
- d. We will be incorporating this type of outreach into the Marketing plan when Lauren, Amy, and Chris talk.

15. City of Burnaby Grant -[link](#)

- a. Hillary will look into it with Chris helping.

16. New business

- a. **Review of 50/50**
 - i. The 50/50 does make a slight income from \$20 to \$70 per dance.
 - ii. Vickie said that people might be more willing to participate in the 50/50 if there was a square option.
 - iii. We will re-evaluate this after the May dance to determine if the 50/50 is still beneficial.
- b. **Clarify policy around “free admission” for current instructors + past presidents**
 - i. Do active instructors get free admission?



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- Rick confirms this is true.
 - ii. Do past presidents get free admission?
 - Rick confirmed that this is not true.
 - iii. How does one become a life member?
 - they get voted in by the board.
- c. **Role and Procedure Documentation Initiative**
 - i. We do have definitions of the roles, but we don't have procedures.
 - ii. Goal to create process/instruction/transition documents describing how each role is done. this would be a live document.
 - iii. Tori will lead this, and Chris will support it.
- d. **Payments with Credit Card (need to apply for one) & E-Transfers**
 - i. Hillary will talk with Gina about preferred methods of payment.
- e. **Making new DJs**
 - i. Rick will talk with James about doing this in the fall.
- f. **Rally**
 - i. We will not be participating in planning as a club but will support in promoting it to the community. Promotion will start when the choreo is released.
- g. **Mheyah**
 - i. Mheyah expressed interest in being on the board. She is on vacation until the end of May. We will reach out to her when she is back.
- h. **Front desk:**
 - i. Hillary is on vacation in July, so others will need to be comfortable with the front desk. Hillary trained Chris and Tori at the front desk. Chris and Tori can now train others at the front desk.
- i. **Review the process of defining a life member**

17. Items for the next newsletter

- a. April dance recap
- b. Membership Renewal
- c. Call for volunteers



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- d. easter swing recap - Lauren can write it
 - i. by next Apr 25 and have a draft for refinement.
 - e. Promote the May 13th dance
- 18. Set the date & time for the next board meeting.**
- a. Tuesday, May 16th, 2023 from 19:00 to 21:00
- 19. Adjourn**
- a. first: Rick, second: Chris