



## BCSDC Board of Directors Minutes

**DATE:** May 15, 2023 - 7-9 p.m.

**LOCATION:** [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZWI2OGU0ZDUtOTI4Zi00NzdkLWFiNGltMTFhZWQ5N2Y0ZTk5%40thread.v2/0?context=%7b%22Tid%22%3a%226fdb5200-3d0d-4a8a-b036-d3685e359adc%22%2c%22Oid%22%3a%22cf6f373c-84fe-4dce-96c4-e05daf9e115d%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZWI2OGU0ZDUtOTI4Zi00NzdkLWFiNGltMTFhZWQ5N2Y0ZTk5%40thread.v2/0?context=%7b%22Tid%22%3a%226fdb5200-3d0d-4a8a-b036-d3685e359adc%22%2c%22Oid%22%3a%22cf6f373c-84fe-4dce-96c4-e05daf9e115d%22%7d)

**PRESENT DIRECTORS:** Rick, Chris, Lauren, Vickie, Hillary, Tori, Georgina

**APOLOGIES:**

**ABSENT:**

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1. Call meeting to order
  2. Appointment of Chairperson
  3. Adoption of Agenda
  4. Adoption of previous minutes:  
<https://docs.google.com/document/d/1pXRDnt5IDpRUtnoyunUy9mjMWTmdD0eFI5kc5Lm98Ns>
  5. Review of Action Items from Previous Minutes

Action	Status
Roles documentation - Rick will send out what there is	done
Upcoming dance lesson topics - Gina will follow up with instructors & share info with Lauren	ongoing
Update credit card items to a current board member - Hillary	done
Future community connection - Chris will talk to Nela	in-progress
Review City of Burnaby grant - Chris	in-progress

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Actions items are as follows:

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

**6. Review decisions made via email**

- a. Email to move the meeting date

**7. Executive/Board reports**

- a. President
  - i. Meeting with Lauren and Amy in a couple weeks to discuss marketing plans
- b. Vice President
  - i. Planning dj's
- c. Treasurer
  - i. Credit card application went through, need to check the mailbox



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- d. Secretary
  - i. No update

### 8. Event Review

- a. May 13 dance
  - i. Attendance: 35 members, 31 non-members, 1 student, 3 teachers, 1 pro, 6 board members
  - ii. Workshop attendance: 8 beginners, 28 intermediate
  - iii. Financials
    - Revenue: \$1,148
    - Expenses: \$988
    - Net income: \$160
  - iv. Discussion
    - Rising Star demo was great and brought dancers out
    - Rick declined payment as dj
    - Hot weather discouraged some attendance
    - A member mentioned the dance pricing not being up to date in one spot on the website - Rick confirmed that all instances are correct

### 9. Future dances

- a. June 10
  - i. Intermediate lesson: Gerald & Robin ("enter the 3rd dimension of west coast swing")
  - ii. Beginner lesson: Henry
  - iii. DJ: JAMES
- b. July 8
  - i. Intermediate lesson: Amy & Michael - Rally Choreo (see item below)
  - ii. Beginner lesson: TBD
  - iii. DJ: Alia - tbc

### 10. Club Values

- a. In progress with Vickie

### 11. Intermediate Lesson syllabus

- a. In progress with Gina - she will run a first draft by Amy



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- b. Discussion on what and why of a syllabus

### 12. Community Outreach + Promotion

- a. Chris is working on this
- b. Discussion about reverting to having two newsletters/emails a month - one to review the most recent event and the second one to promote the upcoming event

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

- a. Chris will take responsibility for this

### 14. Review of 50/50

- a. Will try using Square at the next dance
- b. Question: the promo material currently says cash only - leave as is until we have tested using Square

### 15. Role and Procedure Documentation Initiative

- a. Tori will talk to each board member and start documenting
- b. Rick offered to help Tori

### 16. Payments with Credit Card (need to apply for one) & E-Transfers

- a. Item complete
- b. Question: about using up the existing cheques - retain a few for exceptional situations

### 17. Making new DJs

- a. James is not currently working on this - revisit when there is a program running again

### 18. Rally

- a. There is currently no organizer, or new choreo for this year's rally
- b. There are 3 choreo's that were not performed in Vancouver: the first one, and 2020 and 2021
- c. If the rally doesn't happen we can ask Michael & Amy to teach a regular intermediate lesson

### 19. Review the process of defining a life member

- a. No definition on file - leave as is
- b. Allstars and champions need to be added to the spreadsheet - Rick will work with Hillary



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### 20. New business

#### a. **August Dance**

- i. Decision for no dance in August

#### b. **DJ Pay**

- i. Jason Brown is interested in dj'ing for BCSDC again but requested to be paid \$200, or \$250 if he provided sound equipment (previously paid \$300)
- ii. BCSDC dj rate is \$100, consistent with other venues (\$90 at RX, \$80 at SwingSoul)
- iii. Decision to not change the BCSDC dj rate

#### c. **Printed material**

- i. Ran out of printed promo material at the May dance - Gina will follow up with the instructors
- ii. Discussion on QR codes - we already provide links to instructors via the QR code - we will continue to do this

#### d. **Front desk respect incident**

- i. Discussion on our values within the community and the need to treat everyone with respect - a code of conduct will flow from the values exercise (in progress)

#### e. **Transparency/Poll results**

- i. Question by an attendee at the dance about the survey results not being made public
- ii. Discussion on the results included in the March minutes
- iii. Chris will continue extracting the survey results so they can be posted as a stand alone item - comments will not be included

#### f. **Mask Policy**

- i. Tori and Chris provided an update from the BC Centre for Disease Control and the BC Government on the current status of mask requirements
- ii. Tori - Motion: to update the BCSDC mask policy from mandatory to recommended - Vickie seconded, all in favour, motion passed

#### g. **September Workshop**

- i. Looking for ways to support and grow the community - concept to offer a one day workshop and then use the proceeds to provide free beginner lessons out in the community
- ii. Chris - Motion: seeking board approval to proceed with plans to produce an autumn 2023 Saturday workshop - Vickie seconded, 6 in favour, 1 absent vote - motion passed



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### **21. Items for the next newsletter**

- a. May dance recap
- b. Review of and video link to the Rising Star demo
- c. Updated mask policy
- d. Membership Renewal
- e. Call for volunteers
- f. Promote the June 10th dance
- g. Call out for a coordinator for the Rally

### **22. Set the date & time for the next board meeting**

- a. Next meeting June 13th at 7 p.m.

### **23. Adjourn**

- a. Vickie motioned to adjourn - Lauren seconded, all in favour