



BCSDC Board of Directors Agenda

DATE: June 12, 2023 - 7-9 p.m.

LOCATION: https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZWI2OGU0ZDUtOTI4Zi00NzdkLWFiNGItMTFhZWQ5N2Y0ZTk5%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: Chris, Lauren, Vicki, Hillary, and Rick.

APOLOGIES: n/a

ABSENT: Georgina and Tori

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1. **Call meeting to order**
 - a. Called to order: 7:09 pm.
 2. **Appointment of Chairperson**
 - a. Chris
 3. **Adoption of Agenda**
 - a. Adopted
 4. **Adoption of previous minutes:**
https://docs.google.com/document/d/1PQelQUU4HQcvY_GV5vJnwq-62GRLaluY_CalO9S13e4
 - a. Adopted
 5. **Review of Action Items from Previous Minutes**

Action	Status
Upcoming dance lesson topics - Gina will follow up with instructors & share info with Lauren	ongoing
Future community connection - Chris will talk to Nela	complete
Review City of Burnaby grant - Chris	in-progress

Review how to use the square for the 50/50	Hillary, Tori	complete
Plan BCSDC Board event for brainstorming club values	Vickie	in-progress



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Update Instructor Pay Matrix in documentation	Gina	in-progress
Update and Coordinate upcoming dance lesson topics	Gina, Lauren	in-progress
Start documenting procedures for each role	Tori	in-Progress

6. Review decisions made via email

- a. Changed meeting time to Monday June 12th instead of Tuesday June 13th.

7. Executive/Board reports

- a. President
 - i. Working on Grant Proposal and future workshop.
- b. Vice President
 - i. Had a conversation with Mheyah. Followed up with Jason Brown regarding DJ pay. Talked with contact at community centre regarding next year. See agenda item below.
- c. Treasurer
 - i. Nothing to report.
- d. Secretary
 - i. Not present. (Lauren is helping take minutes.)

8. Event Review

- a. June 10 dance
 - i. Attendance: 50 members, 30 non-members, ? students, 3 teachers, ? pro, 6 board members. (Some info was not recorded due to not having sign-in sheets.)
 - ii. Workshop attendance: 20 beginners, 55 intermediate
 - iii. Financials
 - Revenue: \$1,926
 - Expenses: \$1,076
 - Net income: \$850
 - iv. Discussion
 - We were missing the membership lists (forgotten on the printer), so renewals may have been missed and this caused some confusion when checking people in.
 - Good turnout overall.



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- Record numbers for 50/50. This was the first time we introduced the Square option and not just cash.
- First “mask recommended” dance. The majority of people did not wear masks, though approx. 5-10 people still did.

9. Future dances

- a. July 8
 - i. Intermediate lesson: Amy & Michael - Rally Choreo (see item below)
 - Rally is not happening, thus Amy (no Michael) will teach a regular 1-hour lesson on her own. “The 6Ps to Being a Better Dancer”
 - ii. Beginner lesson: Dalynne.
 - iii. DJ: Alia...? No, he’s not comfortable with the other (non-WCS) genres of music (yet). Rick will DJ.

10. Club Values

- a. Tabled for a future meeting.

11. Intermediate Lesson syllabus

- a. Tabled for a future meeting.

12. Review of 50/50

- a. We will compare how 50/50 changes now that we’re offering using the Square app (not just cash only). We will continue with 50/50 for the next while and see how the numbers are. They are likely tied to total numbers of people showing up to dances, so if we get very low numbers for a certain dance, we may want to cancel the 50/50 for just that one dance.

13. Role and Procedure Documentation Initiative

- a. **Front Desk Procedure:**
 - i. members list missing
 - ii. new members not recorded
 - iii. new signs for Cash and Credit lineups
 - iv. more efficient and accurate door process
- ideas:



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- a. perhaps need a point person whose responsibility it is to make sure we have all the required materials?
 - b. perhaps we need a 3rd person (or more) to assist with directing and recording information
 - c. we will continue this conversation over email since Tori is already working on updating procedures for this, and she is not present at this meeting.
- Do we need people who join as new members to fill out a form still?
 - a. Yes, we still need to record who is becoming members as well as getting consent to send them emails.
- b. Health and Safety
 - i. Do we have a point person for health and safety? Is this covered by the facility?
 - We are all contacts for people to talk to if there's an issue. Perhaps we need to wear something on our shirts to designate us as board members? Or simply direct them to front desk.
 - Chris has first aid experience - workplace safety, CPR level C. But for more serious issues, feel free to call for others help and/or call 911.
 - We should still document procedures. This is also under Tori's to-do list.

14. Rally

- a. This is not happening. We haven't heard from any volunteers to organize it. And there's no new choreo anyway.

15. Poll results

- a. Cleaning up the poll results for presentation is on-going / on the to-do list for Chris, but not yet complete. Other priorities have been more urgent.

16. September Workshop Update/Budget

- a. Chris is leading this.
- b. Preliminary plan is...
 - i. Sept 16th - starting at 3pm
 - ii. 4 x 45 minute sessions with 4 different instructors
 - iii. the instructors would coordinate a curriculum that is tied together
 - iv. 45 minute lessons with 15 minute break in between. (We would not have the normal intermediate lesson that week to allow for a dinner break.
 - v. Normal social dance afterwards.



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- vi. Beginner dance would still happen (in the big room.) We would not need to book the smaller room.
- vii. \$100 per instructor. \$65/hr for the facility.
- viii. Some instructors are on board but not all yet. Meaghan is coordinating the 4 instructors and designing the curriculum. We are expecting local intermediate level instructors, not pros.
- ix. Need to set up a save-the-date.
- x. People would not need to go to all lessons. They could pick and choose.
- xi. We want to start pre-sales.
- xii. There would likely be a cost of an online event system, such as Eventbrite. Might be able to do it through Square.
- xiii. Approximate budget is \$1,000. This does not include insurance. This may be covered under our current insurance. We will need to look into it.
- xiv. We are starting small as we are learning. And then hopefully we can grow from there.
- xv. We should review historical workshops for an idea of what the fees should be. Can also compare to Calgary and Seattle events.
- xvi. James says he'd be happy to DJ.
- c. MOTION: Chris: "I move that we fund an instructor showcase event to precede the september 16th social dance for an estimated budget of \$1,000."
- d. Second: Hillary
- e. Discussion: Will there be a DJ required during the classes? We will assume the instructors will take responsibility for their own music. We will need to make sure they can connect to the sound system.
- f. Chris: part of the motivation is to give our newer local instructors some practices and experience to grow their teaching careers.
- g. Vote: In favour? - yes, everyone. (Chris, Vicki, Hillary, Lauren, Rick). Motion passed.

17. New business

- a. **Mheyah Bailey**
 - i. Rick spoke to her. She is still not interested in joining the board, but she is willing to help us where needed, especially for marketing, newsletters, social media, etc.
- b. **Confederation Demolition in 2024**
 - i. Rick spoke to Sandy at this past dance. Don't know the details yet. Services will be relocated, but we don't know if we will be accommodated. We may need to



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prepare to move our dances to another location when we get some more information. The seniors centre is to be demolished, not the library. Previous board members have done research on other venues, so we can start with that. Portable floors are also an idea. We can also look into sports arenas, and theatres, etc.

c. Membership Proration

- i. Membership is now going down to \$10 for the remainder of the year. We will need to update this on the various marketing/social media channels.

d. DJ Equipment

- i. At RX DJs plug into a little box. Rick has bought a similar one to use. It was \$20. He can own it, or the club can buy it. It helps so that multiple people can plug into the music. It makes it easier to switch without feedback noises.

e. New business:

- i. Victoria Chapter. We used to have one. Wyatt says there's stuff on the island that belonged to the Victoria Chapter. We may want it back at some point.
- ii. Hillary and Vicki will shred old membership forms that are no longer needed. (Info has been recorded digitally.)
- iii. We need to make sure the phone we use for Square is sufficiently charged before the dance. Vicki to bring extension cord.

18. Items for the next newsletter

- a. June dance recap
- b. Membership Renewal
- c. Call for volunteers
 - i. we should phrase this as "get a free dance!" (not "we need your help")
- d. Promote the July 8th dance.
 - i. Chris plans to break up the newsletter into a few emails (perhaps approx. 1 per week).

19. Set the date & time for the next board meeting

- a. July 10th. 7-9pm (penciled in)

20. Adjourn

- a. 8:35pm.