



BCSDC Board of Directors Agenda

DATE: July 10, 2023 - 7-9 p.m.

LOCATION:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZGI1M2JiMjgtZDliOS00YTJhLWI5N2MtYmMwZWZWEwODNkODg0%40thread.v2/0?context=%7b%22Tid%22%3a%2265e4e06f-f263-4c1f-becb-90deb8c2d9ff%22%2c%22Oid%22%3a%2242fb28c2-a64c-4b25-81ae-b22dc75ea2ac%22%7d

Meeting ID: 243 530 785 081

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

APOLOGIES: n/a

ABSENT: Tori, Hillary

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1. **Call meeting to order** 7:10 p.m.
 2. **Appointment of Chairperson** Chris
 3. **Adoption of Agenda** Adopted
 4. **Adoption of previous minutes:** Adopted
<https://docs.google.com/document/d/12BcWyOhpkvX8Ncb1iIRacBM8FEsTAs-yiFKauiTnSVM>
 5. **Review of Action Items from Previous Minutes**

Action	Status
Upcoming dance lesson topics - Gina will follow up with instructors & share info with Lauren	Chris is waiting on final details of instructors for September
Review City of Burnaby grant - Chris	In progress

Plan BCSDC Board event for brainstorming club values	Vickie	July 17 at Vickie's
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Update Instructor Pay Matrix in documentation	Gina	Done
Update and Coordinate upcoming dance lesson topics	Gina, Lauren	Ongoing
Start documenting procedures for each role	Tori	In progress

6. Review decisions made via email - none

7. Executive/Board reports

- a. President - nothing new to report other than items in the agenda
- b. Vice President - reached out to Dylan to work desk on July 8th, changed booking for Sept to get into the Centre at 3 p.m. - talked to Mheyah Bailey about social media ideas - made new signs for the front desk - need to buy new plastic holders
- c. Treasurer - not present, actual financials for last dance not yet available
- d. Secretary - nothing new to report

8. Event Review

Rick hired Dylan to work at the desk

24 in the intermediate lesson

20 in the beginner lesson

About half of the new beginners stayed for the dance

Dance relatively full considering it is a summer month, people stayed to the last hour - likely helped that the announcements were late(?)

No actual number of dance attendees available - in the range of 70 people

One woman was convinced that the website said the dance is free for first time beginners - Chris tracked down one place on the website where the info still says free - Chris apologized and offered to get her in for free at the next dance

Good feedback on Dalynne's teaching

No lights - Chris forgot them at the house - not Vickie's error - some people commented on the lack of ambiance

We need more sharpies

Should we have a July dance in the future? - not sure it is worth doing anything at Confed - in the past we have gone to another venue downtown, done something different for summer - discussion for the next board

Financials: Revenue \$1,016, Expenses \$1,040, Net income \$24 of loss



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9. Future dances

a. September 16 - workshops, beginner lesson & dance

Amanda will teach the beginner lesson

James will DJ

Amanada had concerns about timing for the beginner lesson - Chris reassured her - subsequently Rick has booked the small room for the beginner lesson and we will extend the social to start from whenever the intermediate workshops end

This has been a challenge with the past events with the dance starting at 7 p.m. and not a lot of people attending that early

James is okay starting music at 7 p.m. even though some people will likely be on dinner break

Vickie can contact Lisa Christenson - Chris suggests not for this event, wait until we have another beginner event we want to advertise

Volunteers - hire Dylan for the day 2 - 10 p.m. to be the main person at registration - board members make concerted effort to be at the event and work the desk as we are the hosts - get volunteers as well - put restrictions or limits on where we need them

Pricing of tickets - research (Calgary event) showed \$15 per session - want to bring value to members - offer members to take one session at no charge

Can we offer anything else for members? - let's keep it simple for this event

Do we offer pre-sales? - likely one more moving piece that is too complex for this event - consider it for the next event

Do we have a projection for a break even number? - not yet - this will help determine what else we can do for members, if anything - Chris will work with Hillary to determine the break even

October 28 - next regular dance - Rick will DJ - instructors tbd

10. Club Values

July 17, 7 p.m. at Vickie's - Chris, Hillary, Tori, Vickie will be attending - Rick tbd

Molly Huber will facilitate

Prep work - give some thought about what you think the club values should entail

11. Intermediate Lesson syllabus

Shared them with the board - incorporated feedback from Rick, now posted on google docs

Lauren will add some comments about right side pass

Review at next meeting & determine if we want to implement it



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12. Review of 50/50

Table to next meeting - no 50/50 at the July dance

13. Role and Procedure Documentation Initiative

Hillary sent a front desk procedure document - looked good

Recommend that we use it a few times and refine it as needed - consider it a living document

Tori will give an update at the next meeting

14. Poll results

In progress

15. Confederation Demolition in 2024

No updates yet

Rick will draft dates for 2024 - once the board has reviewed them we will give them to Confed and see what they come back with - continue to use Confed for as long as we have access

Once we have the timeline for Confed demo we will make a concerted effort to search out a new location

16. Victoria Chapter Assets

Wyatt got back to Rick with pictures of the items - nothing of any value or anything that we can use

Rick will contact Wyatt

17. New business

a. Membership Subscription Plan (Square)

Currently memberships are advertised every quarter - Chris suggests that we consider changing that model - automatic renewal after the year period at \$20, with a rolling annual window based on when you sign up - also ties into bringing more members into the AGM

If there is software that can automatically notify members, then yes - otherwise it is an admin headache

Square can accommodate this - if membership is paid in cash we would need to have an internal coupon to enter them into Square - Vickie has an iPad that she can donate to the club for this if we go with this model (for filling out the form)

Discuss further at the next meeting

The donated iPhone can no longer be charged so we can't use it for Square - Vickie will also donate her old iPhone 8 - for use for the club and Square

18. Promotional items for the next 2 months

Did the newsletter go out last month? - yes, it was late

Chris intended on breaking it up into two, but didn't end up having the time



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Over the next two months we will want to do more promotion for the workshops, so will do more frequent emails, i.e. emails highlighting each instructor

Other items: Robson Square event, volunteer call out & benefits

Ideas around volunteers all of them want to take the lesson - how can we incentivize this for them - having new volunteers on the desk at prime times is awkward

Table to the next meeting to discuss

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

September 18

May hold other meetings as needed before the September event

20. Adjourn at 8:38 p.m. - motion to adjourn - Vickie - Lauren second