



BCSDC Board of Directors Minutes

DATE: September 18, 2023 - 7-9 p.m.

LOCATION:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODg0MzQ3MDEtOGZhYS00OWFhLWEzZmltMzkyYzk1YTUyYzM4%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: 247 186 095 662

Passcode: Bfeodc

PRESENT DIRECTORS:

APOLOGIES: n/a

ABSENT:

-
1. Call meeting to order - 7:05 pm
 2. Appointment of Chairperson
 3. Adoption of Agenda
 4. Adoption of previous minutes:
https://docs.google.com/document/d/1aiAO_PuPkYc1LZr0qvEKNbBnTRu-SsUgKi210nN4XzE/edit?usp=drive_link
 5. Review of Action Items from Previous Minutes

| Action | Status |
|--|---|
| Upcoming dance lesson topics - Gina will follow up with instructors & share info with Lauren | Done/Ongoing (take this off agenda) |
| Review City of Burnaby grant - Chris | Haven't done this. Did do a grant application with Lululemon, |



BCSDC Board of Directors Minutes

| | |
|--|--|
| | but we didn't get it. Looked into a BC arts grant, but we have too much money in our account to apply. |
|--|--|

| | | |
|--|--------|-------------------------------|
| Plan BCSDC Board event for brainstorming club values | Vickie | Done. The event has occurred. |
| Update Instructor Pay Matrix in documentation | Gina | WIP |
| Start documenting procedures for each role | Tori | WIP |

6. Review decisions made via email

- a. We made a decision to expand our use of the facility to accommodate the beginner workshop and extended the social by an additional hour.

7. Executive/Board reports

- a. President
 - i. Have been engaging with Dancing with Dessert organizers
 - ii. Have been discussing Rx with DJ JAMES, though they're doing well
 - iii. Have been discussing with the Nanaimo group. They have an event on the weekend of May 25th. They've asked for our help to promote.
 - iv. Reached out to Seattle group, trying to learn how they're growing their community. Will be attending their halloween event on Oct 15th.
 - v. Exploring...the use of a live band. Current thinking would be to do a live concert instead of the intermediate lesson - do it before the regular social dance time.
- b. Vice President
 - i. Talking to Sandy about the Confederation Centre building demo status, and they said we can still book dates for the early months of next year, but it's up in the air.



BCSDC Board of Directors Minutes

- ii. Was given some other suggestions Edmonds community centre, Christine Sinclair Centre
 - iii. We should set up a committee to start looking into alternative venues soon
- c. Treasurer
 - i. Accidentally put the wrong order address for ordering a new square device. Had to order a second and return the first. Still waiting on refund
 - ii. added a savings account as well as checking account, but square wants to connect with a debit card
 - iii. we need to do some reconfiguration of square
- d. Secretary
 - i. deferred (not present)

8. Event Review

- a. Event went well overall, well received. A few hiccups, but nothing big. We had 20 in the first workshop (Meaghan Efford - "Solo dancing skills for West Coast Swing"), 26 in the 2nd workshop (Dalynne Roberts - "Sorry, not sorry"), 33 in the 3rd workshop (Meaghan Efford - "Styling & Shaping"), 34 in the 4th (Michael & Amy - "Take your connection in new directions and find ways to use your connection for better partnership and greater creativity.")
- b. Intro class had 20 participants (advertized with just Amanda Brubaker as instructor, but actually also co-taught by Matt Vickars)
- c. Membership component was appreciated (i.e. one free workshop for members)
- d. Lots of people also signed up to be members to get the discount. This type of incentive will be a good technique to use in the future.
- e. Long day
- f. BBQ beforehand was not well attended (5 people)
- g. After the dance, a small group had an A&W social (spontaneous fun)
- h. The beginning of the process to get people signed up on the day was a little slow, but having the two square devices was helpful. Having the booth inside the room didn't work great. It disturbed the lesson as it was starting. Too noisy. Relocating it back to the normal spot was better. Having a greeter person was also helpful.
- i. Financials
 - i. \$1,225 revenue for dance
 - ii. \$870 revenue for workshops
 - iii. \$760 cost for workshop
 - iv. \$765 cost for dance



BCSDC Board of Directors Minutes

- v. We had a profit! Gave value to members and brought in new members :)
- vi. 50/50 draw \$85 was the split.
- j. Putting the member list in Square was easier to track. Took a little more time, but was overall better.
- k. Survey is being sent out to get feedback from those who participated

9. Future dances

- a. Oct 28 - scheduled that day to be somewhat Halloween themed
 - i. we can encourage people to dress up
 - ii. Dave and Claudia will do intermediate lesson
 - iii. Rick is scheduled to DJ, but may not be able. Will talk to others to arrange backup
- b. November 18 - new DJ night!
 - i. John Kirkonnell to be instructor for intermediate lesson
- c. December 9
 - i. Most likely Michael and Amy for intermediate lesson
 - ii. Rick will be DJ
 - iii. Pre-pandemic, Sheila arranged prizes
 - iv. We can possibly ask around to other dance organizations and instructors to get prizes like free classes/dances, etc.

10. Club Values

- a. We had a values brainstorming session. It went well. Need to continue to develop. Will be setting up another separate board meeting session, likely in January, to further refine the values.

11. Intermediate Lesson syllabus

- a. deferred

12. Review of 50/50 - is it worth it?

- a. Income of the past 4 months: \$70, \$20, \$100, \$85
- b. This takes approx 1 hr of volunteer time per dance
- c. Would help to frame the 50/50 as a way to support the club, which is a non-profit
- d. Could also offer the 50/50 at the front desk during check-in (could do a test run)
- e. Generally consensus: we think it's overall a good thing, just need to refine the process



BCSDC Board of Directors Minutes

13. Role and Procedure Documentation Initiative

- a. Front desk procedure updated and cashout procedure updated somewhat, but still ongoing
- b. Other processes are in progress

14. Confederation Demolition in 2024

- a. Need to establish a sub-committee
 - i. Rick and Chris have volunteered to be on it so far

15. Victoria Chapter Assets

- a. We have obtained a microphone, worth approx. \$30 (if it was new)
- b. Now this item is closed. Thank you Victoria.

16. Membership Subscription Plan (Square)

- a. (This is as opposed to the current prorated model.) To be investigated to see how a subscription model can be set up with Square.

17. New Business

- a. John Kirkconnell - Possible Workshop in 2024.

18. Items for the next newsletter

- a. Summary of this Swing into Fall Event
- b. Bridgetown mention
- c. Dancing for Dessert promotion

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

- a. tentatively the monday after the next dance (October 30th)

20. Adjourn - 8:44pm