



BCSDC Board of Directors Minutes

DATE: October 30, 2023 - 7-9 p.m.

LOCATION:

https://teams.microsoft.com/join/19%3ameeting_NTRmYTBhZmUtODEwNC00OTgzLWJiNzAtZWVmNTM2ZTgxYTdh%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: 236 442 656 620

Passcode: y5eKRf

PRESENT DIRECTORS:

APOLOGIES: Georgina, Vickie

-
1. Call meeting to order
 - a. 19:05
 2. Appointment of Chairperson
 - a. Chris
 3. Adoption of Agenda
 - a. Done
 4. Adoption of previous minutes:
https://docs.google.com/document/d/186K0M5hdMabIX9vNMmSSDxoEMVWuB56wIN6XyXe6FVo/edit?usp=drive_link (Sept)
https://docs.google.com/document/d/1aiAO_PuPkYc1LZr0qvEKNbBnTRu-SsUgKi210nN4XzE/edit?usp=drive_link (July)
 - a. Sept and July minutes are both approved.



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5. Review of Action Items from Previous Minutes

Action	Owner	Status
Upcoming and coordinate upcoming dance lesson topics - Gina will follow up with instructors & share info with Lauren	Gina, Lauren	
Review City of Burnaby grant	Chris	
Plan BCSDC Board event for brainstorming club values	Vickie	
Start documenting procedures for each role	Tori	
Silent WCS: Ask about a trial to test the headsets while dancing as there were concerns about knocking headphones off heads while dancing	Chris	
Organize members of the board to attend a band practice night	Tori	

6. Review decisions made via email

- a. Agreed to pay for a portion of Pam's travel as the December intermediate instructor
- b. Agreed to pay for the website hosting for 3 years

7. Executive/Board reports

- a. President
 - i. all topics are included in the agenda items
- b. Vice President
 - i. signed up for the new Confederation Center booking with the Gmail account
- c. Treasurer
 - i. applying for insurance for the upcoming dances in Q1 2024
- d. Secretary
 - i. agenda items added to discuss December instructor alternatives and setting 2024 dates

8. Event Review

- a. Attendance:
 - i. 26 people attended the introduction class
 - ii. 35 people attended the intermediate class
 - iii. 97 people attended the dance
- b. Financials:



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- i. revenue: \$1,670
 - ii. expenses: \$860
 - iii. profit: \$810
 - c. Overall Feedback:
 - i. The event was well attended, there was only positive feedback
 - ii. The costume party went over well, and the costume contest was a fun touch
 - iii. Approximately a third of the dance attendees stayed until the end of the event
 - iv. Registration with the iPad went well
 - v. Chris is a good greeter and would like to continue with that role rather than being at the front desk
 - vi. The front desk was closed at around 21:40 because it seemed that nobody else was showing up and people don't typically show up past 21:30
 - vii. Henry, the introduction instructor called in sick and Dalynne was kind enough to fill in on short notice
- 9. Future dances
 - a. Dates for Pending dances:
 - i. Confirmed: Nov 18, Dec 9, Jan 20
 - ii. Pending: Feb 3, Mar 16
 - February and March dates will be booked on a month-to-month basis
 - b. Backup Instructor for Dec?
 - i. No backup instructor is needed, if Pam can't make it due to ferry issues, we will replace the lesson with a dance. The December DJ knows about this contingency
 - c. DJ's for 2024:
 - i. In 2024, consider splitting up the night into two sections and pair a new DJ with an experienced DJ to play for the night
 - d. Live Music Event
 - i. A few folks in the community are talented musicians and have a band together and would be willing to play for approx. an hour at one of our regular dances
 - ii. This event wouldn't have a lesson, instead, the band would play
 - iii. The band would bring most of their own equipment: instruments, amps, etc. but may need assistance with sound hookups
 - iv. A few members of the board will attend a practice session to get a feel for the music they want to play at the event
 - v. Dates for 2023 are filled up, but this would be great in 2024
 - e. By donation Intro Class Workshop
 - i. The September workshop was not advertised as intermediate only so a few new dancers showed up and paid for the classes



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- ii. Michael/Amy and Tessa/Miles are interested in teaching a beginner set of lessons
- iii. Discussion:
 - Options: 1) host two intro workshop days where Michael/Amy teach at one and Tessa/Miles teach at the other. 2) Michael/Amy and Tessa/Miles alternate teaching in a single event.
 - The date will be in 2024
 - Marketing for this event: re-engage with CBC to promote on the radio, and promote on a morning news show
 - 2-2.5 hours of classes - book 3-3.5 hours to include time for breaks, questions, and practice time
 - Hosting the intermediate class: TBD
 - We would host these intro classes by-donation
- f. Silent Disco Event
 - i. Host 3 DJs who play their own music
 - Friday, Nov 17th - Rx at the Round House Community Centre
 - a. DJ Tiffany
 - b. DJ Sean
 - c. DJ La La
 - Saturday, Nov 18th - Swing Club at the Burnaby Confederation Centre
 - a. DJTorinado
 - b. #!DJ
 - c. DJTJ
 - Sunday, Nov 19th - Swing Soul at Dance Vancouver
 - a. DJ Karli
 - b. DJ JAmes
 -
 - ii. Cost: ~\$500-\$600 for the 3 sets of broadcasting equipment and 50-60 headsets
 - \$50 per transmitter (need 3) so \$150
 - \$7 per headset.
 - iii. Create physical zones for the 3 DJs: dancers can finish a dance in one zone and switch to another DJ channel to find a new partner for a new dance in a new zone.
 - iv. Members of the board will trial the headsets due to concerns about knocking headphones off heads while dancing



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- a. Date set for February or January.
- 11. Intermediate Lesson syllabus
 - a. On file for future consideration
- 12. Role and Procedure Documentation Initiative
 - a. No updates
- 13. Confederation Demolition in 2024 / Subcommittee update on New Venue Search
 - a. Rick will plan another meeting of the committee for a progress update
- 14. Site B Dance (PoMo Chapter)
 - a. Tori will look into Site B as a one-off dance in Port Moody
- 15. Membership Subscription Plan (Square)
 - a. Actively engaged in this
- 16. AGM Organizing Committee
 - a. Tori will lead the AGM organization: planning and logistics
- 17. Census
 - a. Purpose: To understand how the community is growing we should get a metric of:
 - i. how many people are in the BC West Coast Swing community
 - ii. how much experience does our community have
 - iii. where are our community learning and dancing
 - b. Marketing: instructors to send it out, hosts of dances to send it out, go to events and get people to scan a QR code to get the survey, send by email/Facebook
 - c. Intended Audience: This census is for everyone in our community (members and non-members) whereas the annual survey is for members of the club
- 18. Items for the next newsletter
 - a. Halloween Dance Updates - include a photo
 - b. Promote Sea to Sky - 50-60 of our community is going
 - c. Promote the November Dance:
 - i. New DJ weekend in November
 - ii. Names of new DJs will be added to the promotional material
 - iii. Instructor for November - John Kirckconnell



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

a. TBD

20. Adjourn

a. Rick Moves to adjourn, and Lauren seconds, all in favour; the meeting adjourns at 20:43