



BCSDC Board of Directors Meeting Minutes

DATE: November 21, 2023 - 7-9 p.m.

LOCATION:

https://teams.microsoft.com/join/19%3ameeting_NGMyZDQ1MGYtN2NiZS00MWM1LTk1N2QtYjgzMWVhNjg3MDQy%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: 226 839 460 770

Passcode: EHxhKp

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

APOLOGIES: Vickie

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1. **Call meeting to order** - 7:01 p.m.
 2. **Appointment of Chairperson** - Chris
 3. **Adoption of Agenda** - all
 4. **Adoption of previous minutes: Deferred October Mins**
Review of Action Items from Previous Minutes - Tori will make changes

Action	Status
Monthly review of upcoming instructors & lesson topics	Moved to item 8 for future agendas

Plan BCSDC Board event for brainstorming club values	Vickie	Need Vickie to confirm date
Start documenting procedures for each role	Tori	Moved to item 10 for future agendas



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5. Review decisions made via email

- a. None

6. Executive/Board reports

- a. President - items added to the agenda
- b. Vice President - confirmed Jan & Feb dates at Confed
- c. Treasurer - submitted forms to pay credit card automatically, board members continue to use own cards for individual purchases (petty cash reimbursement)
- d. Secretary - Tori will update October minutes

7. Event Review

- a. Treasurer's report - best month this year, \$2,050 revenue \$995 expenses, profit of \$1,055
- b. Attendance - 50 in intermediate class, 30 in beginner
- c. Attendance - 50 members, 48 non-members, 7 students, and 7 board members at the dance
- d. DJs were great, good transition between DJs - next time we feature new DJs advertise that it is a pure WCS night - Rick can suggest alternate songs in this situation
- e. Good draw with John teaching
- f. Front desk - problem with only one device working
- g. Couple incidents during the event - teaching on the floor, non-wcs music request, one slight erratic lead, broken water bottle - complications with the Confed janitor not helping the water situation on the dance floor
- h. File report to Confed about problems working with this janitor - Rick, Lauren and Gina will draft feedback - Rick will communicate to Confed

8. Future dances

a. Dates for Pending dances:

- i. Chris won't be at the December dance
- ii. Dec 9, Jan 20. Feb 3 (AGM - no beginner or intermediate lesson)
- iii. Dec 9 - Pamela intermediate, Amanda beginner, DJ Rick
- iv. Jan 20 - Ian intermediate, beginner tba
- v. Ongoing item: confirm instructors for upcoming dances and coordinate with Lauren for marketing

b. Live Music Event Update



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- i. Humphrey gave Chris some videos of their music, they want to get more experience as a band
- ii. Chris will share the videos with the board
- iii. Will be more logistics - haven't discussed fee yet, possibly by donation or increase the cost of the dance for that night
- iv. Need an additional hour in the facility for set up and sound check - could hold both the beginner class and sound check 7-8, start live music at 8 in the main room
- v. Band would like to use the piano at Confed but it may not be in tune - suggest to bring an electric piano - Chris can help with transporting musical equipment
- vi. 4 sets over 90 minutes with DJ music in between
- vii. Tentatively book them for March

c. By donation Intro Class Workshop

- i. Concept of providing a longer introductory workshop - 2-3 hours - goal is to grow the base
- ii. Free pre-registration to help manage numbers
- iii. Ramp up promotion outside of our community - CBC interview, OpEd article, morning show demo, weather person attend a dance to help promote upcoming event
- iv. Michael & Amy, and Tessa are interested in teaching
- v. Make it an annual event
- vi. January - 2-3 introductory intensive, followed by the intermediate lesson and social
- vii. Chris to confirm with Michael & Amy that they are available for Jan 20 - heavy promotion after Christmas - new year, new activity!
- viii. Rick to confirm that Confed is available for the extra time

d. Double down intermediate lesson/workshop

- i. Idea to have a 2 hour workshop to address intermediate lesson interest (following AGM, live music night)
- ii. Can always hold a workshop at a different location, on a dance Saturday or even a different day - same day include a reasonable dinner break
- iii. Consider if it is too confusing for attendees to go to multiple locations for workshop and dance
- iv. 10 year plan - small convention concept - need to build our base numbers first
- v. Revisit for future



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e. Silent Disco Event

- i. Table to a future meeting

9. Club Values

- a. Gina to follow up with Vickie for confirmed date

10. Role and Procedure Documentation Initiative

- a. Pending
- b. Leave as recurring agenda item - remove from action items

11. Confederation Demolition in 2024 / Subcommittee update on New Venue Search

- a. Pending

12. Membership Subscription Plan (Square)

- a. Pending
- b. Research prior to start of new and renewed memberships in 2024
- c. Last promotion for membership was successful - look to do this again once auto renewal is set up

13. AGM Organizing Committee

- a. AGM - existing board will run again with the exception of Vickie, we are behind on promoting the AGM
- b. Legal requirement to give a certain amount of notice to membership about the AGM
- c. Need income statement, balance sheet, president and VP and treasurer reports
- d. Agenda packages printed for the AGM
- e. Tori, Rick, Lauren - planning committee
- f. Society renewal and 50/50 application - also outstanding (linked with AGM)

14. Square device purchase replacement

- a. One Square wasn't connecting to both devices on Saturday
- b. Hillary to test and confirm if both Squares are still working or not - Tori has both Squares and will look at the "broken" one this weekend
- c. Chris can help troubleshoot before we decide if we need to replace one of the Squares
- d. If troubleshooting is not effective we need to purchase a new one before the next event



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15. Intro Class extension + Etiquette

- a. James requested that the instructors for the beginner lessons provide some guidelines on dance etiquette at the end of the lesson
 - i. no teaching on the dancefloor
 - ii. how to ask someone to dance
 - iii. how to say yes or no to a request to dance
 - iv. line of dance (slot)
 - v. who to talk to if you have questions
- b. The club had a sign to remind people about dance etiquette
- c. Also challenges with instructors keeping within the 60 minute timeframe
- d. Extend rental for beginner lesson room to 90 minutes
- e. Pay instructors for 90 minutes - last 15 minutes the instructors talk about dance floor etiquette and what to expect
- f. Used to have a board member announce and close the beginner lesson - the greeter has started covering this
- g. Gina to draft some etiquette bullet points for the instructors to discuss at end of lesson
- h. Motion: Rick moves that we change the beginner lesson to 90 minutes and pay instructors \$75 for the beginner class
 - i. Lauren seconds
 - ii. All in favour, approved
 - iii. Rick will extend the booking for the small room
 - iv. Gina to communicate with the instructors

16. House Reminders

- a. No glass bottles - reminder in the newsletter - for everyone's safety don't bring breakable bottles!
- b. No indoor shoes
- c. No teaching on the floor
- d. Be kind

17. December dance door prizes

- a. Are we doing it this year? - yes
- b. Club to pay instructors for their time, passes for RX (or a swap), etc.
 - i. Decide by email who is contacting instructors and other clubs



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- c. Club to supply treats - cookies, chocolates

18. Membership drive 2024

- a. Start now so that we are not flooded at the desk in January
- b. Tied to the subscription auto renewal issue
 - i. Advertise
 - ii. Update Square
 - iii. Add link to the website
 - iv. Ask people if they want to renew sometime during the dance

19. Items for the next newsletter

- a. Recap of November dance
- b. Membership drive
- c. Next dance
- d. AGM and call for board members to run
- e. Swingcouver? - Chris to talk to Teresa first
- f. Etiquette reminder - Chris to talk to Tessa about an article that she has already written
- g. Nanaimo convention in May 2024
- h. Victoria convention December 9

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

- a. December 12, 7 p.m.

21. Adjourn

- a. Chris move to adjourn
- b. Meeting adjourned at 9:27 p.m.