



Welcome to BCSDC Annual General Meeting 2024!

The AGM will start at 6:00 PM on February 3, 2024 at the Confederation Center in Burnaby.

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2024 AGM Meeting Agenda

DATE: February 3, 2024, 6:00 PM

LOCATION: Confederation Centre, 4585 Albert St, Burnaby BC

- 1. Call meeting to order**
- 2. Introduction of AGM Chairperson: Chris Mullin, President of BC Swing Dance Club**
- 3. Confirmation of members in good standing attending the AGM**
- 4. Quorum Determination**

From the BCSDC bylaws: "The quorum for the transaction of business at a General Meeting is 15% of the members in good standing, or a minimum of 20 people, whichever is greater."

- 5. Adoption of Agenda**
- 6. Official Introduction of the Board**
- 7. Adoption of 2023 AGM minutes**
- 8. President's Report**
- 9. Treasurer's Report**
- 10. Election of New Board of Directors**
 - a. President**
 - b. Vice-President**
 - c. Treasurer**
 - d. Secretary**
 - e. Directors**
- 11. Old Business**
 - a. Removal of Mandatory mask Policy**
 - b. New Dance Facility: Bonsor Recreation Complex**
- 12. New Business**
 - a. BCSDC Core Values**
- 13. Next Meeting(s)**
- 14. Motion to Adjourn**

DATE: February 11, 2023, 6:00PM

LOCATION: Confederation Centre, 4585 Albert St, Burnaby BC

- 1. Call meeting to order: 18:21**
- 2. Introduction of AGM Chairperson: Rick Gillespie, President of the BC Swing Dance Club**
- 3. Confirmation of members in good standing attending the AGM: 22**
- 4. Quorum Determination**

From the BCSDC bylaws: "The quorum for the transaction of business at a General Meeting is 15% of the members in good standing, or a minimum of 20 people, whichever is greater."
- 5. Adoption of Agenda: Stuart Ho, Alex Hart**
- 6. Official Introduction of the Board**
 - a. Introduced**
- 7. Adoption of 2022 AGM minutes:**
 - a. Stuart Ho, Seconded by Alex Hart**
- 8. President's Report**
 - a. Rick read the report, paraphrasing. See 2023 AGM Meeting Package for President's report**
- 9. Treasurer's Report**
 - a. Review of financials**
 - i. Questions on insurance, whether it included use of mask**
 - ii. Question on negative budget - we have a loss. Explanation is that the budget is intended to predict what the operating year results in, so the treasurer provided a budget that they felt was realistic**
 - iii. Adoption of budget**
 - i. Stuart Ho, Ian Kirkconnell**
 - ii. Budget passes unanimously**
- 10. Election of New Board of Directors**
 - a. President**
 - i. Alex Hart - self nomination**
 - ii. Elected uncontested**

- b. Vice-President**
 - i. Chris Mullin - self nomination**
 - ii. Elected uncontested**
- c. Treasurer**
 - i. Hillary Langston - self nomination**
 - ii. Elected uncontested**
- d. Secretary**
 - i. Vickie Nominates Matt Vickers, declined nomination**
 - ii. Rick nominates Georgina Daniels accepted nomination**
 - iii. Rick nominates Vickie Langford, declined nomination**
 - iv. Amanda nominates Rick Gillespie, declined nomination**
 - v. Georgina accepts nomination**
- e. Past President**
 - i. Rick Gillespie will be holding the past presidency**
- f. Directors**
 - i. Rick nominates Vickie - Accepted**
 - ii. Ian nominates Phil Dunn - Declined**
 - iii. Lauren Wright self-nominates**
 - iv. Phil nominates Kathy Polmeroy - Declined**
 - v. Vickie nominates Matt Vickers - Declined**
 - vi. Vickie nominates Danny Wong - Declined**
 - vii. Stuart nominates Alvin Tse - Declined**
 - viii. Michael nominates Stuart Ho - Declined**
 - ix. Chris nominates JAMES Atwill - Declined**
 - x. Crystal MacLeod - Declined**
 - xi. Vickie nominates Amanda - Declined**
 - xii. JAMES nominates Wyatt - Declined**
 - xiii. Vickie nominates Ian Kirkconnell - Declined**
 - xiv. Vickie Langford and Lauren Wright are elected uncontested**

Phil points out that there is an opportunity to fill in missing board members' seats based on the bylaws. The new board may fill in up to 9 members.

11. Old Business

- a. New dance locations were discussed by the board internally following 2022 AGM, some locations reviewed include the Roundhouse as well as a few other locations, but some dance studios closed so there are fewer dance studios as well as less availability because studios are more rare so dance groups fill them up faster
 - i. Ian K suggested reaching out to community centers to help them fill up their availability. The new board may look into it.
 - ii. Phil Daum on the Moberly Arts and Cultural Centre board which is a satellite facility, so it can be rented and there are not too many restrictions. However, would likely have a restriction on the maximum number of people to 20-30 couples
 - iii. Stuart Ho suggested trying the Bonsor Rec Centre, which has a small rec center

12. New Business

- a. Reconsideration on masks
 - i. Stuart Ho says that most dances he goes to don't have masks. In the west coast swing community most classes/events are masked, although there are a couple that aren't. It's pointed out that some people will dance with masks, some people won't, so you'll get a mix of people.

13. Next Meeting(s)

- a. Dance of February 2024

14. Motion to Adjourn: Stuart Ho, Second by Ian Kirkconnell

Dear BC Swing Dance Club Members,

Reflecting on the dynamic and eventful year of 2023, I'm pleased to present the President's Report, highlighting the unique activities and notable transitions within our community.

Leadership Transitions

The beginning of the year saw some changes in leadership dynamics. Following our Annual General Meeting (AGM), the elected president decided to step down. While change can be challenging, it also presents an opportunity for growth and renewal. In this context, I assumed the role of President, and Rick graciously stepped in as Vice President. This transition period allowed us to strengthen our commitment to the club's continuity and growth.

President's New Perspective

I brought an alternative perspective to the club this year. I feel the club is a vehicle for servicing the greater West Coast Swing community. So rather than just making decisions for the club and club members I pushed for a change in perspective to consider the entire WCS community, regardless of club membership. I engaged in regular strategic and tactical conversations with other WCS community leaders which included Swing Soul, Rx, Dancing For Dessert, Victoria West Coast Swing Collective, and Nanaimo WCS Collective. Having a broader view of the community I believe has strengthened the club.

Diversity in Dance Education

This year, we embraced a diverse approach to dance education. Along with our regular introductory Class and Experienced Dancers Class offered before most Socials, we also offered two targeted workshop days: The Experienced Dancers Workshop and the Beginner Crash Course.

The Experienced Dancers Workshop Day, held in September 2023, was composed of 4 workshops taught by 3 different instructors. The positive feedback and participation was encouraging, emphasizing our commitment to catering to the evolving needs of our community. To help provide value to our club members, we leveraged these workshops and offered one of the workshops to members at no cost. This set of workshops ended with a small profit of \$110. Thank you to the instructors who came out to share their knowledge. I would like to specifically thank Meaghan Efford for her work in dreaming up this workshop and spearheading the wrangling of the instructors.

More recently, in January 2024 we offered a free 4.5-hour crash course for beginner dancers. The response was overwhelming. We hit our fire code capacity of 250 people and had to turn people away at the door. Fortunately it was only about 10 people who were turned away. Thank you to Amy Shibasaki who did a wonderful job of teaching a huge crowd. Also many thanks to those experienced dancers and board members who pitched in to help with coordinating and organizing. On a personal note, although stressful, I had a huge smile on my face all day. Too many people! What a great problem to have!

Venue Exploration and the Vision for the Future

Amidst all these changes, we actively pursued venue exploration. The upcoming Confederation Demolition prompted us to consider alternative spaces, leading to a thorough examination of potential venues throughout the lower mainland. The diligent efforts of our venue subcommittee, alongside the engagement of our community, demonstrate our commitment to providing the best dance environment. I'm happy to say we've selected one venue, the Bonsor Recreation Complex, as our first option for an alternate venue. The upcoming board will be tasked with developing a transition strategy to relocate to this new location. If possible I recommend continuing the Dance at Confederation Centre and starting a second dance at Bonsor to be held on a non-conflicting Saturday. This may prove to be a challenge due to a small volunteer pool, but if it is possible, it would allow for an easier transition to the new facility and allow for easing into the new venue.

Health and Safety

At the start of this last year, we were still under a Mask mandate. After much research and consultation with the community, the mask policy was changed from 'required' to 'recommended' in June 2023. This change was in alignment with other WCS venues in the lower mainland.

Financial Stewardship and Innovation

In response to the dynamic landscape, we undertook strategic measures to ensure the sustainability and growth of our club. This included a meticulous review of our financial structure, leading to the tough decision of discontinuing the summer picnic to optimize resources. The decision was also made to remove the policy of a free dance for newcomers, a step towards aligning costs with the value we provide. These adjustments aimed at achieving a delicate balance between cost management and maintaining the quality of our dance events. The support and understanding from our community during these changes have been instrumental in fortifying our financial resilience. These efforts along with a renewed increase in attendance have proven successful as the club's finances had minor growth. Our Treasurer's report will provide greater insight into this growth. It should be noted that the new proposed venue will likely incur higher costs and finances should be managed carefully in the coming year as there are several unknowns.

Efforts were also undertaken to look for grants however the one grant we applied for was not awarded and research into other grants proved fruitless.

We also recognized that instructor pay had not been adjusted in several years, so adjustments were made to increase instructor compensation.

Values

Over the past year, our club has placed a significant emphasis on defining and embracing core values that resonate with our diverse dance community. Through a series of dedicated meetings and workshops, we engaged in thoughtful discussions to identify and articulate the principles that underpin our collective identity. These values serve as guiding beacons, informing our decision-making processes and shaping the character of our club. Understanding that values are not just words on paper but essential components in the fabric of our organization, we have strived to weave them into the very essence of how we operate. By clearly defining our values, we have empowered our leadership to make informed decisions that align with our shared vision, fostering a sense of unity and purpose within our dance community.

Acknowledgments and Gratitude

As I reflect on the events of the past year, I extend my heartfelt gratitude to each member of our community and our dedicated board. The unwavering commitment of Rick, Hillary, Gina, Lauren, Tori, and Vickie has been the driving force behind our success. Your resilience, passion for dance, and collective efforts in leading the BC Swing Dance Club during both routine operations and transitional periods are deeply appreciated. Special thanks to Rick for donating his DJing services to the club. Together, we have strengthened the foundation of our club, and I am excited about the collaborative journey that lies ahead.

Looking Forward

As we step into a new year, the BC Swing Dance Club stands poised for further growth and exploration. Our commitment to inclusively, innovative learning initiatives, and community engagement will continue to define our path. I look forward to dancing into the future with each one of you, creating more memories and building on the strengths of our vibrant community.

Warm regards,

Chris Mullin

President, BC Swing Dance Club

Dear BC Swing Dance Club Members,

In 2023, the BCSDC held 11 dances and a workshop series in September.

Balance Sheet

At the end of the year, we had \$14,730 in the bank, \$697 of which was unearned income and pending expenses for 2023. \$560 of that is 2024 memberships paid to us in December and the other \$140 is pending expenses for the December dance.

The total income for 2023 was \$4,017.

Revenue

The main source of revenue was admission to the dance and lesson, approximately \$14,000. Revenue from membership fell just short of \$2,000, which didn't quite reach our 2019 pre pandemic levels. Other sources of revenue were the September workshop, the 50/50 draw, and interest.

Expenses

Our biggest expense was venue rental at \$6,200, followed by insurance and instructor fees. Administrative expenses in 2023 were higher than expected due to a few multi-year plans we opted to purchase to reduce overall costs. We purchased a 3-year website hosting plan for approximately \$500. We also opted to purchase a two-and-a-half-year plan for the PO Box rental for approximately \$560.

2024 Budget

For the 2024 budget, dance and membership revenue are predicted to be approximately the same. We are sad that the Confederation Centre will be demolished this year. One approximation for the cost of venue rental at a new location would be \$850 per dance instead of \$600 at Confederation.

In 2023, instructor rates increased for the beginner lesson from \$30/hr to \$50/hr and for the intermediate lesson from \$100/hr to \$150/hr. This change, as well as the now 90-minute beginner lesson, means the budget for instructors has risen to \$3,000.

To support the next board in running the monthly dances, projected dance expenses have been increased to \$800 to accommodate hiring front desk staff more frequently.

With a predicted surplus of approximately \$1,000 for running our customary monthly dances, we decided to give the incoming board budget to host three workshops in 2024 (the first of which was the Beginner Crash Course in January) and a summer picnic.

Warm regards,

Hillary Langston

Treasurer, BC Swing Dance Club

Balance Sheet as of December 31, 2023

	2023	2022	2021	2020
ASSETS				
Current Assets				
Bank	\$ 14,730	\$ 10,136	\$ 11,655	\$ 12,823
Cash held in PayPal	\$ -	\$ -	\$ 1,460	\$ 1,212
Prepaid Expenses	\$ -	\$ 594	\$ 2,352	\$ 2,050
Total Current Assets	\$ 14,730	\$ 10,730	\$ 15,468	\$ 16,086
TOTAL ASSETS	\$ 14,730	\$ 10,730	\$ 15,468	\$ 16,086
LIABILITIES				
Current Liabilities				
Unearned Revenue	\$ 560	\$ 420	\$ -	\$ -
Pending Reimbursements	\$ 137	\$ 294	\$ 2,501	\$ -
Total Current Liabilities	\$ 697	\$ 714	\$ 2,501	\$ -
TOTAL LIABILITIES	\$ 697	\$ 714	\$ 2,501	\$ -
EQUITY				
Current Income	\$ 4,017	\$ (2,951)	\$ (3,119)	\$ (1,897)
Retained Surplus	\$ 10,016	\$ 12,967	\$ 16,086	\$ 17,983
TOTAL EQUITY	\$ 14,033	\$ 10,016	\$ 12,967	\$ 16,086
LIABILITIES AND EQUITY	\$ 14,730	\$ 10,730	\$ 15,468	\$ 16,086

2024 Budget, 2023 Income Statement with Comparatives to Previous Years (2019-2022)

	2024 Budget	2023 Budget	2023 Actual	2022 Actual	2021 Actual	2020 Actual	2019 Actual
REVENUE - Dance & Membership							
Dance and lesson revenue	\$ 14,000	\$ 9,000	\$ 14,078	\$ 6,605	\$ -	\$ 2,445	\$ 13,569
Membership revenue	\$ 2,000	\$ 1,000	\$ 1,940	\$ 792	\$ 45	\$ 400	\$ 2,310
Total Revenue - Dance & Membership	\$ 16,000	\$ 10,000	\$ 16,018	\$ 7,397	\$ 45	\$ 2,845	\$ 15,879
REVENUE - Other							
50/50 draw	\$ 300	\$ 500	\$ 380	\$ 196	\$ -	\$ -	\$ 574
Interest income	\$ 300	\$ -	\$ 102	\$ -	\$ -	\$ 7	\$ 15
Other income - Victoria chapter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 410	\$ -
Net revenue - Virtual events	\$ -	\$ -	\$ -	\$ -	\$ 5	\$ -	\$ -
Net revenue - Workshops	\$ -	\$ 140	\$ 110	\$ -	\$ -	\$ -	\$ -
Total Revenue - Other	\$ 600	\$ 640	\$ 592	\$ 196	\$ 5	\$ 417	\$ 589
TOTAL REVENUE	\$ 16,600	\$ 10,640	\$ 16,610	\$ 7,593	\$ 50	\$ 3,262	\$ 16,468
EXPENSES - Production							
Hall rental	\$ 8,600	\$ 6,200	\$ 6,201	\$ 5,111	\$ -	\$ 1,185	\$ 6,168
Insurance	\$ 1,400	\$ 1,000	\$ 1,010	\$ 2,050	\$ 2,050	\$ 2,050	\$ 1,600
DJ	\$ 1,000	\$ 1,000	\$ 366	\$ 565	\$ -	\$ 600	\$ 3,200
Instructors	\$ 3,000	\$ 1,500	\$ 1,926	\$ 1,240	\$ -	\$ 155	\$ 1,728
Transactions fees	\$ 200	\$ -	\$ 266	\$ -	\$ -	\$ -	\$ -
Dance expenses	\$ 800	\$ 300	\$ 465	\$ 391	\$ -	\$ 107	\$ 557
Total Expenses - Production	\$ 15,000	\$ 10,000	\$ 10,234	\$ 9,357	\$ 2,050	\$ 4,097	\$ 13,253
EXPENSES - Administrative							
Snacks	\$ 300	\$ -	\$ 165	\$ -	\$ -	\$ -	\$ -
December Door Prizes	\$ 250	\$ -	\$ 350	\$ -	\$ -	\$ -	\$ -
Meeting Expenses	\$ 250	\$ 300	\$ 331	\$ 282	\$ 306	\$ 300	\$ 329
Office Supplies & Sundry	\$ 200	\$ 250	\$ 765	\$ 344	\$ 302	\$ 10	\$ 238
Summer Picnic	\$ 400	\$ 500	\$ -	\$ 348	\$ 316	\$ -	\$ 581
Software, Website	\$ -	\$ 215	\$ 748	\$ 213	\$ 162	\$ 256	\$ 148
Advertising/Promotions	\$ -	\$ -	\$ -	\$ -	\$ 34	\$ 79	\$ 280
Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ 300
Net cost - Victoria Chapter Events	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26	\$ -
Net cost - Virtual Events	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92	\$ -
Net cost - Workshop Events	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses - Administrative	\$ 1,600	\$ 1,265	\$ 2,359	\$ 1,187	\$ 1,120	\$ 1,062	\$ 1,876
TOTAL EXPENSES	\$ 16,600	\$ 11,265	\$ 12,593	\$ 10,544	\$ 3,170	\$ 5,160	\$ 15,129
NET INCOME (LOSS)	\$ -	\$ (625)	\$ 4,017	\$ (2,951)	\$ (3,119)	\$ (1,898)	\$ 1,339

2024 Budget, 2023 Income Statement with Comparatives to Previous Years (2019-2022)

	2024 Budget	2023 Budget	2023 Actual	2022 Actual	2021 Actual	2020 Actual	2019 Actual
Victoria Chapter Events (Details)							
Dance revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,550	\$ 7,786
Dance expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,576	\$ 5,934
Net revenue (cost) - Victoria Chapter Events	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (26)	\$ 1,852
Virtual Events (Details)							
Virtual event donations	\$ -	\$ -	\$ -	\$ -	\$ 218	\$ 611	\$ -
Virtual event expenses	\$ -	\$ -	\$ -	\$ -	\$ 213	\$ 703	\$ -
Net revenue (cost) - Virtual Event	\$ -	\$ -	\$ -	\$ -	\$ 5	\$ (92)	\$ -
Workshop Events (Details)							
Workshop income	\$ 2,600	\$ 600	\$ 870	\$ -	\$ -	\$ -	\$ -
Workshop expenses	\$ 2,000	\$ 460	\$ 760	\$ -	\$ -	\$ -	\$ -
Beginner crash course expenses	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net revenue (cost) - Workshop Events	\$ (200)	\$ 140	\$ 110	\$ -	\$ -	\$ -	\$ -