



## BCSDC Board of Directors Minutes

**DATE:** December 12, 2023 - 7-9 p.m.

**LOCATION:**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ODM5NDI3YWMtY2VIYS00ZDE1LWE4ZWItNjVmZmM0MzM4MDC3%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](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODM5NDI3YWMtY2VIYS00ZDE1LWE4ZWItNjVmZmM0MzM4MDC3%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:** 280 044 729 160

**Passcode:** rNUIKk

**PRESENT DIRECTORS:** Chris, Rick, Tori, Lauren, Vickie, Hillary, Gina

**APOLOGIES:**

- 
1. **Call meeting to order:** 7:04 p.m.
  2. **Appointment of Chairperson:** Chris
  3. **Adoption of Agenda:** adopted
  4. **Adoption of previous minutes:**  
[https://docs.google.com/document/d/1b\\_nKM5dQ-EpGJCdKFULemqQbBFUeoTWkMJFV56doX4E](https://docs.google.com/document/d/1b_nKM5dQ-EpGJCdKFULemqQbBFUeoTWkMJFV56doX4E) (October)  
[https://docs.google.com/document/d/1L3gAwm6\\_GGW0vmnx69FLSoRzf\\_8MNuiYDDaiTKG95xc](https://docs.google.com/document/d/1L3gAwm6_GGW0vmnx69FLSoRzf_8MNuiYDDaiTKG95xc) (November)
  5. **Review of Action Items from Previous Minutes:** to be removed going forward - action items are covered throughout the agenda
  6. **Review decisions made via email**
    - a. Budget of \$600 for December door prizes
  7. **Executive/Board reports**
    - a. President: comments included in agenda items
    - b. Vice President:
      - i. Communication with Confed - letter sent about the staff, no reply yet
      - ii. Extra time for the beginner class and extra time for tear down confirmed
      - iii. Additional rental time in Jan for workshops confirmed
    - c. Treasurer:



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- i. Credit card auto payments had to be done manually this month, should kick in in January
- d. Secretary: comments included in agenda items

### 8. Event Review

- a. Numbers:
  - i. 24 people in the beginner lesson, 46 in intermediate
  - ii. 95 people attended the dance, plus 6 instructors
- b. Financials:
  - i. \$1,947 revenue, \$1,413 expenses, \$534 profit
- c. Amanda said the extra half hour for the beginner class was beneficial, also covered etiquette content - we still had to reinforce hard stop at 90 minutes
- d. Door prizes went over really well - somewhat unorganized at the beginning but it smoothed out quickly
- e. Pamela's lesson was well received - she is an enthusiastic instructor, happy to come over and teach, would like to come again a bit more regularly
- f. Music - one person was surprised about non WCS numbers being included, asked if there could be less
- g. Noted that two members were practicing in the small room before the beginner lesson - a board member will address this if it happens again
- h. Include "point person for the janitor" on the sign up sheet - Gina

### 9. Future dances

- a. **Dates for Pending dances:**
  - i. Jan 20 and Feb 3 confirmed at Confed, date not confirmed yet for March - Rick will follow up
  - ii. Jan 20
    - free intro workshop during the day, no preregistration
    - "Crash Course in WCS"
    - 2 - 6:30 p.m., doors at 1:30 - Rick to confirm timing with Confed
    - no dance experience necessary
    - Michael and Amy will define the details
    - minimal setup for us - need to rent a headset for the instructors
    - Lauren to start marketing
    - Vickie can loop in her CBC contact once social is up
    - Ian is teaching the intermediate lesson



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- James is dj, and/or split with a new dj - #!DJ or Lauren would like to split it
- iii. Feb 3
  - AGM and dance, no lessons
  - Alia or Chris D will dj - if Alia, make it a WCS only night and advertise it - Rick to confirm
- b. Live Music Event Update**
  - i. March 16
  - ii. Beginner lesson only, no intermediate lesson
  - iii. Tori gave Gavin feedback on song tempos, etc. - the group is open to feedback
  - iv. Need dj for during breaks and after the live portion of the evening...discuss at next meeting
- c. By donation Intro Class Workshop**
  - i. See above under January - this is a free event
- d. Silent Disco Event**
  - i. On hold

### 10. Club Values

- a. Jan 13 confirmed at Vickie's, then go to Dancing for Dessert

### 11. Role and Procedure Documentation Initiative

- a. Tori is looking through the drive, info is generally incomplete - she will work on it over the holidays and archive portions that are incomplete

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

- a. Subcommittee is looking at various venues (DFD in Langley as a backup) - Chris contacted several facilities, pricing is challenging, i.e. \$2k minimum for a day rental at many of the locations
- b. Bonsor Community Centre proposal
  - i. Chris and Gina toured the facility
  - ii. 3500 sq ft ballroom (the banquet hall) is currently used for dances, with a stage and sound system, \$137 per hour, minimum 4 hours, open until 1 a.m. (no extra charge), additional fee for janitorial setup \$40 hr
  - iii. costs more than Confed
  - iv. City of Burnaby pricing, professional organization, centrally located on transit
  - v. there is a second room available, 1800 sq ft (the active studio), also hardwood floor, perfectly suitable for a lesson or even for a smaller dance, however it is a 4



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hr minimum rental requirement - this would be a significant additional cost to rent the second room....or we can look at other ideas

vi. Discussion....

- hold the beginner lesson or intermediate lesson earlier, not sure how it would work with our community
  - use the smaller room as an opportunity to host workshops and beginner lessons every other month ... on the off months do the beginner lesson, to help grow our community...look to instructors who can teach longer workshops, look outside of the community ie Seattle
  - switch up instructors and have more than one in the mini workshops
  - open up the space as practice space and charge a nominal fee
  - only book one room and alternate lessons - one month a beginner lesson, next month an intermediate
  - hold the beginner and intermediate lessons back to back with a break
- c. Discussion about if we want to pursue this location - Chris will forward the sub committee email to the board for review, includes a link to the website with photos of the venue - they are booked through April
- d. City of Burnaby said they would get back to Rick about options for us around the Confed rebuild - staff are moving to Christine Sinclair during the rebuild period and there is some redesign being done to accommodate them - Rick will follow up with Sandy and see if he can get more info in the next couple days

### 13. PoMo Chapter - Site B location (Pros/Cons)

- a. Lots wrong with the space....not ideal for dance, it is a no go
- b. Any board members who want to host a dance at another location, go ahead with the research, the board will support you

### 14. Membership Subscription Plan (Square)

- a. The challenge with auto renew subscriptions is that it is only available online, not through Square at the dance
- b. We would need to do a second process at the dance -.give the member a QR code or tablet to go online and purchase their subscription
- c. It can only be done using a credit card /like any other subscription process
- d. Discussion around limiting members options or creating a barrier for some members
- e. Members can opt out of auto subscription renewal - Chris will find out if this can be turned off at the front end



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- f. We will need to communicate that this is how membership will work, you can still come to dances and not be a member if that is what you choose
- g. Board members need to renew membership before January meeting ... to be able to vote on items .... so TRY OUT THE AUTO RENEWAL SUBSCRIPTION!
- h. Biggest challenge is to carry over members who have already renewed membership for 2024 - we need to get them on the subscription list....might be able to do a group of credit card payments to get them on the list but deselect auto renewal
- i. Hillary and Chris will review the current list and determine how this will work for the front desk requirements
- j. MOTION: Tori made a motion to change the prorated calendar year membership model to a subscription based model, with the member having the option to deselect auto renew
  - i. Second .... Vickie
  - ii. Discussion .... happened
  - iii. Vote.... 5 in favour, 1 opposed.....motion passed

### 15. AGM Organizing Committee

- a. Tori is organizing, to do list is in the AGM folder
- b. Chris, Hillary, Vickie and Gina have all agreed to their roles

### 16. Vancouver Universal Code of Conduct

- a. Talk in the community about a code of conduct - no one instructor really running with this
- b. Tessa has a code of conduct for their dance and has offered for others to use it
- c. We can rebrand it to be more generic - no urgency - add to the Values workshop discussion

### 17. Gmail Accounts

- a. A few emails have gone unread....who wants to take on checking one of the accounts regularly - Hillary will monitor one of them
- b. Do we need both of these? - yes, they link with our google accounts
- c. Can both be automatically forwarded to one of the board? - Hillary and Chris will set up

### 18. Front Desk Support

- a. Who is responsible for making sure the front desk runs? - this has been falling to the volunteer coordinator



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- b. In the past Dylan was hired monthly but he hasn't been available consistently and the work has fallen completely to the board
- c. Sara Mullin has offered to volunteer and may be interested as a hire for the front desk
- d. Another aspect of the front desk is better utilizing the volunteers - most volunteers only want to work after the lesson - Gina will share a starting point for ideas

### 19. BCSDC Passes

- a. Vickie will share the pass design with the board

### 20. Items for the next newsletter

- a. Jan workshop
- b. Review of last dance
- c. AGM
- d. Call for board and volunteers
- e. Live music event in March ....need venue confirmation first

### 21. Set the date & time for the next board meeting

- a. tbd

### 22. Adjourn

- a. Motion to adjourn... Vickie, Tori second at 9:22 p.m.