



## BCSDC Board of Directors Minutes

DATE: January 29, 2024 - 7-9 p.m.

LOCATION:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YTg0MTA4ZGEtZGRhNy00ZjE4LWFkYjQtMTdiOTM3YmRiNjl2%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_YTg0MTA4ZGEtZGRhNy00ZjE4LWFkYjQtMTdiOTM3YmRiNjl2%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: 266 081 280 988

Passcode: oN5Z88

PRESENT DIRECTORS: Chris, Tori, Vickie, Lauren, Hillary

APOLOGIES: Rick, Gina

---

**1. Call meeting to order:**

- a. 7:08

**2. Appointment of Chairperson:**

- a. Chris

**3. Adoption of Agenda:**

- a. No changes

**4. Adoption of previous minutes:**

- a. [https://docs.google.com/document/d/1b\\_nKM5dQ-EpGJCdKFULemqQbBFUeoTWkMJFV56doX4E](https://docs.google.com/document/d/1b_nKM5dQ-EpGJCdKFULemqQbBFUeoTWkMJFV56doX4E) (October)
- b. [https://docs.google.com/document/d/1L3gAwm6\\_GGW0vmnx69FLSoRzf\\_8MNuiYDDaiTKG95xc](https://docs.google.com/document/d/1L3gAwm6_GGW0vmnx69FLSoRzf_8MNuiYDDaiTKG95xc) (November)
- c. [https://docs.google.com/document/d/1buDxhG\\_Ug3QBRIWJE7gZ1qCZTYoWokDtr\\_WHJRGiPKg](https://docs.google.com/document/d/1buDxhG_Ug3QBRIWJE7gZ1qCZTYoWokDtr_WHJRGiPKg) (December)
- d. October, November, and December minutes are approved

**5. Review of Action Items from Previous Minutes**

- a. Included in agenda

**6. Review decisions made via email**

- a. No decisions were made via email.



## BCSDC Board of Directors Minutes

### 7. Executive/Board reports

- a. **President**
  - i. Included in agenda
- b. **Vice President**
  - i. No report
- c. **Treasurer**
  - i. No report
- d. **Secretary**
  - i. No report

### 8. Event Review

- a. Crash Course:
  - i. The crash course was a huge success! There were 250 attendees and we had to turn a few people away. What a problem to have! Michael ended up with a cold, so Alia kindly stepped in to support Amy with the instruction.
  - ii. 250 attendees was a challenge for dancing space. We received approximately \$300 in donations for the crash course.
  - iii. A representative from WSDC wanted to know how we put on this crash course. They were interested in curriculum, logistics, etc. They wrote up a document to share with the wider community
  - iv. Why did so many people come to this event? we got lucky (preparation met opportunity), timing of the event, communication from WCS to other dance communities (Blues, Huddle, Ballroom, ECS, Country 2-step), experienced people brought friends/family, posted this event on GlobalTV's community events, printed posters in local restaurants near Brentwood, Amy invited the beginner classes from Vancouver
  - v. Recommendations: set a small fee to attend, utilize pre-registration, cap the number of attendees, have physical surveys as an alternative to online surveys, capture email addresses of attendees to share class/dance information, have paper pamphlets of classes and dance information (or a single poster with all the local information), consider having food for sale (like a vender) or breaks for food.
- b. Intermediate Lesson:
  - i. 63 people attended. Ian said that the class had good energy!
- c. General Comments:
  - i. Challenges at the front door led to issues with our total count of attendees at the dance, but there were at least 100 people in attendance at the dance.



## BCSDC Board of Directors Minutes

- ii. Square wasn't operating properly - We adapted by taking names and phone numbers down. Two board members were talking to people in the line to let them know the situation. We should have troubleshooting documentation for Squares (see item 11 in the minutes). Preparation should be done ahead of time to ensure the Squares are charged and they are connected to the phone. As a contingency, the membership list should be printed as a backup so if this happens again we can easily look up membership.
- iii. A complaint was made about a rude organizer. This complaint was addressed.
- d. Financials: total dance revenue was \$3,225, expenses were \$1,045, net income of \$2,179. Crash Course revenue was \$311 in donations, expenses were \$852, net loss of \$541. Overall net gain of \$1,665.

### 9. Future dances

#### a. Dates for Pending dances:

- i. February 3, 2024 at Confederation - AGM
- ii. March 16, 2024 at Confederation- Live Music

#### b. Live Music Event Update

- i. The band will determine what equipment the Confederation Center has available. If equipment is not there, the club will rent equipment.
- ii. DJ will need to be there for the second half and in between sets, Rick or JAMES are both experienced DJs that would be good for this
- iii. We will charge extra for the live music event: member (\$17), non-member (\$20), student (\$10).
- iv. Beginner lesson will happen, Intermediate lesson is cancelled in lieu of live band
- v. Confederation will need to be booked starting at 5:30 pm for the band to setup

### 10. Club Values

#### a. Ratification to be done at the AGM

- i. We prioritize safety - We provide a safe environment, both physically and emotionally.
- ii. We are accepting - We create acceptance by fostering a respectful and inclusive environment.
- iii. We are fun - We create a place for people to experience joy.
- iv. We serve WCS dancers - We support the BC West Coast Swing dance community.
- v. We promote learning - We create opportunities for dancers to grow and evolve.
- vi. We are social - We foster connections beyond the dance floor.



## BCSDC Board of Directors Minutes

### 11. Role and Procedure Documentation Initiative

- a. Hillary updated the front desk procedure
- b. Tori will draft documentation for troubleshooting with the Squares
- c. Vickie will make an inventory list of items we have

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

- a. Bonsor - Transition Dance(s)
  - i. We will book Bonsor starting in April. In parallel, we will continue booking Confederation monthly until it gets demolished.
  - ii. There may be months where there are BCSDC dances at both Confederation Center and Bonsor. This is intentional as we want to ease into the transition.

### 13. Membership Subscription Plan (Square)

- a. Hillary and Chris will get together in person to discuss and figure this out.

### 14. AGM Organizing Committee

- a. Hillary will send the AGM members list to Tori for printing by Friday morning
- b. AGM Package is completed and ready for distribution. Rick is printing this week.
- c. Vickie will act as the vote counter and the whiteboard person.
- d. The AGM will be held in the small room.
- e. We get the large room starting at 7:30 pm

### 15. Vancouver Universal Code of Conduct

- a. To be discussed later

### 16. Front Desk Support

- a. 3 people are needed to run the front when it is really busy
- b. We have the option to hire an employee to run the front if we are short on volunteers. We currently have two great people, but are looking for a third option.
- c. Since we are a non-profit, high school students can volunteer for graduation and the BCSDC can sign off on the volunteering.

### 17. Items for the next newsletter

- a. AGM promotion
- b. Summary of last dance
- c. Call out for volunteers



## BCSDC Board of Directors Minutes

**18. Set the date & time for the next board meeting**

- a. TBD with the new board

**19. Adjourn**

- a. 20:41