



BCSDC Board of Directors Minutes

DATE: January 7, 2025 - 7:00-9:00 p.m.

LOCATION:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmRhNDQ5YzYtMTA0Yy00YTU3LTljYjAtNTYzMzE3MWYyNjA2%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 215 874 198 229

Passcode: sg6ZF9mn

PRESENT DIRECTORS: Chris, Rick, Vince, Arya, Hillary, Lauren, Tori, Gina

APOLOGIES: Aliya

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1. **Call meeting to order:** 7:02 p.m.
 2. **Appointment of Chairperson:** Chris
 3. **Adoption of Agenda:** Adopted
 4. **Adoption of previous minutes:** Adopted
 - **November**
<https://docs.google.com/document/d/1XRcz4gx4zwwqjSNs3xifOM2gwmVYjoE7JctSce7TRxZQ>
 5. **Review of Action Items from Previous Minutes:** Items discussed throughout today's agenda
 6. **Review decisions made outside monthly meetings.**
 - a. Dec 19-24 email: Rick identified that we had spent \$627.66 on door prizes (including printing), leaving \$72 for treats/refreshments - Rick requested that we increase the budget to spend \$150 on treats (we spent \$150 on treats at the December 2023 dance) - on increase budget for door prizes and snacks at December dance - Hillary identified that we have a separate budget for food and Chris approved the expenditure
 - b. Dec 15-24 Arya proposed in a post that we set a \$150 budget to purchase treats and poster boards (for a card) for Rick's farewell at the December dance - approved



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7. Executive/Board reports: all covered in agenda items

- a. President
- b. Vice President
- c. Treasurer
 - i. Hillary completed the balance sheet for the year, waiting for 2025 ideas & suggestions
 - ii. We are in a surplus budget - as a not for profit we need to discuss more ways to give back - ideas to be included at the AGM for the new board to consider
- d. Secretary

8. Event Review December Dance

- a. Financial Report:
 - i. Revenue - \$513
 - ii. Expenses - \$1,506
 - iii. Income - \$994 loss
- b. Attendance
 - i. Beginner Lesson: n/a
 - ii. Intermediate Lesson: n/a
 - iii. Dance: 90 attendees
- c. Dance Overview
 - i. Some difficulty with the sound system during setup - Rick will be on call for the bootcamp workshop - James has offered to be onsite for the beginning of the event
 - ii. Who has the switchbox? **ACTION**
 - iii. Rick appreciated the card and good wishes
 - iv. Music went well and the djing experience was fun for Rick
 - v. Front door volunteers were comfortable - the lobby was well lit all night and there was a security guard on site
 - vi. The facility wanted their own security guard to unlock and lock the doors so they could guarantee safety (their responsibility)
 - vii. Confirmed that front doors are locked at 8:30 p.m.
 - viii. Dancers said the floor was good
 - ix. People were impressed with the food and door prizes - some dancers thought the door prizes had been donated by the instructors/studios - BCSDC paid for all door prizes - if we do this again reference our values and identify this as one way



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that we can give back to the larger community"Culture is putting values into action" - Simon Sinek

- x. It was a long evening, a special event in a new venue - need to pace ourselves and our volunteers - Rick played 70 songs over the night (vs 40-50 at events at Confed)

9. Future dances (Arya)

- a. Confirmed 2025 dates for dances at Bonsor Banquet Hall:
 - i. January 18
 - ii. February 15
 - iii. March 15
 - iv. April 26
 - v. May 17
 - vi. June 21
 - vii. July 19
 - viii. August 16
 - ix. September 13
 - x. October 25
 - xi. November 15 *or* November 29
 - xii. December 7
- b. **ACTION:** Arya will be able to start booking 2026 dates sometime in the next 2 weeks

10. Signage Replacement (Tori)

- a. Tori's has not been able to send out the assets package for the artists to work with - this item will be tabled for the new board

11. AGM Sub-Committee Update (Tori)

- a. Prep is going well - if anyone needs help with their items please reach out to Tori
- b. Communication is going out within 4 weeks - Aliya is working on that
- c. Chris is working on the president's report
- d. Hillary is doing the financial report (see item #7)
- e. Rick will attend remotely if possible - considering doing a report of his experience with the club - this is a good knowledge transfer opportunity but agreed that the AGM is not the right audience - will look at an op ed in the next newsletter



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- f. Gina requested extension cords/power bars for the board - **ACTION:** Chris will bring some
- g. The sub-committee will need help the day of for room setup, food organization, etc.
- h. **ACTION:** Lauren will coordinate messaging with Aliya
- i. **ACTION:** board members not returning need to recruit new individuals to run for board positions - see Tori's spreadsheet
- j. Maximum 9 board members, including past president
- k. If we end up with a smaller board again consider outsourcing some things

12. Fall Workshop Day (Arya & Gina)

- a. 195 tickets sold to date - 5 left
- b. Updates on social media that it is selling out have increased the number of registrations
- c. Chris is creating the workshop passport - it will be a pamphlet that we give to attendees pointing them to resources, including dances, instructors, etc.
- d. Can we do a waitlist on Square? - **ACTION:** Hillary will see if it is possible - if we do a waitlist we need to be clear about how this works
- e. It is a lot of admin effort for \$5 - we can use this as an opportunity to see how this works for future workshops
- f. **ACTION:** Lauren will create a reminder email to participants
- g. Vince is coordinating volunteers for afternoon and evening shifts - working to get a volunteer for registration for the first hour
- h. Vince is hiring Sara for the evening and we can book more of her time if needed - need to be aware of employee rules around a split shift (i.e. need 4 hours between shifts)
- i. Question about board members being in the workshop - this will be up to Tessa, she will manage the room as she deems appropriate
- j. Tori, Vince, Arya, Chris, Lauren, Gina, possibly Aliya - will be there all day
- k. Motion: Chris moved that we budget \$200 for food for board members at the 2nd annual winter workshop (bootcamp) - Rick seconds
 - i. We will have a runner pick up food from restaurants close by for the board members working for the day
 - ii. Conversation about dietary restrictions making this difficult for some people
 - iii. Are we allowed to eat in the banquet hall? - we can use the kitchen area like we did at Christmas
 - iv. All in favour



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13. Adding a WCS calendar to the website (Arya)

- a. Arya has hit a snag with this - he wanted to display the calendar directly on our website and Facebook page but Facebook has removed that functionality - he can only post a link which will redirect to our website - agreed that it should be okay

14. Email Marketing Limits and Alternatives (eg: Sendgrid)

- a. Aliya identified that we are again reaching the email address limit with Mailchimp
- b. We get a lot of spam and even if you archive addresses it still counts to the overall limit - addresses have also been unsubscribed but it is a lot of admin work to maintain
- c. \$70 per month if we go over 2,000
- d. Aliya is looking into alternatives that are less expensive
- e. Chris has done a lot of clean up but it is an ongoing task for someone to keep the numbers down

15. Financial Accessibility Policy

- a. **“no one turned away from lack of funds”**
 - i. Hillary raised the concern that we have a responsibility to make our events accessible to people who may not otherwise be able to attend - financial accessibility is one thing that we can address as a non-profit
 - ii. We would need to look at implementing a policy - no one turned away for lack of funds
 - iii. Question: don't we already offer this through our volunteer program?
 - iv. Needs some research and parameters if we are going to do this, i.e. don't need to advertise it at our front desk but include it on our website
- b. **Sponsoring other events / conventions by offering subsidized tickets to people with financial barriers**
 - i. Are there already lots of opportunities for people to do this or is this something we could subsidize? - big events always need volunteers and they advertise their requirements (biggest cost to attend a conference is transportation and lodging)
 - ii. Could we buy four tix for a conference and donate or raffle them? - unsure what the criteria and protocols would be around proof of subsidy
 - iii. We could take the money we have and put it towards our own bigger events
 - iv. **ACTION:** Table this discussion for the new board

16. Follow up on warning letter

- a. Chris has drafted a letter about the incident at the November 16 dance - Tori and Gina have reviewed it and provided feedback



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- b. **ACTION:** Chris will send it to the board so everyone has an opportunity to provide input - deliver the letter before January 18 - thank you to Chris for writing this letter

- 17. Items for the next newsletter**
 - a. AGM
 - b. Rick's op ed
 - c. Swingcover
 - d. Rose City
 - e. 2nd annual winter workshop (bootcamp) review

- 18. Set the date & time for the next board meeting**
 - a. February 15 - AGM
 - b. We can hold a short meeting between the January dance and the AGM if there are any items that we need to review

- 19. Adjourn**
 - a. Motion to adjourn - Tori, Chris second
 - b. Meeting adjourned at 8:35 p.m.