

Minutes of the RSCDS Wellington Region Committee Meeting

**Held on 8 June 2021, 7.30pm, at Petone Community House, 6 Britannia St,
Petone**

Present: Ann Oliver, Margaret Cantwell, Rod Downey, Edith Campbell, Elaine Lethbridge, Elaine Laidlaw, Duncan McDonald, Philippa Pointon, Michael Laidlaw (observer), Ann Aspey

Apologies: Damon Collin

Bereavements: Alan Billing, Pauline Quinn

Minutes of the previous meeting / outstanding actions: Ann Aspey moved that, with the corrections raised below, the Minutes be accepted as a true and correct record of the meeting. Seconded Rod Downey.

Corrections to Minutes: The heading should be Minutes, not Agenda, also a change needs to be made to the reference to fees for Summer Dancing tutors – “that the payment to tutors would be reduced to \$15 from 2022 to recognise expenses only”.

Matters arising: Clubs will be advised that the Region Committee is making a donation to the Branch memorial fund, in recognition of Peter Elmes and be encouraged to also donate.

Finance Report (Appendix 1): Margaret Cantwell moved that the previous payments not yet authorised and upcoming payments be authorised. Duncan McDonald seconded the motion. Margaret Cantwell moved that the Finance Report be accepted. Elaine Laidlaw seconded the motion.

Correspondence: An email relating to the Advanced Technique class and Teachers' Workshop and one relating to the yardstick for judging Covid dances were brought to the committee's attention. Elaine Lethbridge asked to whom the MAC News was sent as she had previously received it as an RSCDS member. Ann Aspey thought she had sent it to clubs but would check. Ann Aspey moved that the correspondence be accepted. Ann Oliver seconded the motion.

Communications: Ann Oliver spoke about the Harbour City Happenings (HCH), a valuable publication containing news of the Region but which is received only by those who pay for it. She proposed that it be circulated to all RSCDS members who choose, at no cost to those who receive an email copy but at the usual cost for a printed copy. Those who did not wish to receive a copy could email Desiree Patterson. Included in the proposal would be an acknowledgment that those who have already paid the 2021 subscription may claim a refund. It was agreed that the initial free copy, with an explanation regarding unsubscribing if desired, be sent to individual members by the Region Secretary. A copy will also be sent to clubs.

Website hosting: Philippa Pointon spoke about the results of the discussion with James Scott about Lorelee Hyde and Andrew Oliver's reports on this matter. “First Domains” seems to be the best option – there is no limit on future growth, the fee would be \$8.25 a month or \$99.00 a year. Philippa moved that the Region transfer hosting of the website to First Domains. The motion was seconded by Duncan McDonald.

Reports (Appendix 2):

- **Covid Days – Report and Proposal for results**: Ann Oliver has written a report for HCH. The dances were judged on social distancing. Ann proposed that the winners should be published in the HCH. The meeting proposed that the Covid Dances be published on the website after formatting by Elaine Laidlaw. T
- **Region classes**: Philippa Pointon reported that the 14 dancers at the most recent class had all enjoyed it. She asked if they would like a second block – continued from the first. All were happy with that. Consequently the second block may not just be for total beginners. Philippa moved that the class be advertised as “a continued Basics 1’ Class but new dancers are also welcome”. Jeanette Watson seconded the motion.
- **Teacher workshop**: Jeanette Watson provided a written report (attached). Margaret Cantwell said that this had made a small profit. She suggested that a copy of the report be sent to the Branch – the Secretary and the Branch Education and Training representative.
- **Advanced Technique Class**: Ann Oliver provided a written report (attached) in which she proposed that attendees be asked for feedback, as to date there had been informal feedback received from one attendee. The meeting decided that in addition a questionnaire regarding all region classes would be circulated prior to the AGM.
Rod Downey made the point that many dancers don’t go to Summer School so that it is valuable to provide higher level classes for dancers in the Region.
- **60th Anniversary Committee**: Duncan McDonald provided a written report on progress. He said that there had been quite a bit of interest around the country. To date 75 enrolments have been received. He did not require any assistance from the wider committee, the subcommittee will meet in early July to finalise details.
- **Archival Committee**: Philippa Pointon reported on the progress of the archival project. Kristin Downey has been working hard. Material up to 1977 has been collated but there is more to be done. It is a big job and won’t be finished by the 60th anniversary. Philippa said some material could be posted on the website and suggested putting something in the HCH to the effect that there are 4 volunteers ready to scan photos but to date no photos have been received. Rod Downey will mention this at the Johnsonville Club. A question was asked about videos and their cost. Philippa said that costing depends on how long the material piece will be. Duncan is proposing to have photos on a screen for the 60th ball if there are some. He asked if clubs have montages that could be used. Elaine Laidlaw referred to photos of Peter Elmes and others at a demonstration at Government House.
- **60th Anniversary Book**: Elaine Lethbridge reported that half of the dances have been trialled. Another day will finish them. The Committee agreed to pay for a hall for trialling the remaining dances. There was discussion about the wording and writer of the foreword and the meeting agreed that Elaine Lethbridge could make those decisions. The matter of the cover will be further considered by the committee.

Storage of equipment: Elaine Lethbridge reported that she has canvassed a large number of options, all expensive. Elaine provided a copy of the Region Storage Guidelines and said that much of the material presently stored should be disposed of. She suggested that the present storage be decluttered and that we run another advertisement to members for a storage facility. Philippa Pointon will take any Minutes in storage for scanning.

Sustainable funding remit for Branch: Margaret Cantwell proposed that a remit be put to the Branch along the lines that we would like the Branch to consider providing funds annually, without application, to the Regions so that Regions could have a reliable, sustainable, funding source to enable them to plan ahead for matters that were best done locally and that could not be charged for. This would mean that Regions did not need to apply to the Branch for funding on a case by case basis. Margaret proposed that she draft and circulate a remit for feedback so that with the Committee's approval the remit can go as a Region Remit. The Committee agreed.

Calendar / Planning

- **Basics 2nd Block from 13 July** – Margaret Cantwell will complete registration forms and a flyer; a gofer for the second block of classes will be approached. Name tags will be done by Elaine Lethbridge
- **Intermediate Day and Advanced Day** – 14th August and 11 September: Ann Oliver is teaching Advanced and Elizabeth Ferguson Intermediate.
- **New Dancers' Celebration:** Elaine Laidlaw said the programme had been sent to tutors some time ago and will now be sent more widely. Material is ready for a poster, and for HCH. The budget is based on 60 attendees at \$15.00 a head plus a small plate, and 40 new dancers at \$10.00 a head (RSCDS \$12.00). Glendarroch new dancers have been invited and an invitation will be sent to Rangitikei Region new dancers.
- **New Dancers' Extra Class 28 Sept, 5 Oct:** The hall has been booked. Rod Downey's offer to tutor the classes was gladly accepted. Duncan confirmed the Saltire Band musicians will play for the classes at no extra cost.
- **Hogmanay:** Ann Oliver proposed that a venue be booked. A request for a Hogmanay organiser will be repeated and if none is forthcoming by 14 September there will be no Hogmanay this year.

Ann Oliver thanked all for their work and reports.

The meeting ended at 9.40pm.

(Jeanette Watson put in her apology for the September meeting.)

Appendix 1. Finance Report

**RSCDS WELLINGTON REGION
TREASURER'S REPORT to 20 May 2021
Committee Meeting, 8 June 2021, Petone Community House**

I present the accounts as they stand at 31 May 2021.

PAYMENTS /RECEIPTS:

Between 20 February 2021 and 31 May 2021, the main movements have been:

- Income for region classes/events
 - \$420 Very Advanced class
 - \$615 for Teachers classes
 - \$650 Basics 1
 - \$4,455 for Region 60th Ball
 - \$235 from COVID dance days
- Expenses for region classes/events
 - \$425 in rent payments
 - \$120 tutor cost for Summer Dancing
- Interest Received of \$1.17
- Harbor City Happenings account has received \$375 in subscriptions
- Harbour City Happenings expenses \$46.80

Previous Payments not yet authorised:

- \$375 in rent payments for 3x B1, Very Advanced & Teachers classes
- Harbour City Happenings expenses \$46.80
- Musician costs for the Very Advanced Class & Teachers workshops \$270

Upcoming payments:

Please authorise payments from the General account to be made:

- Rent for June 2xB1 @ St David's \$100
- Petone Community House – Committee meeting (Jun) \$20

CLASS /EVENT SUMMARIES:

The Very Advanced and Teachers workshops have not yet been finalised as we are awaiting the travel costs for the class tutor. Basics1 and the Region Ball are ongoing so again these have not been finalised.

Covid Dance Days		
Income		
Door takings (47)		\$235.00
Expenses		
Rent		\$100.00
Profit		\$135.00

Margaret Cantwell
8 June 2021

ROYAL SCOTTISH COUNTRY DANCE SOCIETY			
NEW ZEALAND BRANCH INC			
WELLINGTON REGION			
Income and Expenditure Account (Statement of Financial Performance)			
for the period ended 31 May 2021			
	2021	2020	
Income			
Region Events			
Income Hogmanay	2,088.00	\$1,508.30 *	
Refund hall deposit Hogmanay		\$0.00	
Income Region Classes	2,079.00	\$1,826.00	
NDC Receipts	1,430.00	\$1,761.00	
JAM monies rec'd		\$0.00	
Summer Dancing donations	120.50	\$185.70	
Income 60th Anniversary	4,455.00	\$0.00	
Other Income			
Interest	5.70	\$321.01	
Newsletter (HCH) receipts	385.00	\$311.34 **	
JAM's Donations & Grants		\$510.00	
Misc Donations	1,136.00	\$0.00	
Region event (addnl)		\$0.00	
RSCDS fees received	7,137.00	\$10,643.00	
TOTAL INCOME	\$18,836.20	\$17,066.35	
Expenditure			
Region Events			
Region Classes Rents	865.00	\$393.75	
Region Classes expenses	50.00	\$294.02	
Region Classes Tutors /Musicians	330.00	\$735.00	
NDC Expenses	1,182.90	\$1,677.18	
Hogmanay Expenses	1,761.02	\$1,475.99 *	
60th Anniversary Expenses	126.50	\$0.00	
Summer Dancing	120.00	\$120.00	
Administration			
Regional Officers' Expenses	670.00	\$650.00	
Stationery, Advertising etc	1,445.74	\$130.33	
Assets	1,136.00	\$1,251.95	
Jams			
Expenses		\$0.00	
Donation for Youth coordinator		\$0.00	
Subsidy for JAM camp		\$0.00	
General Expenses			
Rents	60.50	\$130.44	
Newsletter expenses	235.24	\$0.00 **	
Donations		\$0.00	
Regional event (addnl)		\$0.00	
RSCDS fees to Branch	7,192.00	\$10,588.00	
Sundries		\$3.00	
TOTAL EXPENDITURE	\$15,174.90	\$17,449.66	
Excess Income over Expenditure	\$3,661.30	(\$383.31)	
* Hogmanay expenses and receipts FY2020 includes those for 2018-19 as well as 2019-20 The 2018-19 Hogmanay expenses and receipts were not paid or recorded until 2019-20 financial year			
** Newsletter expenses and receipts not previously shown separately			

ROYAL SCOTTISH COUNTRY DANCE SOCIETY INC NEW ZEALAND BRANCH - WELLINGTON REGION						
Balance Sheet (Statement of Financial Position) as at 31 May 2021						
Assets	2021	2020	Movement for the year	Liabilities		
Current				Sundry creditors	2021	2020
Operating Accounts				Receipts in advance	\$0.00	\$130.44
Region (#00)	\$6,046.33	\$1,518.53	\$4,527.80		\$0.00	\$355.00
Youth (#01)	\$778.22	\$778.22	\$0.00			
HCH (#03)	\$2,154.81	\$0.00	\$2,154.81	Accumulated Funds	\$22,129.56	\$18,468.26
Harbour City Happenings (#00)	\$0.00	\$2,005.05	(\$2,005.05)	less liabilities	\$0.00	\$485.44
				Net Accumulated Funds	\$22,129.56	\$17,982.82
Savings Accounts				Net movement in reserves	\$3,661.30	(\$980.75)
Region Savings (#26)	\$1,764.92	\$2,782.16	(\$1,017.24)			
Youth (#02)	\$2,591.05	\$2,590.07	\$0.98			
Term Deposit						
Region Contingency fund	\$8,794.23	\$8,794.23	\$0.00	Check		
				\$3,661.30		
Payments in advance	\$0.00	\$0.00				
Total Assets	\$22,129.56	\$18,468.26	\$3,661.30			

Appendix 2 – Reports

Report on Teachers Workshop – Wellington 17 & 18 April 2021

The Wellington Region ran a Teachers Workshop over the weekend of 17 & 18 April 2021. The workshop was led by Katharine Hoskyn and advertised nationally. Over the course of the weekend, 20 participants attended (including one each from Dunedin, Lawrence, and Hawkes Bay), plus two musicians.

The workshop offered two sessions 1.30pm to 4.30pm on each of Saturday and Sunday, which could be booked separately. Some participants did only attend one session. All arrangements and finances were undertaken by Wellington Region. Out of town participants were offered the opportunity to be billeted. Afternoon teas were provided by the Region. The workshop was run in conjunction with an Advanced Technique class (invitation only) offered on the Saturday morning. The Saturday session was held at the class venue – St David’s (Petone), and the Sunday one at St John’s (Johnsonville).

The experience of participants ranged from fully RSCDS qualified teachers taking club weekly to those doing some briefing at club, with all levels in-between being represented.

An invitation to demonstrate some teaching was sent out before the weekend and those participants were asked to contribute something they thought they taught differently. All participants were sent internet clips of teaching a step and asked to consider the efficacy of the various styles.

Participants were asked to consider the central themes of “how might our teaching help dancers to learn”, and “what will they learn”? Discussion and activity sessions over the weekend included:

- Teaching ‘formulae’ or styles e.g. steps first then formation, formation first, rhythm before foot positions, show /try/teach etc.
- Different approaches suitable for different levels, or different experiences e.g. musicians, ESOL, cultural differences, age groups
- Ideas for teaching specific steps
- The effect of musical choices
- Resources available from Sport NZ for teaching and club advertising
- Teaching specific formations
- Ideas to keep all levels of group interested e.g. same tune, different dance
- Incorporating beginners into club midway through the season

All participants were given the opportunity to teach, and to participate in teaching demonstrations by others. Some topics were discussed in plenary session, others in random small groupings.

A survey was sent out afterwards with 10 responses received from teachers and 1 from the musicians. The results indicated that participants found the course useful, informative and engaging, although tiring! Everyone definitely enjoyed the opportunity to mix with other people committed to teaching SCD from around the country. And everyone came away with ideas to implement in their own teaching.

In terms of the survey responses:

More time on: warmups/cooldowns; more time using or discussing recorded music; teaching mixed abilities in class; discussions in smaller groups.

The most beneficial part of the workshop: comparing and contrasting methods and discussing pros/cons; seeing Unit 3 RSCDS style as an exam formula only, not necessarily the 'best' approach; sharing new ideas for teaching steps/formations; experiencing teaching skills of other teachers; learning about the Sports NZ Insights tool; reminders about old ideas.

The **mix of activity and discussion** was generally seen as "about right" (80%, with 20% (2) wanting more activity), although those who danced a lot felt they needed more time after dancing to catch up on their notes. A suggestion was made of receiving some brief notes from Katharine at the end of the course. Conversely 90% thought the amount of discussion was about right with only 10% (1) wanting less.

Other topics to include: what teachers look for in selecting recorded music; differences between teaching dancer levels i.e. intermediate vs advanced/technique; changes made in formations over time (e.g. strathspey pousette) and how to handle them

Topics not needed: recruitment /ethnicity/ age levels interesting but a full club concern not just teachers; discussion on those who will never be dancers seemed out of place – should be accessible for all

Length of each session: 80% about right, 10% too long, 10% too short

Length of workshop: 90% about right, 10% too short

Comments: A big time commitment (over two days) but shorter would not be worth the travel, single day may be too much for concentration; possibly split into 1.5 hour sessions around a lunch time on two days; shared lunch; afternoons work best

Recommend to other teachers: 73% definitely, 27% yes

Would you attend again in 2 or 3 years' time in Wellington: 64% definitely, 27% yes, 9% (1) probably not [one commented it would depend on tutor]

Venue suitability: St David's – varied response 27% not really, 18% neutral, 18% yes, 36% definitely [too large & draughty, parking hard to find]

St Johns – 45% yes, 55% definitely

Other comments: musicians were really happy to listen and learn when not playing; Katharine was great at bring class back to focus and shepherding discussion

Suggestions for next time: how to teach without nerves; a handout covering the main points with room for notes (for speed of notetaking); set aside time to socialise, exchange books, share dances etc.; use of recorded music (usual club situation).

The Region's thanks go to

- Katharine for her extensive preparation and thought (and discussion)-provoking ideas,
- all those who assisted in the organisation of the workshop, and
- the willingness of the participants to get involved and share their ideas and experiences

Report on Advanced Technique Class 2021

At the informal meeting held on 2 March 2021 it was agreed to trial the approach of holding an Advanced Technique Class where attendees were specifically invited to attend. It was felt that an invitation only approach to this class would help to manage the numbers and balance of the class.

Katharine Hoskyn was invited to run the class. A framework for the class was provided to her, this included: improving footwork, polishing formations, doing dances that are challenging but allow for good dancers to achieve demonstration-level performance (or close to it) in a reasonable time. Establishing a standard of excellence, spirit and humour to sustain the group.

The current tutors of Wellington region clubs were requested to nominate members who they believed would be suitable for the class based on their having the following abilities:

- Good handing.
- Relaxed and supportive eye contact with the rest of the team.
- Good rhythm.
- Good phrasing
- The ability to quickly recognise where the difficult parts of a dance are and have the skills to adjust their footwork or phrasing accordingly.
- Good flight, when required.
- Good footwork and, very importantly,
- The ability to dance independently and not rely on guidance from others in the team.

The nominations were reviewed by a subcommittee of three (Ann, Rod and Damon) to decide on the final list of invitees. In addition to nominees from club tutors consideration was given to out of region tutors and prospective teachers /past attendees of Basic teacher training courses who were planning to attend the Teacher Workshop's the same weekend. Care was also taken to invite younger dancers of the appropriate standard who may not have an affiliation with a particular club.

A total of 46 dancers were invited and 25 accepted the invitation, 11 declining

Formal feedback regarding the invitation only approach was received from Catharine McCutcheon, Tawa tutor. It is recommended that feedback is requested from both those that attended the class and more widely from the region clubs/dancers before decisions are made regarding running such event again.