

Minutes of the RSCDS Wellington Region Committee Meeting

14 September, 7.30pm at 17 Stratton Street, Normandale, Lower Hutt

Present: Ann Oliver, Margaret Cantwell, Elaine Lethbridge, Edith Campbell, Philippa Pointon, Duncan McDonald, Rod Downey, Damon Collin, Elaine Laidlaw, Jeanette Watson, Ann Aspey, Michael Laidlaw (Observer).

Apologies: None

Bereavements: Bernice Kelly, Pamela Stent.

Minutes of the previous meeting/outstanding actions: Moved to be a true and correct record of the meeting- Rod Downey, seconded Duncan McDonald.

Matters arising: Philippa Pointon advised that the wording for the Peter Elmes has been finalised. An article regarding Peter Elmes will also be placed on the region website and sent to the RSCDS Headquarters in the UK. **Action: Philippa to check if anything has already been sent.** The meeting agreed in relation to members who had provided considerable service to the Region e.g. a past President such as Bernice Kelly that a Region donation/memorial book entry would be made in the name of the person. It was moved by Elaine Lethbridge and seconded by Ann Oliver that donations of \$100 each should be made in the names of Peter Elmes and Bernice Kelly by the Region. **Action: Philippa to also develop memorial book entry for Bernice and arrange donations.**

Finance Report (Appendix 1): The committee had been provided with the Finance Report. The meeting was asked to approve the previous payments not yet authorised and the upcoming payments. In addition Philippa Pointon advised that the archival project had cost more than had previously been approved due to a misunderstanding about the amount of material to be digitalised. Ann Oliver proposed that the previous payments and upcoming payments be authorised and also the additional \$498.00 paid for the archival project be approved, seconded by Jeanette Watson. The meeting also approved a payment of Koha to the editor of the Harbour city Happenings. This is normally approved at the AGM but was overlooked at the 2020 AGM.

The meeting agree that Elaine Lethbridge should be recompensed for providing morning and afternoon teas for Region events and that a set amount per head be allocated for future events. For 2021 it was proposed that Elaine should be given a koha of \$60.00. It was proposed by Ann Oliver and seconded by Rod Downey.

Margaret Cantwell proposed that her report be accepted, seconded by Philippa Pointon.

Correspondence: A number of matters were brought to the meeting's attention:

- Email from Kristin Downey advising that Crofton Downs School Hall has been pencilled in for Hogmanay at \$30 an hour.
- Letter from NZ Branch RSCDS re our unsuccessful bid for funding for the Teacher training day, advising that guidelines for financial requests are being prepared. They will require a detailed budget, with a contribution to costs for participants and a request for a specific amount of funding to assist with an aspect of the event. The letter also acknowledge 2 other matters proposed by the Region – zoom meetings which are now being held more regularly and committee position descriptions.
- President Linda Glavin's visit to clubs and her request that some of the clubs (Ngaio/Tawa, Linden/Johnsonville and Eastbourne/Hutt) hold joint evenings for this purpose. **Ann Oliver to check dates for other clubs.**
- Cancellation of dances. **Ann Aspey to ensure all clubs told of cancellations**
- Damon Collin asked about the Advanced Technique training report and was told it had been dealt with in June meeting. (A copy of the summary of comments has since been sent to Damon.)

Ann Aspey moved that the correspondence be accepted, seconded Jeanette Watson.

Reports (Appendix 2):

Basics 2 Report: Jeanette Watson provided a written report. It was noted that though most attendees paid for the full course some paid per class. The meeting agreed that courses should be advertised at a fixed cost in the first instance and particular situations could be then considered. The possibility of differential pricing if paying in advance vs at the door was raised. **A matter to consider when advertising in future.**

Region classes: Rod Downey provided a written report on the second Intermediate Class, describing the matters covered and thanking those who had assisted with catering, dancing, and the musicians. Note Rod took this class as Elizabeth was unable to due to family bereavement.

Philippa Pointon gave an oral report the other classes, they were well attended and enjoyed. There is an issue with the Elizabeth Street hall as Saturdays are very busy in Petone and parking is difficult to find.

60th Archival committee: Philippa Pointon gave an oral report. Most work to date involved collecting material for the 60th dance, videos in the entrance hall and a photo montage. This will be added to and put on the website, which hopefully will lead to more material being made available. Kristin Downey has been going through magazines, listing events that might bring more material out of the woodwork. Lorelee has been talking to people about particular events which will also be posted on the website. Old material such as minutes will be put on the Region Google Drive. It is a big job which is progressing well.

60th Anniversary Ball Report: Duncan McDonald gave a written report. He acknowledged the large amount of work put in by Elaine Lethbridge prior to the Ball. Ann Oliver thanked Elaine Laidlaw for her MC work, Duncan, and all who contributed. Duncan asked if a report

could be provided to the RSCDS Headquarters in the UK, perhaps a copy of the report to be sent to the Branch. **Ann Oliver will co-ordinate with Desiree Patterson on this.**

60th Anniversary Dance Book: Elaine Lethbridge gave an oral report. The dances have all been trialled and a selection for publication made. Elaine Laidlaw has formatted the dances for publication and a piece of music by Peter Elmes for the back cover. Andrew Oliver has provided a cover photograph. The subcommittee has worked hard on this. There is a good balance of dances for all levels included in the book. Elaine has 2 invoices for hall hire for trialling the dances and a quote for the publication by a Wairarapa firm. She is waiting for a response from the Branch bookshop about numbers of copies required. The book will be ready for launch at the New Dancers' Celebration (NDC). It was proposed by Ann Oliver, seconded by Philippa Pointon that 100 copies should be printed. Committee members have since agreed that 150 copies should be printed. The meeting agreed that printed copies should be sold before any consideration of digitalising the book. The meeting agreed that the book will be launched at the NDC and the price will be \$15.00 a copy. An acknowledgement of those involved in the production of the book will be published in the Harbour City Happenings (HCH) with a report.

Coming Events:

NDC pre-classes: Rod Downey will teach all the dances on the programme.

NDC: Elaine Laidlaw advised that there were invitations for 84 dancers who are registered, including 20 from Rangitikei. Wairarapa College is expecting the event but it will only go ahead if we are in Level 1 (the invitations have a note to that effect on them). She was told that only a table would be required for the book launch. Elaine will email clubs to advise that the event will only go ahead if we are in Level 1. Margaret Cantwell asked if the Region would underwrite any costs incurred by Carterton SCD if the NDC doesn't go ahead. Ann Oliver proposed and Ann Aspey seconded that the Region will underwrite costs if Covid prevents the dance going ahead. Ratified.

Hogmanay: No offers to run this event have been received. There will therefore be no Hogmanay, **a note to this effect will be included in the HCH - Ann Oliver.** The meeting decided however not to cancel the hall booking in case someone comes forward. If it does go ahead there will only be recorded music as the musicians will be at Summer School in Christchurch.

Teacher training assistance: Elaine Lethbridge has pencilled in 2 halls for 6 November, one half day and one for a full day. A decision about the halls will be made once arrangements have been clarified. People to make up numbers may be required. **Ann Oliver to action.**

Summer Dancing 2022: **Edith Campbell to approach the VUW law school.**

Annual General Meeting: This will be held at the Johnsonville Community Centre on 2 November. **Notification of the event and nomination forms will be sent out - Ann Aspey**
Ann Oliver thanked the committee for the work done this year.

There is one item from the last AGM still to be done – the appreciation certificates. **Ann Oliver will edit criteria provided to her by Lower Hutt SCD and send them around members for comment.**

Margaret Cantwell asked when papers for the AGM would be circulated. To meet the constitutional requirements, 21 days prior to the AGM, the last day is 12 October. **Ann Aspey to try for the 10th October.**

Any other Business:

Website hosting: **Philippa Pointon** says she will work out the appropriate time to change over and will talk to James Scott about this. It will be completed prior to dancing commencing in 2022.

Covid dances: Two are yet to be signed off. Once that is done Elaine Laidlaw can finish formatting them, as a collection, and they will be put on the website. Action: **Philippa Pointon, Elaine Laidlaw**

Storage of equipment: Elaine Lethbridge reported that Elena Lark has offered temporary storage for the equipment until a permanent place is found. We need to keep a list of Region material and who is holding it, and photos. Culling of some of the material is needed first to make sure that only what is necessary is kept.

Questionnaire about Region classes: Jeanette Watson is preparing a questionnaire for all dancers regarding classes held this year.

HCH: Desiree Patterson has indicated that since the June HCH was sent to all RSCDS members no one has requested to Unsubscribe. Desiree requested a list of current RSCDS members so that she can distribute HCH to all.

Summer School: Duncan McDonald said that Christchurch SCD is concerned about enrolments to date. The Region will promote it as much as possible.

Request from NZ Branch for Wellington Region to host Summer School 2024-25: Ann Oliver told the meeting of this request. The first task is to look for a venue and book it. There was also discussion about who might run the Summer School.

Discussion about possible venues ensued e.g. Scots College. Ann Oliver is investigating Te Whaea dance school and Massey University Accommodation. Jeanette is making enquiries about Scots College (Hall and accommodation). Elaine Laidlaw said that people outside Wellington may be happy to help organise as when Wairarapa ran the Summer School they had outside offers of assistance. She also said that when halls of residence are used there is a lot of work involved for the committee including organising meals whereas at a hotel that is not required.

JAMs: Elaine Lethbridge said little is happening this year. There are not enough juniors in Wellington to make JAM medal tests viable for Wellington alone so these will be in Wanganui and Wellington JAMS will attend there. She asked if the Region would support extra costs over what the JAMs usually pay for themselves.

The meeting ended at 9.40pm.

Appendix 1 Financial Report

**RSCDS WELLINGTON REGION
TREASURER'S REPORT to 31 August 2021
Committee Meeting, 14 September 2021, Petone Community House**

I present the accounts as they stand at 31 August 2021. Please note that these accounts have not yet been audited some changes may still occur.

PAYMENTS /RECEIPTS:

Between 1 June 2021 and 31 August 2021, the main movements have been:

- Income for region classes/events
 - \$42 Basics 1
 - \$400 Basics 2
 - \$375 Intermediate
 - \$435 Advanced
 - \$3,380 for Region 60th Ball
 - \$48 donation of fees paid for Basic2 24 Aug that was cancelled
- Expenses for region classes/events
 - \$350 in rent payments
 - \$465 tutor cost for V Advanced Technique, Teacher Training. Basics 1 & 2 and the Intermediate & Advanced Classes held over June – August
 - \$168 if travel expenses for the tutor of the V Advanced Technique and Teacher Training workshops
 - \$360 for musicians for these same classes
- RSCDS fees totaling \$2,166 have been received and not yet paid to the NZ Branch
- Interest Received of \$1.61
- Harbor City Happenings account has received \$10 in subscriptions
- Harbour City Happenings expenses \$42.12
- \$498.67 was spent of transferring archival videos to a more modern storage medium
- \$41.98 for the annual subscription of region website domain name
- \$1.5 bank fee

Previous Payments not yet authorised:

- \$471 to K Hoskyn travel, printing and tutor fees for Very Advanced & Teachers classes
- Harbour City Happenings expenses \$42.12
- \$150 rent at St David's for 3x Basics 2 classes
- Ball expenses \$7253.44 balance of venue hire and meal, \$650 band, \$199.65 printing, \$45 for decorations
- Basics 1 tutor costs \$150 (5 classes) M Waite, Basics 2 tutor costs (3 classes) \$90 J Watson
- Musician costs Basics 2 \$180
- Intermediate & Advanced rent St David's \$100
- Tutors for Intermediate \$45 E Ferguson and Advanced \$45 A Oliver
- Musicians Intermediate \$90 and Advanced \$90
- Refunds for Basics 2 not held \$16, \$65 Gaye Collins 60th Ball
- \$498.67 The Dub Shop – archival videos
- \$41.98 Domain Name annual fee

Upcoming payments:

Please authorise payments from the General account to be made:

- Rent for Sep 1xB1, Intermediate and Advanced \$150
- Petone Community House – Committee meeting (Sep) \$20

It has been brought to my attention that payment generally made to the editor of \$100 was not approved this year at the AGM. Could the committee please consider whether they can authorize this payment to be made or whether it should be taken to the AGM in November 2021. If taken to the AGM there would be a payment fo \$200 to cover the two year period of 2020 and 2021.

CLASS /EVENT SUMMARIES:

The Basics2, Intermediate and Advanced classes are ongoing so again these have not been finalised.

Musicians

Basics 1	
Income	
Registrations	\$698.00
Expenses	
Rent	\$250.00
Tutor	\$150.00
Total Expenses	
	\$400.00
Profit	\$298.00

Very Advanced Class	
Income	
Registrations	\$420.00
Expenses	
Rent	\$50.00
Tutor	\$45.00
Tutor Travel	\$56.00
Musicians	\$90.00
Total Expenses	
	\$241.00
Profit	\$179.00

Teacher Training	
Income	
Registrations	\$615.00
Expenses	
Rent	\$125.00
Tutor	\$90.00
Tutor Travel	\$112.00
Musicians	\$180.00
Total Expenses	
	\$507.00
Profit	\$108.00

60th Anniversary Ball	
Income	
Registrations	\$7,835.00
Expenses	
Venue Hire	\$1,265.00
Food	\$6,114.94
Musicians	\$650.00
Other	\$244.65
Total Expenses	
	\$8,274.59
Profit	-\$439.59

Note that the committee agreed that the Region would be happy to underwrite a loss for the 60th Ball of up to \$1,000 so this result is well within expectations.

Summary of the financial year.

While the Statement of Financial Performance shows a profit of \$486.55 there is significant income received in advance and when this is adjusted for there is a loss of \$2,180.45 for the year.

The major contributors to this loss were \$1,100 in advertising, \$500 spent on archival footage and the loss of \$440 for the 60th Ball. All these initiatives having been agreed by the Committee as part of creating a vibrant and sustainable dancing community.

Margaret Cantwell
10 September 2021

ROYAL SCOTTISH COUNTRY DANCE SOCIETY			
NEW ZEALAND BRANCH INC			
WELLINGTON REGION			
Income and Expenditure Account (Statement of Financial Performance)			
for the period ended 30 August 2021			
	2021	2020	
Income			
Region Events			
Income Hogmanay	2,088.00	\$1,508.30 *	
Refund hall deposit Hogmanay		\$0.00	
Income Region Classes	3,349.00	\$1,826.00	
NDC Receipts	1,430.00	\$1,761.00	
Summer Dancing donations	120.50	\$185.70	
Income 60th Anniversary	7,835.00	\$0.00	
Other Income			
Interest	7.31	\$321.01	
Newsletter (HCH) receipts	410.00	\$311.34 **	
JAM's Donations & Grants		\$510.00	
NZ Branch Grants	1,136.00	\$0.00	
Misc Donations	48.00	\$0.00	
RSCDS fees received	9,303.00	\$10,643.00 ***	
TOTAL INCOME	\$25,726.81	\$17,066.35	
Expenditure			
Region Events			
Region Classes Rents	945.00	\$393.75	
Region Classes expenses	188.00	\$294.02	
Region Classes Tutors /Musicians	1,425.00	\$735.00	
NDC Expenses	1,182.90	\$1,677.18	
Hogmanay Expenses	1,761.02	\$1,475.99 *	
60th Anniversary Expenses	8,274.59	\$0.00	
Summer Dancing	120.00	\$120.00	
Administration			
Regional Officers' Expenses	650.00	\$650.00	
Stationery, Advertising etc	1,489.22	\$130.33	
Assets	1,136.00	\$1,251.95	
General Expenses			
Rents	100.50	\$130.44	
Newsletter expenses	277.36	\$0.00 **	
RSCDS fees to Branch	7,192.00	\$10,588.00	
Sundries	498.67	\$3.00	
TOTAL EXPENDITURE	\$25,240.26	\$17,449.66	
Excess Income over Expenditure	\$486.55	(\$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			
*** \$2,166 of RSCDS fee income for next year (2021-22 renewal period) had been received by 31 August 2021			

Appendix 3

Reports

- **Basics 2 classes (13, 27 Jul, 10 Aug, 21 Sep 2021) Report**

The second block of Basics classes run by the Wellington Region in 2021 'ran on' after the first block (May-June, taken by Melva Waite). These were intended to be 5 2-hour fortnightly sessions, but were disrupted by Covid-19 Alert Levels 4 & 3 in late August and early September. The fourth class was cancelled and the fifth postponed (and still to be run at time of writing).

The class achieved an attendance of 15 or 16 for each of the 3 classes in July & August. Participants were very enthusiastic and seemed to really appreciate time spent on steps and formations, without needing to complete a dance. They were encouraged to focus on thinking for themselves, and consider phrasing and covering.

I used the formations from the dances on the New Dancers' Celebration programme to inform my selection of steps and figures.

The first class considered step change and strathspey travelling, use of hands, rights and lefts, turns, and figures of eight.

The second looked at strathspey setting and pas de basque, transitioning between setting and travelling, ladies chain, and listening for and using the chord.

In the third class, we danced reels, reels and more reels from all positions – parallel, mirror, crossing, reels with corners, and reels of four.

The fourth class will concentrate on travelling steps again, advance & retire, and the 3-couple knot in strathspey time.

The experience of participants ranged from a dancer who has only been dancing for a few weeks to those who have been attending club regularly for 2 or 3 years.

Most attendees paid \$40 for the full 5 classes as advertised. Some (who came to later sessions or knew they wouldn't be able to attend all) paid \$8 per class. Most who paid the full amount were happy to waive the offered refund for the cancelled 4th class.

Jeanette Watson

12 Sept 2021

- **Report on 2nd Intermediate Class.**

There were around 14 dancers and enough extras to make up two sets.

I formulated my programme after contacting Elizabeth to find out her plans, and what she had done.

We worked on turns, phrasing, teamwork, transitions, and Rondel. Steps included skip change, pas de Basque (turning), Strathspey travelling, with transition from setting. Principal formations covered were set and cast up/off (quick time), hands across, strong right hand and left hand turns, set to and turn corners with and without reels of three on the sides.

Dances done were A Kiss Under the Stairs (32J-MMM II), The Birks of Abergeldie (48R-Book 9), The Silver Tassie (32S, RSCDS Leaflet), The Abbott of Unreason (32J-Milton Levy; Tin Woodman Coll), and Ms Macleod (32R-Book 16).

The dancers were quite responsive and tried very hard. Some obviously had not danced much as men, and were a wee bit challenged. All seemed to respond, and I thought that all were appropriate for the class.

Thanks to the musicians Iain Matchem, and Jean Malcolm, who joined in very well and were well-prepared, given the late notice of the tunes. Thanks to Philippa and Kristin who helped out as extra dancers, and Elaine and Kevin Lethbridge for delicious refreshments as well as standing in for dance walk-throughs.

Rod Downey

- **60TH Anniversary Ball Report**

The Ball was organised by a Sub-Committee comprising Margaret Cantwell, Edith Campbell, Ann Oliver, Duncan McDonald, and Elaine Lethbridge.

Financials

Income (registrations from 121 people)	\$7,835.00
Expenses (Venue \$1265.00; Food \$6114.94; Musicians \$650.00; Other \$244.65)	\$8,274.59
Loss (Region subsidy)	\$439.59

Compliments

While praise was heaped on the evening as a whole, there were particular compliments for:

- | | |
|--|-----------------|
| • Ease of registration | Margaret |
| • Dance Cards | Margaret |
| • Name Badges | Edith |
| • Table Decorations | Edith |
| • Stage decoration
Ann/Jeanette/Catherine | |
| • The Cake | Margaret |
| • The Unicorns | Edith |
| • Photographs | Loralee |
| • The Slide Show | Philippa et al |
| • Videos in the foyer | Damon/Phillippa |
| • Wild Heather – appearance, music and sound quality | |
| • The Piper | Nicole |
| • Food – most liked but some did not | |
| • The venue – ambiance etc | |
| • The Programme | Damon |
| • Briefing | Elaine |

What Went Well

- | | |
|----------------------------|----------|
| • Registration and Finance | Margaret |
| • Consistent branding | |
| • Atmosphere | |

- Pre drinks
- Flow of the evening
- Dancing

Could Have Been Better

- Management of the Grand March

Duncan

Surprises

- Most Guests arriving before the published “doors open” time.
- The number of non-dancers that came and how much they enjoyed themselves.
- The number of attendees from outside the Region.

Was it Worth It?

For a subsidy of \$439.59, the Ball provided a suitable focus for celebration of the Region’s 60th and did much to promote and facilitate a vibrant, sustainable, dancing community in the Wellington Region.

Duncan McDonald

11th September 2021