

Minutes of the RSCDS Wellington Region Committee meeting

30 November 2021, 7.30 pm at Petone Community House, 6 Britannia St, Petone.

Present: Ann Oliver (President), Margaret Cantwell (Treasurer), Michele Miller (Secretary, from 8 pm), Damon Collin, Aileen Login, Elaine Lethbridge, Phillipa Pointon, Rod Downey, Edith Campbell, Elaine Laidlaw, Michael Laidlaw (observer).

Welcome: The President welcomed Aileen Logie and Michele Miller as new members of the Committee.

Apologies: Michele, for lateness.

Bereavements: None

Minutes of the previous meeting outstanding actions: Moved to be a true and correct record of the meeting- Ann Oliver, seconded Damon Collin.

Corrections to the minutes: Refer to later discussion on catering.

Elaine Lethbridge requested that the minutes include surnames as it is difficult to differentiation where there are two Elaines.

Matters arising:

Philippa Pointon advised that the proposed article(s) regarding Peter Elmes are still to be placed on the region website, but have been sent to the RSCDS Headquarters in the UK.

Action: Philippa to work with Lorelee to place articles on the website.

Philippa also advised that the proposed Region donation/memorial book entries in the names of Peter Elmes and Bernice Kelly are still to be made. **Action: Philippa to develop a memorial book entry for Bernice and arrange both donations.**

Damon Collin asked if the 60th Archival committee could provide access on the website for the videos shown at 60th dance. Philippa advised this was intended to be done. **Action:**

Philippa to work with Lorelee to place videos on YouTube and link to the website.

Movers and seconders are required for draft AGM minutes (Michele)

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. The Treasurer advised that the payment for the single New Dancers class (already paid but still to be authorised) included a payment of \$90 (3x\$30) to the 3 band members who played (previously had offered to play for free as practice for the Dance). The Treasurer noted that the payments to Officers, as approved at the AGM, relate to the 2020-21 year (ie retrospective).

Margaret Cantwell proposed that the previous payments and upcoming payments be authorised, seconded by Philippa Pointon.

The meeting was advised that some \$2k of RSCDS fees were received in 2020-21, which together with those received in the current year, reconcile to the amount paid to the Branch.

Change of Signatories and Beneficial Owners:

With the change in Officers at the AGM, changes are required to the signatories and beneficial owners of the bank accounts.

Signatories:

Current signatories are Martha (Ann) Oliver, Judith (Ann) Aspey, Margaret Helen Cantwell and Jeanette Margaret Watson, (online users Ann A, Ann O, Desiree and Margaret)

New signatories to be Martha (Ann) Oliver, **Michele Kay Miller**, Margaret Helen Cantwell, (online users Ann O, **Michele**, Desiree and Margaret)

i.e. Remove Judith (Ann) Aspey and Jeanette Margaret Watson as signatories and online users
Add Michele Kay Miller as signatory and online user

Beneficial Owners:

Current owners are Martha (Ann) Oliver, Judith (Ann) Aspey, and Margaret Helen Cantwell as officers of the Region.

New owners to be Martha (Ann) Oliver, **Michele Kay Miller**, and Margaret Helen Cantwell.
i.e. Remove Judith (Ann) Aspey and **add Michele Kay Miller**

That the Committee authorise changing the signatories and beneficial owners of the bank accounts as follows. Moved Margaret Cantwell, seconded Phillipa Pointon. CARRIED.

Correspondence (Appendix 2)

No matters needed to be brought to the meeting's attention.

Reports

1. 60th Archival Committee (Phillipa)

More photos have been received and scanned. James Scott is digitizing some audio. HCH and NZ Dancer are being scanned and grouped by decade. Thanks for willing assistance from Kristin and Lorelei.

2. 60th Anniversary Dance book (Elaine Lethbridge)

Branch Bookshop has already purchased copies.

Action: Arrange advertisement in HCH and NZ Dancer (Margaret).

Action: Copies to be available for purchase at Hogmanay (Elaine Lethbridge).

Action: Email ticket holders to inform them copies will be available

Action: Email regions and clubs in 2022 (Michele)

3. Survey results from Region classes (Ann)

Clear class criteria are required. (see later action)

Change of venue Saturday classes is desirable because of busy traffic in Petone.

We will discuss the approach to Advanced Technique class next year.

Committee disagreed with extra classes to practice core dances. This is done at clubs. We teach dancing not dances.

Coming events

1. Hogmanay (Elaine Laidlaw)

63 registrations so far, 42 paid.

We are likely to be in "Orange" setting. **Action:** doorman to download relevant app. (Michael Laidlaw)

Action: advertise Hogmanay in HCH, with addition about the need to present vaccine pass or equivalent. (Damon).

Action: Rehearsal (Elaine Laidlaw). Ann is invited to present the formal ceremony.

Action: Organise a piper: either Doug Sinclair or Nicole Trewavas (Elaine Laidlaw, Ann to provide Doug's contact details)

2. Summer Dancing (Edith)

Dates: 18, 25 January, 1, 8 February.

VUW is deciding if the buildings can be used and whether visitors need to be vaccinated at a meeting in January.

Action: Re-run flyer in HCH with a reminder to look on Wellington Region's website for updates. (Edith)

Action: Arrange tutors. Approach Catherine McC, Andrea Wells, Chris Totten, Diane Bradshaw, Lee Miller. (Edith)

2022 Calendar

1. COVID policies

Ann proposed that Region events will require a vaccine pass or equivalent. CARRIED. Noted many organisations around the world are requiring double vaccination for attendance. Advertising of any event should show expectations of attendees.

2. Proposed classes

Basics: not necessarily beginners only. 5 Tuesday nights, fortnightly. Suggest two blocks, May- June and August-September in Petone.

Intermediate: Half day classes in May and June. Noted St Johns is available Sat pm only e.g. 1 – 4 pm.

Advanced: same pattern as Intermediate.

Advanced Technique: Date to be set in August or September. Must be able to dance for two full hours. Expect step practice and individual critique. Approach to be decided.

Rod's suggestion made to Branch: an international teacher to do a tour of NZ.

Teacher Training: not required in 2022.

60th Anniversary Book: 19 March 2022, afternoon at St John's.

Action: contact devisors for their availability to tutor on this day (Elaine Lethbridge). Use CDs with recommended music.

New Dancers' Celebration: Late October. **Action:** Ask Johnsonville for 2022 (Rod). Carterton has offered to organize in 2023.

Action: Sub-committee to decide criteria for classes (Rod, Jeannette). Summer School criteria are available as a starter. We will advertise the criteria with classes and send to

tutors. Add to online form “Your tutor will be asked to verify your enrolment” or similar. Class coordinators to send class lists to club tutors to confirm prior to class and follow up with tutors if people are not suitable for the class.

3. Meeting dates 2022

Committee 22 February, 31 May, 13 September, 6 December.

AGM 8 November.

Action: book halls for meetings Petone (Jeanette)

4. Proposed venue changes

Petone is good for Tuesdays, although we could look at one block in Tawa or Johnsonville.

St John’s is good for Saturday afternoon events, although four sets are a tight fit.

Action: book halls for classes in Petone (Phillipa) and St John’s (Elaine Lethbridge).

Committee roles

	60 th Anniversary book	Basic 1	Basic 2	Intermediate	Advanced	Adv Tech
Class coordinator	Elaine Lethbridge	Ann Aileen	Aileen	Rod	Rod	Damon
Gopher	TBA	TBA	TBA	TBA	TBA	TBA
Comms and registrations	Michele and Margaret					
Tutor	Devisors	TBA	TBA	TBA	TBA	TBA
Venue	Elaine Lethbridge	Phillipa	Phillipa	Elaine Lethbridge	Elaine Lethbridge	TBA
Musician	CDs	Phillipa to email Lynne				

Coordinators for classes don’t need to attend every class but ensure the tasks are done.

Action: Put together list of jobs for class coordinators (Ann)

Advertising

Radio: no results from 2021, do not repeat

Facebook: positive responses. **Action:** Contact Lorelei and circulate budget by email (Ann).

Website: update is in hand.

Other business

Website: Phillipa has arranged a meeting with James to discuss hosting.

Equipment: Ten plastic boxes are currently stored in Elaine Lethbridge's basement. She is not concerned about leaving them there.

Payment for cancelled events. Organisers are encouraged to set expectations in writing before the event so musicians and MCs agree.

Musicians for the cancelled New Dancers' evening have received a part-payment. Agreed no further payment is required.

Action: Send a thank you card to Mary McDonald and Saltire (Michele)

Catering. A set amount per head for catering was discussed but not agreed upon at the September meeting. Basics class doesn't break for supper. We will set the price after musicians are decided.

For three hour classes with a break, a scone or similar is appreciated. Suggest \$20 for three hour class, with \$2 per head for catering.

Meeting closed at 9.55 pm.

Appendix 1: Treasurer's Report

Appendix 2: Correspondence

**APPENDIX 1 RSCDS WELLINGTON REGION TREASURER'S REPORT to 24 November 2021
Committee Meeting, 30 November 2021, Petone Community House**

I present the accounts as they stand at 24 November 2021.

PAYMENTS /RECEIPTS:

Between 1 September 2021 and 24 November 2021, the main movements have been:

- Income for region classes/events
 - \$90 Intermediate & Advanced Classes
 - \$90 prep class for New Dancers Celebration
 - \$866 Hogmanay
- Expenses for region classes/events
 - \$200 in rent payments for Region Classes
 - \$66 in rent for the AGM
 - \$360 tutors and musicians for Region Classes Intermediate & Advanced Classes held over June – August
 - \$60 Region Class expenses (Koha for catering)
 - \$120 NDC expenses (musicians and tutor for prep class)
- RSCDS fees totaling \$7,205 have been received from clubs and \$9,371.00 paid to the NZ Branch
- Interest Received of \$0.46
- Harbor City Happenings account has received \$10 in subscriptions
- Harbour City Happenings expenses \$128.08 (including \$100 to editor for 2020 as agreed at previous meeting)
- \$160 income from sales of the 60th Anniversary book
- \$569.15 in expenses for the 60th Anniversary book

Previous Payments not yet authorised:

- \$200 in rent payments for Region Classes
- \$66 in rent for the AGM
- \$360 tutors and musicians for Region Classes Intermediate & Advanced Classes held over June – August
- \$120 NDC expenses (musicians and tutor for prep class)
- Harbour City Happenings expenses \$28.08
- \$569.15 in expenses for the 60th Anniversary book

Upcoming payments:

Please authorise payments from the General account to be made:

- Officers, Editor and Reviewer expenses as per AGM \$775
- Petone Community House – Committee meeting (Nov) \$20

BANK MATTERS:

Change of Signatories and Beneficial Owners:

With the change in Officers at the AGM, I also ask the Committee to authorise changing the signatories and beneficial owners of the bank accounts as follows (*please set this all out in the minutes*):

Signatories:

Current signatories are Martha (Ann) Oliver, Judith (Ann) Aspey, Margaret Helen Cantwell and Jeanette Margaret Watson, (online users Ann A, Ann O, Desiree and Margaret)

New signatories to be Martha (Ann) Oliver, **Michele Kay Miller**, Margaret Helen Cantwell, (online users Ann O, **Michele**, Desiree and Margaret)

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le Remove Judith (Ann) Aspey and **add Michele Kay Miller**

CLASS /EVENT SUMMARIES:

The final Basics 2 class and the Intermediate and Advance Classes were held since the beginning of this financial year. Final financials for these classes are below:

Basics 2		
Income		
Registrations		\$512.00
Expenses		
Rent		\$200.00
Tutor		\$120.00
Musicians		\$240.00
Total Expenses		\$560.00
Profit		-\$48.00

It should be noted that the first Basics class for the year had a surplus of \$298

Intermediate (inc 2021 financials)			Advanced (inc 2021 financials)		
Income			Income		
Registrations		\$450.00	Registrations		\$450.00
Expenses			Expenses		
Rent		\$100.00	Rent		\$100.00
Tutor		\$90.00	Tutor		\$90.00
Musicians		\$180.00	Musicians		\$180.00
Total Expenses		\$370.00	Total Expenses		\$370.00
Profit		\$80.00	Profit		\$80.00

(Yes both classes ended up with exactly the same revenue & expenses)

Margaret Cantwell
24 November 2021

ROYAL SCOTTISH COUNTRY DANCE SOCIETY		
NEW ZEALAND BRANCH INC		
WELLINGTON REGION		
Statement of Financial Performance		
for the period ended 24 November 2021		
	2022	2021
Income		
Region Events		
Income Hogmanay	866.00	2,088.00
Refund hall deposit Hogmanay		
Income Region Classes	180.00	3,349.00
NDC Receipts		1,430.00
Summer Dancing donations		120.50
Income 60th Anniversary		7,835.00
60th Anniversary Book	160.00	
Other Income		
Interest	0.46	7.31
Newsletter (HCH) receipts	10.00	410.00
JAM's Donations & Grants		
NZ Branch Grants		1,136.00
Misc Donations		48.00
RSCDS fees received	7,205.00	9,303.00
TOTAL INCOME	\$8,421.46	\$25,726.81
Expenditure		
Region Events		
Region Classes Rents	200.00	945.00
Region Classes expenses	60.00	188.00
Region Classes Tutors /Musicians	360.00	1,425.00
NDC Expenses	120.00	1,182.90
Hogmanay Expenses		1,761.02
60th Anniversary Expenses		8,274.59
Summer Dancing		120.00
Administration		
Regional Officers' Expenses		650.00
Stationery, Advertising etc		1,489.22
Assets		1,136.00
General Expenses		
Rents	66.00	100.50
Newsletter expenses	128.08	277.36
RSCDS fees to Branch	9,371.00	7,192.00
Sundries	569.15	498.67
TOTAL EXPENDITURE	\$10,874.23	\$25,240.26
Excess Income over Expenditure	(\$2,452.77)	\$486.55

Statement of Financial Position as at 24 November 2021						
Assets	2022	2021	Movement for the year	Liabilities	2022	2021
Current				Sundry creditors	\$245.00	\$245.00
Operating Accounts				Receipts in advance	\$2,667.00	\$2,667.00
Region (#00)	\$1,254.17	\$2,829.19	(\$1,575.02)			
Youth (#01)	\$778.22	\$778.22	\$0.00	Accumulated Funds	\$16,502.04	\$18,954.81
HCH (#03)	\$2,019.61	\$2,137.69	(\$118.08)	less liabilities	\$2,912.00	\$2,912.00
Harbour City Happenings (#00)	\$0.00	\$0.00	\$0.00	Net Accumulated Funds	\$13,590.04	\$16,042.81
				Net movement in reserves	(\$4,392.78)	(\$1,940.01)
Savings Accounts						
Region Savings (#26)	\$1,064.22	\$1,824.10	(\$759.88)			
Youth (#02)	\$2,591.59	\$2,591.38	\$0.21			
Term Deposit						
Region Contingency fund	\$8,794.23	\$8,794.23	\$0.00			
Payments in advance	\$0.00	\$0.00				
Total Assets	\$16,502.04	\$18,954.81	(\$2,452.77)			

APPENDIX 2: CORRESPONDENCE 17 SEPT - 30 NOV

150 emails were received and 179 were sent during the period 17 Sept - 30 Nov, on the following topics:

- September region minutes
- RSCDS members 2021-2022
- Harbour City Happenings
- Visit of NZ President, combined night on 6 October
- NZ Branch AGM meeting papers
- Kiwi News due date
- RSCDS Wellington survey re classes
- New Dancers' Celebration planning and cancellation
- Payments to authorise
- Feedback on region classes
- Programmes and/or cancellations from clubs - Capital City, Upper Hutt, Richmond, Johnsonville
- Wellington Region AGM preparation, reports, nominations, supper, minutes.
- Appreciation Certificate
- Updated club information for 2022 Calendar
- Hogmanay preparation
- Summer Dancing preparation
- Contributions to RSCDS NZ Branch forward planning
- Region Reports for the NZ Dancer
- Agenda for November region meeting