

## **MINUTES of RSCDS Wellington Region Committee meeting**

Held on Tuesday 31 May 2022, 7.30pm at Petone Community House

Present: Ann Oliver, Aileen Logie, Damon Collin, Edith Campbell, Elaine Lethbridge, Jeanette Watson, Rod Downey, Michele Miller, Philippa Pointon.

Apologies: Elaine Laidlaw, Margaret Cantwell

**Bereavements** - Dorothy Fox (April 2022) who danced at Lower Hutt and Seatoun.

### **Minutes of the previous meeting**

Corrections to Minutes - spelling of Philippa's and Nicole's names, addition of names for tutors, Seatoun's start date. THAT the minutes are accepted with the corrections noted. Moved:

Michele Seconded: Jeanette.

### **Matters arising:**

- Intro to dance with Gibson Sheat in CBD will now be in July.
- 60th videos are on Youtube and will be linked to Region website
- HCH Editor agreed to the deadline two weeks after the February Region committee meeting.

### **Finance Report** (see Appendix 1).

THAT the payments are authorised. Moved: Damon. Seconded: Jeanette.

An additional \$200 is anticipated for 60th Anniversary Books.

THAT the Financial Report is accepted. Moved: Ann. Seconded: Edith.

### **Correspondence**

In the period from 22 February to 23 May, the Region Secretary received 112 emails and sent 103 emails on the following topics:

- Memorial Book entries
- Kelburn Farewell
- Region and club dances
- Billet for Andrew Patterson
- Book 53 dances (refer to later discussion).

THAT Correspondence is accepted. Moved: Michele. Seconded: Ann.

**Website hosting** - The fee is due in the next few months Action: Philippa to work with James Scott to shift website to new hosting before fee needs renewal.

### **Reports**

1. **60th Anniversary Dances Book** (Elaine Lethbridge) An additional \$200 is anticipated for additional sales. Approximately half of stock is sold, 75-80. Overseas orders (TACS, Leeds, Sydney) were processed via Branch Shop because they have discounted postage. NZ orders were sent by Elaine using stamps in stock.

2. **Basics 1** (Aileen) - see report Appendix 2. Thanks to Aileen for a comprehensive report and for assembling the class kits. Attendance has been very good, with 'walk-ins' accepted and paying in cash. Beginners have significantly improved during this class. Consideration for privacy is needed with class lists and contact details.  
Agreed end of class survey will be on paper.  
**Action:** Ann and Jeanette to draft privacy statement for enrolment form, policy regarding use of information, and procedure regarding deletion of information.
  
3. **May Intermediate and Advanced Classes** (Rod) - see report Appendix 3.  
Note spelling Nicole Trewavas. Nicole said two afternoons were good, but ending Sunday at 5.30 pm was difficult with travel and work the next day.  
Class guidelines were adhered to, with two people asked not to attend. Noted the Intermediate class had a wide range of dancers, Ten attendees each class. Teaching was very good and there was a supportive atmosphere.  
End of class survey to be on Google Docs. **Action:** Michele to send the link to Rod.
  
4. **Archival committee** (Philippa):  
Sorting of material is ongoing. Dance programmes and Peter Elmes' annotated dance programmes could be offered to Clubs. A collection of these programmes with a commentary could be scanned and posted to the Region website and/or published and/or available on request.

### **Storage of equipment**

At present most Region equipment is in Elaine Lethbridge's basement and is out of sight. Other items are stored at assorted places. Ideally there would be one storage place and one caretaker.

**Action:** Michele to arrange an ad in HCH again.

**Action:** Elaine Lethbridge to investigate the purchase of a garden shed for someone's property.

### **Calendar / planning**

**Basics 2nd Block from 19 July:** Susanna is preparing to continue where Catherine finishes. Ann to coordinate the first two nights in Aileen's absence. Will have music for the last two evenings (Aileen & Hilary, Lynne & Iain). **Action:** Margaret and Aileen to liaise regarding link to Google Doc. **Action:** Aileen to send names of attendees (Basics 2) to Michele to forward to Clubs.

**June Intermediate/ Advanced Days** (Rod): Damon and Gaye Collin are tutors and CD music managers for this weekend. Maureen and John will be go-fers again. Are more extras required?

**Action:** Michele to send reminders to Clubs, Rangitikei for 11-12 June.

**Action:** Margaret - are Google Forms still open?

**Advanced Technique Class** (10 Sep): Music by Aileen.

### **New Dancers Celebration** (8 Oct): see Appendix 3

- Region Committee does not require a copy of the hall booking form.
- Agreed to proposed door prices.
- New members in Region will get a personal invite but those out-of-region will be contacted via a general invite to their Region or Club.
- New Dancers Extra Classes (27 Sept, 4 Oct)

### **Hogmanay**

- Organiser needed **Action:** Michele to place HCH advert
- Venues were discussed. Knox Hall is a good venue but it is too big for four sets.  
**Action:** Jeanette to investigate Newtown Hall through Juping, Rod to enquire about Churton School.  
Other possible venues to consider are Hutt Intermediate and Onslow College small hall
- Band: most musicians will be at Summer School. CDs will be used.

**AGM** - St John's meeting room is booked. **Action:** Philippa to update the venue on the website

### **Other**

- Class co-coordinator / gofer job descriptions – suggestions for updates were received.  
**Action:** Michele to update job descriptions and circulate.
- Andrew Patterson will be billeted by Millers
- Memorial Book – Peter Elmes completed. Bernice Kelly submitted with Region donation to Memorial Fund. **Action:** Michele to ask Capital City about donation and submit a paragraph to HCH regarding the Region's donations.
- Appreciation awards: Committee agreed two awards were to be given. Discussed the presentation time and format. **Action:** Damon for wording, Edith for calligraphy.
- Dances for Book 53 to be trialled. Capital City and Linden clubs will give feedback and Lower Hutt, Tawa, Johnsonville clubs are not able to do so. Noted request from HQ came with a short time-frame. The supplied music was of variable quality.
- Advertising. Johnsonville will no longer advertise on Facebook as a credit card has to be registered, but there are many reports of credit cards linked to FB accounts being charged inappropriately. It is a good way to advertise but the payment needs to be secure.
- JAMS. A meeting was held in March to discuss the year's events. There are small numbers in Waikanae, Lower Hutt, and Newtown but the groups are starting again. There will be no medals test in 2022. The committee is investigating a combined social. Steps have been taken to improve communications.

Meeting concluded at 9:20 pm

Appendix 1: Finances (in separate document)

Appendix 2: Basics 1

Appendix 3: Intermediate and Advanced (May)

Appendix 4: New Dancers' Celebration update

### Region Events May - Oct 2022

	<b>Basic 2</b>	<b>Intermedia te</b>	<b>Advanced</b>	<b>Adv Tech</b>	<b>NDs' prep</b>
<b>Coordinator</b>	Aileen Ann 1st 2	Rod	Rod	Margaret	TBA
<b>Go-fer*</b>	TBA	Maureen	John	TBA	TBA
<b>Comms and regs</b>	Michele and Margaret				Michele Comms
<b>Tutor</b>	Susanna van der Gulik	Gaye Collin	Damon Collin	Doug Mills	Rod
<b>Venue</b>	Petone	St Johns	Newtown	St Johns	Petone
<b>Dates</b>	19 July, 2, 16, 30 Aug, 13 Sept	11 June 1.30 - 4.30 pm	12 June 2.30 - 5 pm	10 Sept 1.30 - 4.30 pm	27 Sept, 4 Oct [Dance 8 Oct]
<b>Pricing</b>	\$40 for 5 Tues	\$20	\$20	\$20	\$2
<b>Musician</b>	30th Aug Aileen and Hilary 13th Sep Lynne and Iain	CDs Damon	CDs Gaye	Aileen	CDs

\*Class coordinator will organise their go-fer/helper.



## **Appendix 2: Interim Report - Basics 1 Classes 2022**

Basics 1 Classes are a series of 5 classes at fortnightly intervals from May 3<sup>rd</sup> to June 28<sup>th</sup> 2022 covering basic steps and formations. Aimed at those in their first year of dancing, or those wishing a refresher – particularly after Covid lockdown breaks.

Tutor is Catherine McCutcheon. Gofer is Fiona McCutcheon.

Cost is \$40 for 5 classes or \$10 per individual class.

Venue St David's Hall, off Elizabeth St, Petone. Directions to the hall were included in the flyer as entry is not obvious in the dark, nor does it always come up in Google search.

Participants were encouraged to register online and prepay via direct banking. 17 people did this, although 6 of these opted to pay cash at the door.

**On the first night**, we had another 13 walk-ins. 6 of these had no SCD experience, but were wanting to try it. 7 were not attached to any club. Total of 29 participants, plus 3 helpers.

Cash takings = \$510, banked. Internet payments = \$440

Catherine did a grand job and everybody really enjoyed the evening, especially putting skills together in 4 dances. Elaine Lethbridge had provided name tags for those pre-registered.

Philippa had given Fiona the hall key for the duration of the classes. Region Box 1 containing first aid kit, defibrillator/pharmacy info, gofer instructions, torch, pens, slipstop and hand sanitiser made its first appearance. Music was provided by Catherine's own laptop/headset and speaker amps set up. Fiona covered everything on the gofer's list, and more.

Catherine sent an email to all participants afterwards reviewing what had been covered at the class and giving links to formations etc. In the rush at the door, some walk-in emails were not recorded. All datasheet fields were subsequently completed on the second night.

**Second night** – 24 participants, 6 helpers. We had 4 apologies, including one from Carterton who couldn't make it because the Remutaka road is closed overnight for repairs. We had 2 new people, one for the remainder of the course and 1 a visitor from ChCh, one night only. 2 people with no club had returned. Cash takings = \$85, given to Margaret.

Elaine Lethbridge was on hand with more name tags, Philippa came along to help. As we had plenty willing experienced helpers from clubs (Dean LHutt, Robert, Maureen J'ville, Desiree Tawa, Fiona and myself) they were both able to leave after a while. The class progressed quickly and we cumulated with 3 cpl dances in a 4cpl set, introducing 1 st couple dancing twice and movements within the set.

Again Catherine sent out an info email to all participants afterwards and included the first week for those whose emails were newly added on the 2<sup>nd</sup> class.

Club Distribution – where 2 clubs listed, the 1<sup>st</sup> named is used.

Johnsonville 8, Tawa 6, Ngaio 3, Lower Hutt 3, Linden 2, Carterton 1, Waikanae 1, no club 2 plus 5 walk-ins from first night, 1 ChCh visitor.

## Appendix 3

### **Report on Intermediate and Advanced Day Classes, May, 2022.**

**Intermediate. (7 May)** Nicole Trewavas was the external tutor for the day class of 3 hours. There were 11 dancers and the go-fer was Maureen Sullivan. St John's was an excellent venue for the 2 three couple sets, and could have easily handled more. The group seemed happy with the level of the class.

**Advanced. (8 May)** Nicole was the same tutor. Again there were 11 attendees, with one registrant not turning up and one sick with Covid. Reports of the class seem to indicate that it went well, if perhaps the level of the dances might have been slightly low. Newtown is a good hall, aside from having to finish slightly later; which has some effect on an external tutor.

**For both classes** All the registrants have paid. We will be doing the exit surveys after the June classes. It seems that having an external tutor is a good idea, but it is also clear that numbers are a wee bit affected by Covid.

## Appendix 4

### Progress report on New Dancer's Celebration 2022

#### Venue

- I understand the Region has paid the \$200 bond
- Does the Region need a copy of the booking form?

**Band** – nothing to report

#### Programme

- Circulated to Region tutors
- Programme poster to be sent to club secretaries later in the year

#### Budget

- We need to set door charges to be able to send out poster and invitations
- Can the Region please advise based on its assessment of Covid impact, attendance, potential loss etc
  - Expenditure previously estimated at \$1125 (band, hall & cleaning, supper, printing, donation to piper)
  - Based on 10+ sets as below, the event would make a small loss of approx \$40.00
    - 25 new dancers @ \$10
    - 30 RSCDS @ \$13
    - 25 non-RSCDS @ \$16#5WombaT3&7
    - 
    - 4 juniors/spectators @ \$6, there would be a \$40 loss
  - With 12+ sets (30/33/31/6) at the same pricing, there would be a profit of up to \$150. Just over 12 sets is the maximum possible if we are at Covid Red setting.

#### Invitations

- Received list of last year's beginners from Elaine Laidlaw for Region clubs:
  - Capital City
  - Carterton
  - Linden
  - Lower Hutt
  - Ngaio
  - Tawa
  - Waikanae
- Already hold Johnsonville details
- No beginner lists supplied for:
  - Eastbourne
  - Kelburn
  - Seatoun
  - Upper Hutt



- Received list of beginners for additional out-of-region clubs:
  - Ashhurst
  - Manawatu
- What is the policy regarding inviting dancers from other regions?
  - Should we be sending personal invitations to new dancers at these, or any other, additional clubs outside the Region?
  - OR just send a general invitation to clubs close enough that dancers will consider attending?

### **Decoration/theme**

- Will be tartan – use Jville’s tartan bunting, tartan rugs, tartan tablecloths etc

### **Promotion**

Tartan theme will carry through on posters and invitations.

### **Sub-committee**

Comprised of Jville committee members:

- Charles Burden, John Markham, Kristin Downey, Maura Beattie, Rod Downey

Additionally:

- Lorelee Hyde (design, marketing etc), Elizabeth Ngan (supper co-ordinator on the night)