

RSCDS NZ Branch Wellington Region Committee

Minutes of the meeting held on Tuesday 6 December 2022 at Petone Community House, 6 Britannia St, Petone.

Present: Rod Downey (President), Debbie Stephens (Treasurer), Michele Miller (Secretary), Lynne Scott, Edith Campbell, Elaine Lethbridge, Aileen Logie, Janice Henson.

Apologies: Jeanette Watson, Elaine Laidlaw, Zoe Attwood

Meeting began at 7.30pm. New members Zoe, Debbie, Janice and Bruce were welcomed.

Janice Henson and Bruce Chapman were co-opted as committee members. (R. Downey; M. Miller)

Minutes of the previous meeting were taken as read.

Moved that the minutes are a true and accurate record. (E. Lethbridge; A. Logie)

Outstanding actions from AGM will be dealt with in 2023 (Idea for regional register of digitised music; First Aid concerns at clubs). AGM minutes will be posted on the website.

Matters arising from the minutes:

- Privacy statement to be added to registration forms for the coming year. (Debbie)
- Add check box to the survey for Region Classes to indicate if feedback can be shared with tutor. (Debbie).
- Summary of feedback should be circulated to the Region Committee prior to sharing it with the tutor.
- Updates for Class Coordinator and Gofer positions. (Michele)
- Need to locate the Region class packs so they can be stored until next year (Elaine has one, where is the other one?)

Finance Report

Refer to Appendix. The expenditure is as expected for this period. ACTION: Debbie to follow up on the payments e.g. koha for catering (\$2 per person). Moved that the finance report is accepted and payments to be authorised. (R. Downey; M. Miller)

Signatories:

Current signatories are Martha (Ann) Oliver, Michele Kay Miller, Margaret Helen Cantwell (online users Ann, Michele, Margaret and Desiree Patterson).

New signatories to be **Rodney Graham Downey**, Michele Kay Miller, **Deborah Ann Stephens**, (online users Rodney, **Michele**, Deborah, and Desiree Patterson).

i.e., Remove Martha (Ann) Oliver and Margaret Helen Cantwell as signatories and online users **Add Rodney Graham Downey and Deborah Ann Stephens as signatories and online users.**

(M. Miller; J. Henson)

Beneficial Owners:

Current owners are Martha (Ann) Oliver, Michele Kay Miller, Margaret Helen Cantwell as officers of the Region.

New owners to be **Rodney Graham Downey**, Michele Kay Miller, **Deborah Ann Stephens.**

i.e., Remove Martha (Ann) Oliver and Margaret Helen Cantwell and **add Rodney Graham Downey and Deborah Ann Stephens** (M. Miller; J. Henson)

Approved \$20 for room hire at Petone Community House. ACTION: Debbie to liaise with PCH to book rooms.

Correspondence

In the period from 6 September to 24 November 2022, the Region Secretary received 150 emails and sent 112 emails on the following topics:

- Advanced Technique Class 2022
- Region AGM 2022
- Summer Dancing 2023
- Region Classes 2023
- RSCDS AGM, RSCDS NZ Branch AGM
- Clubs' 2022 reports for NZ Dancer
- Notices from Clubs and other Regions forwarded to our Clubs
- 2023 Petone Community House bookings
- New dancers' celebrations

Thank-you cards were sent by post to:

- Johnsonville Club for New Dancers' Celebration
- Iain Matcham for his work on the Region website.

Melva Waite, Susanna van de Gluik, and Elizabeth Ferguson have agreed to tutor region classes in response to Michele's email.

Website

Noted at AGM: copies of content should be held in a separate location; for example, periodically downloading to someone's laptop. Strategy to be discussed at a later meeting.

There are two roles: updating the content and technical software updates.

- Discussed possibilities for updating the content. Rod to ask Phillipa if she could continue in this role. It could also be advertised in Harbour City Happenings. Later: Lee Miller volunteered to do updates.
- James Scott set up the hosting with First Domains and is happy to do the technical software updates until the committee finds someone else.

Noted there are some updates to be done as soon as possible e.g. committee.

Archives

Phillipa indicated to Michele at the AGM she is willing to continue on this committee.

Calendar 2023

Summer Dancing: Tuesdays 24, 31 January and 7, 14 February (Diane, Ann, Lee, Chris)

ACTION: Lynne volunteered to arrange sound equipment

Committee meetings: Tuesdays 28 February, 13 June, 12 September, 5 December.

AGM: 7 November.

Centenary events

1. Discussions about an event for the lower half of the North Island have started. Agreed a Saturday or Sunday afternoon in Palmerston North. ACTION: Rod to follow up with Jeanette and Nicole.

2. Region Day focused on older Region books such as Morrison's Bush and The Harbour City book, chosen by the MCs, to celebrate the lower half of the North Island as the birthplace of SCD in New Zealand. Possible date 29 April or last event of the year at St John's, Johnsonville.
ACTION: Michele to ask Edith Campbell, Damon Collin, Elaine Laidlaw, Iain Boyd if they are interested in sharing the MC role.

Proposed Region Classes

Agreed it is better to have fewer, fuller classes. Suggest one set of basics classes and one set of intermediate classes (on Tuesday evenings), and two half days for advanced (Saturday afternoon).

ACTION: Michele to contact tutors who volunteered (Melva, Susanna, Elizabeth) with suggested dates and whether they would like musicians. Other suggestions were Elaine Laidlaw, Olina, and Linda Glavin.

Basics: 2, 16, 30 May, 13, 27 June. Intermediate: 9, 23 May, 6, 20 June. Advanced: Possibly 15, 29 July. Tutor to find their own gofer. Suggestion to combine the coordinator and gofer role: update the checklist accordingly.

ACTION: Investigate alternative halls for evening classes as smelly gas heaters and dark hall puts some people off attending. Aileen: Waiwhetu; Lynne: Chilton School hall.

New Dancers Celebration

Elaine Laidlaw investigated large halls to accommodate 12 sets and provided budgets to compare.

After discussion, moved that Region Committee would support Carterton Club to hold this 'private function' at the College Auditorium. Suggested ticket prices \$18, \$15, \$12. (R.Downey, M. Miller)

Noted "pencil bookings" for two evenings may be required until we know the date of the General Election. 14 October and 4 November suggested as possibilities.

Defer: extra classes before NDC.

Other business

1. Pick up 52. An email was sent directly to clubs from NZ Branch to invite them to participate in a collage of dance videos from Books 1 – 52. Johnsonville and Lower Hutt will make a video.
2. Storage of region equipment. Elaine Lethbridge said some of the stored items are poor quality and should be thrown out. Agreed to discuss this at next meeting.
3. Moved that clubs are offered up to \$200 to support efforts to bring new dancers into clubs. (R. Downey, D. Stephens)

ACTION: Michele to write to club secretaries to tell them about this offer. Circulate successful strategies to clubs. Noted radio and letterbox drops have proved ineffective.

Meeting closed at 9.35 pm.

Appendix: TREASURER'S REPORT to 29 November 2022

For Committee Meeting, 6 December 2022, Petone Community House

I present the accounts as they stand at 29 November 2022.

PAYMENTS /RECEIPTS:

Between 1 September 2022 and 29 November 2022, the movements have been:

- Income for region classes/events
 - \$120 Advanced Technique Class
 - \$66 prep class for New Dancers Celebration
 - \$1145.17 Receipts from New Dancers Celebration
- Expenses for region classes/events
 - \$163.75 in rent payments for Region Classes
 - \$465.24 tutors, musicians and related travel for Region Classes (AdvTech Basic2 & NDC prep)
 - \$128 koha for catering of classes over 2022
 - \$624 in NDC expenses paid directly by Region (balance of hall rent & musicians)
- RSCDS fees totaling \$6,762 have been received from clubs and \$10,862.00 paid to the NZ Branch
- \$248 income from sales of the 60th Anniversary book (including sales at Winter School)
- Interest Received of \$11.72
- Harbour City Happenings expenses \$115.60 (including \$100 koha to editor for 2022 as agreed at AGM)
- \$60 in rent for the AGM & \$20 rent for September meeting
- \$20 in payments for 2022 summer dancing tutors who had been underpaid
- \$600 Officers expenses as approved at the AGM
- \$151.61 annual website hosting and domain name expenses
- \$75 koha to the reviewer of the financial statements as approved at the AGM

Previous Payments not yet authorised:

- \$163.75 in rent payments for Region Classes
- \$465.24 tutors, musicians and related travel for Region Classes (AdvTech Basic2 & NDC prep)
- \$128 koha for catering of classes over 2022
- \$15.60 printing costs for the HCH
- \$60 in rent for the AGM & \$20 rent for September meeting
- \$20 in payments for 2022 summer dancing tutors who had been underpaid
- \$151.61 annual website hosting and domain name expenses

Upcoming payments:

Please authorise payments from the General account to be made:

- 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, Michele Kay Miller, Margaret Helen Cantwell (online users Ann, Michele, Margaret and Desiree Patterson)

New signatories to be **Rodney Graham Downey**, Michele Kay Miller, **Deborah Ann Stephens**, (online users Rodney, Michele, Deborah, and Desiree Patterson)

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Beneficial Owners:

Current owners are Martha (Ann) Oliver, Michele Kay Miller, Margaret Helen Cantwell as officers of the Region.
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CLASS /EVENT SUMMARIES:

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

Advanced Technique (Sep 2022)			Basics 2 (Jul - Sep 2022)		
Income			Income		
Registrations		\$320.00	Registrations		\$480.00
Expenses			Expenses		
Rent		\$56.25	Rent		\$257.50
Tutor		\$45.00	Tutor		\$150.00
Musicians		\$45.00	Musicians		\$120.00
Travel		\$165.24			
Other Exp		\$32.00			
Total Expenses		\$343.49	Total Expenses		\$527.50
Profit		-\$23.49	Profit		-\$47.50

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

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

Margaret Cantwell & Debbie Stephens

6 December 2022

**ROYAL SCOTTISH COUNTRY DANCE SOCIETY
NEW ZEALAND BRANCH INC
WELLINGTON REGION**

**Statement of Financial Performance
for the period ended 29 November 2022**

	2023	2022
<u>Income</u>		
Region Events		
Income Hogmanay		1,434.00
Income Region Classes	186.00	2,915.00
NDC Receipts	1,145.17	*
Summer Dancing donations		127.50
Income 60th Anniversary		
60th Anniversary Book	248.00	913.00
Other Income		
Interest	11.72	471.79
Newsletter (HCH) receipts	-15.60	100.00
NZ Branch Grants		400.00
Misc Donations		319.00
RSCDS fees received	6,762.00	11,305.00
TOTAL INCOME	\$8,337.29	\$17,985.29
 <u>Expenditure</u>		
Region Events		
Region Classes Rents	163.75	991.25
Region Classes expenses	128.00	144.60
Region Classes Tutors /Musicians	465.24	945.00
NDC Expenses	624.00	320.00 *
Hogmanay Expenses		1,451.91
60th Anniversary Expenses		
Summer Dancing	20.00	40.00
Administration		
Regional Officers' Expenses	600.00	600.00
Stationery, Advertising etc	151.61	106.02
Assets		
General Expenses		
Rents	80.00	106.00
Newsletter expenses	100.00	294.19
Donations		200.00
RSCDS fees to Branch	10,862.00	9,371.00
Sundries	75.00	884.24
TOTAL EXPENDITURE	\$13,269.60	\$15,454.21
 Excess Income over Expenditure	 (\$4,932.31)	 \$2,531.08

ROYAL SCOTTISH COUNTRY DANCE SOCIETY INC
NEW ZEALAND BRANCH - WELLINGTON REGION

Statement of Financial Position as at 29 November 2022

Assets	2023	2022	Movement for the year	Liabilities	2023	2022
Current				Sundry creditors		\$148.00
Operating Accounts				Receipts in advance		\$4,348.00
Region (#00)	\$1,865.30	\$6,745.91	(\$4,880.61)	Accumulated Funds	\$16,553.58	\$21,485.89
Youth (#01)	\$778.22	\$778.22	\$0.00	less liabilities	\$0.00	\$4,496.00
HCH (#03)	\$943.50	\$1,043.50	(\$100.00)	Net Accumulated Funds	\$16,553.58	\$16,989.89
Savings Accounts				Net movement in reserves	(\$436.31)	\$947.08
Region Savings (#26)	\$1,111.98	\$1,067.88	\$44.10			
Youth (#02)	\$2,602.42	\$2,598.22	\$4.20			
Term Deposit						
Region Contingency fund	\$9,252.16	\$9,252.16	\$0.00			
Payments in advance	\$0.00	\$0.00				
Total Assets	\$16,553.58	\$21,485.89	(\$4,932.31)			