

# Waikato/Bay of Plenty Region RSCDS New Zealand Branch Inc.

## Minutes of the 62nd Annual General Meeting Held Saturday 15 October 2016 at Tirau Hall

### WELCOME:

Region President Heather Johnston opened the meeting at 3.25 pm and welcomed all to the 2016 AGM. She noted it was a very good turnout of members.

### PRESENT: (20 RSCDS Members)

Chair: Heather Johnston

Secretary: Glenna James

Treasurer: Andrew Patterson

Co-ordinators: Education & Training – Lynne Hudson; Communication and Publicity – Glenna James,

Youth – Jeanette Lauder; Membership – Andrew Patterson

Cambridge: Antanas Procuta, Sue Wrigley, Carol Lennan

Hamilton Scottish: Wayne McConnel, Shelley McConnel

Lochiel: Simon Barbour, Ruary Laidlaw (RSCDS Int Branch), Christine Miller (Non-Member RSCDS), Howard McNally (Non-Member RSCDS)

Mt Maunganui: Lynne Hudson, Douglas McCartney

Rotorua: Andrew Patterson, Jeanette Patterson

Tauranga: Heather Johnston, Jim Carter, Linda Carter, Bill Jacob

Te Awamutu: Jane McIlroy, Jamie Owston, Glenna James

Tokoroa: Joy Morgan, Raewyn Adams, Ian Stewart

### APOLOGIES: (15 Apologies RSCDS Members)

Balmoral: John Webb, Mary Thomas

Cambridge: Philip Jamieson

Hamilton Scottish: Grietje Badham, Jill Monds, Dawn Spence, Rosemary Nicholson, Ken Weeks, Lorna Weeks

Hauraki/Thames: David Carter

Opotiki: Jean Smithson, Jan Pyke

Rotorua: Sally-Anne Christensen

Tokoroa: Genny Hall, Graeme Hall

*Moved that the apologies be accepted: Lynne Hudson/Joy Morgan/Carried*

### MINUTES OF THE 61ST ANNUAL GENERAL MEETING HELD 7 NOVEMBER 2015:

Minutes of the previous meeting had been distributed to clubs and associate members, and had been placed on the web page.

*Moved that the Minutes, as distributed, be taken as read and confirmed as a true and correct record:  
Jeanette Lauder/Andrew Patterson/Carried*

### MATTERS ARISING:

None.

### CORRESPONDENCE:

*Moved that Inwards/Outwards correspondence be accepted: Glenna James/Jane McIlroy/Carried*

### Discussion:

- Wayne's remit to NZ Branch re clubs at universities - Discuss at the April meeting and decide whether to resubmit this.
- Overseas tutor from Masterton Summer School – A firm no was expressed by the Organiser to using the tutor at a day school in this Region.
- Queen's Birthday Weekend School – Thanks to Rotorua Club for taking on the School in June 2017.

### PRESIDENT'S REPORT:

- I have much pleasure in presenting my report for this my second year as Region President.
- My personal aim this year was to visit as many Clubs as possible throughout the Region on their regular Club night, and as Bruce and I had not planned any overseas travel this year, I was able to make that happen. So far I have managed to visit and dance with Te Awamutu (June), Lochiel and Whakatane (July), Opotiki and Rotorua (August), and last month, Tokoroa and Cambridge. It has been most interesting to see the variations in

composition, dynamics, and club culture, and I think it has been very worthwhile going by the comment made following my visit to one of our smaller clubs which was, "It was good for everyone to meet you and to feel that we are "part of the bigger picture" so to speak." My apologies to Hamilton Scottish, Hauraki/Thames and Balmoral for not having managed a visit with you as yet, but house-hunting got in the way. As I regularly dance at the Mt no special visit was necessary there. It's just a pity that our SCD clubs are spread so far and wide throughout the Region, as I'm sure many of you would travel to enjoy the social aspect of dancing at other clubs if this was not the case. It is fun, and there is no pressure to learn or practise dances before club nights as is the case prior to a club's annual dance. Thank you to those clubs I have visited for making me and sometimes my Tauranga Club travelling companions so very welcome. Te Awamutu even put out their fancy china plates for supper instead of their usual roll of paper towels!

- Earlier in the year WaiBOP Region dancers were extended an invitation through Katharine Hoskyn to join with dancers from the Auckland Region for the annual Tartan Day Celebration Tattoo. This year for the first time a massed display of SC dancing was the objective. Fifteen dancers from our Region (Frank and Mary Begley, David and Olina Carter, Bill and Maureen Jacob, Andy and Jeanette Patterson, Glenna James, Robyn Dowdle, Rodney Dawson, Jan McIvor, Winnie Sheehan, Marcia Sowman and "yours truly") attended a local practice at Hinuera on 19 June and then travelled to Auckland for a rehearsal on the morning of Sunday 3 July and the performance that afternoon. Katharine's vision of massed dancing came to fruition with 10 sets, including 2 sets of JAMs, dancing two medleys. It was a lot of work for just 10 minutes of dancing but all 15 of us really enjoyed the whole experience.
- An Affiliation to the Region Policy was put to and accepted by Region members at the April meeting. This came about because of the Treasurer's difficulty with invoicing groups as opposed to clubs for the Region's capitation fee. All clubs and groups receive the benefits that the Region has to offer regardless of each organisation's status, and as the RSCDS NZ Branch Inc. does not recognise groups as such, we wanted to dispense with the group status and call each affiliated member organisation, a club. My thanks to Andy for his input which helped me considerably to come up with the acceptable policy.
- The 2016 QBWE School seemed to come around very quickly, and it was hard to believe that 12 months had elapsed since we of the Tauranga Club had hosted the School. My personal congratulations and that of the Region to the Cambridge SCD Society for the fantastic job they did in organising and hosting such a wonderful event. On the face of it, it seemed to go without a hitch, and participants were talking about the enjoyment, tuition and camaraderie they had enjoyed over the whole weekend for a long time after.
- It was pleasing to have had 2 Day Schools on our calendar again this year. The Tokoroa Club hosted the first of these with parallel classes, one for Beginners tutored by Helen Smythe and attended by a large number of children (so good to see), and a Social Class tutored by Ruth Budden. Both were well attended and very well received. A Social Dance followed the classes, and then many took advantage of a get-together over a meal at a local Italian restaurant. A Mainstream Class was hosted by the Hamilton Scottish Society with Esther Mackay tutoring and 26 dancers with a wide range of experience attending. This was followed by a fire alarm which sent us all scampering into a rather cold outdoors with skiffy rain to boot while the alarm kept on and on and on. Once able to return indoors we got on with the Region Dance, a dance with a difference as an item had been arranged by Sarah Hilton from Tauranga. The item required 16 dancers, (8 men and 8 ladies) who were from various Region Clubs. Both Jim Carter and I had been privy to the gist of the item but the others had no idea of what was involved apart from the fact that they would be dancing The Rothesay Rant. 2 same-gender dancers had to share one costume, and there were some very startled looks in the ladies' dressing room when this was disclosed. I guess it was the same in the men's dressing room. The participants were jolly good sports, the item was very well received and the whole thing was caught on video by a professional photographer arranged by Sarah and DVD's then made available to purchase.
- We have had some great annual Club dances once again throughout the year, and for a while there, we had a dance every other Saturday. What a great way to while away the winter "blues". And this year we had a first, in that Taupo U3A put on their very first dance. We would like to think that this becomes an annual event for them as all of us who travelled down (and there were many) really enjoyed this afternoon dance, and a few even made celebrity status with a photo in the Taupo Times.
- There have been 3 notable deaths in the Region this year, in February, Nona Craig, a founding member of the Rotorua Club, in July, Cathie Cruickshank who had been involved with the Tokoroa Club for many years in one capacity or another, and in August, John Hudson (affectionately known as Little John) who had been a member of both the Mt Maunganui and Tauranga Clubs. While not Region members, I would also like to mention the passing of Francis Walduck from Australia, whom many of you knew. Francis sat Part 2 of the Teaching Certificate with me several years ago. Another was Randal Ingram (Ran) my very first tutor at the Caledonian Club in Christchurch.
- On a brighter note congratulations must go to Evelyn Knights from the Mt Maunganui Club who was selected by the NZ Branch for a Scholarship to Summer School in the "Dancer with less than 3 years experience" category. A great time awaits her, and I'm sure the Scholarship won't be wasted on Eveleyn.

- In closing, I would like to express my thanks to our Coordinators: to Lynne for her continued work in Training and Education; to Jeanette for her untiring work with our youth here in our Region (which I witnessed firsthand when visiting the Tokoroa Club) and also work with youth beyond the Region; to Andy with his dual responsibility as Membership Coordinator and as Treasurer keeping tabs on our spending, and lastly but not least, Glenna, also with a dual responsibility as Publicity and Communication Coordinator and as Region Secretary, and a most dedicated and reliable Region Secretary she is. I ask and it is taken care of in an instant! And that's not forgetting the Newsletters she puts out during the year. Always an excellent read, and something that keeps us all in touch with each other and happenings around the Region. Thank you Glenna. I have enjoyed working with you and have really have appreciated your thoroughness.
- Finally my thanks to all of you for the support you give to your club, and the support you give to our Region through your attendance and input at our meetings.

*Moved that my Report be accepted Heather Johnston/Lynne Hudson/Carried*

#### **TREASURERS REPORT:**

##### Operating profit and loss

The first section on page one shows the actual profit on Region activities during this financial year, regardless of the year in which the income/expense occurred. You can see that the Region made a net profit of \$596.05. Two items, in particular, contributed to this profit:

- A donation of \$300 from Tauranga arising from the profit on QBWE.
  - The proceeds of \$318 from the Region dance that was held in July.
- If we exclude these items, our primary income from Club affiliation fees and Associate membership fees equates roughly to our expenditure.

##### Actual profit and loss

The second section on page one shows the actual gain on our Trading Account during this financial year after including transactions which were excluded from section one because they did not relate to this year's activities. This shows that the balance on our Trading Account increased by \$285.38.

##### Net income and expenditure

The final section on page one summarises the net increase in funds for all Region bank accounts. This includes one exceptional item, being the refund of \$1,042 from NZ Branch to cover the loss on JAM camp. This restored the balance on the JAM camp account to \$1,500, being the original seeding money that was then returned to the JAM online saver account. The only other income was derived from interest on our savings accounts which is, of course, suffering due to the general reduction in bank interest rates. While a Term Deposit would yield an additional \$75 a year, this could only be achieved by committing \$10,000 for at least 6 months. I think the flexibility of the two-tier online saver makes it worthwhile.

##### Balance Sheet

Page 2 of the report shows the opening and closing balances for each account and the total accumulated funds of \$13,582.44.

I move that:

- The Treasurer's Report be accepted.
- We ratify the payment of \$75 to the auditor, Ann Sullivan.

*Andrew Patterson/Jim Carter/Carried*

##### Appointment of Account Reviewer

Moved that Ann Sullivan be appointed Account Reviewer again this year

*Andrew Patterson/Lynne Hudson/Carried*

##### Region Subscriptions

The region subscriptions are to remain the same at \$2 per adult financial club member as at 31 August and that the associate membership fee be \$5 with email and \$10 without email.

*Andrew Patterson/Joy Morgan/Carried*

Moved that the associate membership fee be changed to have one fee only - \$5 for both email and without email.

*Glenna James/Linda Carter/Carried*

#### **CO-ORDINATORS REPORTS:**

##### Education & Training Report – Lynne Hudson

- This past dancing year has seen many opportunities for dancers around the region to attend classes, particularly for newer dancers. At the beginning of June was the Queen's Birthday Weekend School at Cambridge offering classes for Elementary, Advanced Social and Technique which was for Advanced and Intermediate dancers. There was almost too wide a difference between the more experienced and the lesser experienced Intermediate dancers in this class resulting in the more experienced not being extended as much as some attendees had hoped because some of the Intermediate dancers were not familiar with many of the basic formations required for this level which resulted in time being spent on the basics more than would have been normally. Tutors should be honest when signing application forms and if a dancer is not very familiar with the formations required for the class they wish to attend, then that dancer should be advised of the more suitable class. There is

no shame in spending another year or two in a lower class as each tutor has a different method of teaching and there is always something else one can learn regarding technique when put another way.

- Later in June was the Tokoroa Day School offering classes for the Elementary dancers and a Social Class for other dancers. The Mainstream Day School in July was well attended and although there was a wide range of abilities, all reported the class was good value with everyone "learning heaps".
- Recently one dancer in our Region, Evelyn Knights, approached me as she is interested in teaching Scottish Country Dancing and one other, Kathleen Bremner, is also considering this. They would both be interested in a Basic Skills Course. If there is a minimum of nine non-certificated dancers who would consider taking part in a Basic Skills Course, then I would be happy to arrange this through the New Zealand Branch. However, early next year, Debbie Roxburgh is intending to hold a weekend Basic Skills Course in Wanganui and if we are unable to get sufficient numbers within our Region then those interested could possibly attend the Rangitikei Region Course. At present the Region copy of the Manual is loaned to Evelyn Knights. Evelyn has also won a scholarship to attend Summer School in Christchurch.
- I have had two enquiries about publications regarding teaching beginners (not from teachers). I have suggested Ruary Laidlaw's "For a Year and a Day" and that they also contact Headquarters regarding the publication "Syllabus for Teaching Beginners" and the other publications that are available.
- There has been no further action from the schools in the Bay of Plenty area regarding the teaching of Scottish Country Dancing. One school did express interest but has done nothing further despite follow up and another has decided it is not for them. The Steiner School at Welcome Bay have returned the books 'Clapierhands' and 'Dancing Feet' and have decided they will continue with status quo, that is, I teach each class a dance in the last two weeks of October which the children then perform at a 'Ceilidh' at the end of the month.
- Several Clubs in the region have had younger dancers join and it is great to see these young ones taking part in the social events around the region. They are our future and as such, must be encouraged and the more experienced dancers should not be backward about dancing with these young ones. Adult dancers do not need to stoop down to dance, children especially do not have the shoulder problems older dancers have and therefore are capable of holding their hands up high.

*Moved that this report be accepted: Lynne Hudson/Linda Carter/Carried*

#### Discussion:

- In the Management Committee minutes for July 2016, Gail Schofield (Education and Training) had noted that Unit 0 was very worthwhile.

#### Membership Report – Andrew Patterson

The RSCDS Fees are now in from all clubs and I have receipts with me today. Thanks to everybody for ensuring that the forms were returned by the deadline imposed by NZ Branch. There are 87 members compared with 81 last year. I am pleased to report that we have nine new members this year. I have with me today their New Member Packs from HQ and Welcome Booklets from NZ Branch. Next, I will be sending out invoices for the Region fees from Clubs and Associate Members. If anyone intends to become an Associate Member, it would be really helpful if they could let me know now so that I can send them an invoice when the time comes.

Membership Category	Number
Adult Single	21
Adult Single - Email	39
Adult Joint	4
Adult Joint - Email	20
RSCDS Life Member	1
RSCDS Life Member - Email	1
RSCDS Life Family	1
<b>Total Membership</b>	<b>87</b>

Club	Membership	
	RSCDS	Club *
Balmoral-Kawerau	2	N/A
Cambridge	9	18
Hamilton Scottish	10	26
Hauraki-Thames	4	17
Lochiel	5	30
Mount Maunganui	6	36
Opotiki	2	9
Rotorua	5	12
Taupo U3A	1	N/A
Tauranga	16	25
Te Awamutu	9	12
Tokoroa	14	13
Whakatane	3	14
<b>Club Membership</b>	<b>86</b>	<b>212</b>
Non-Club	1	
<b>Region Membership</b>	<b>87</b>	

\* As at 31<sup>st</sup> August 2015

*Moved that this report be accepted:*

*Andrew Patterson/Shelley McConnel/Carried*

### Discussion:

- Approximately 40% of dancers are RSCDS members.

### Communication & Publicity – Glenna James

- A fantastic effort in advertising by Antanas and his team at Cambridge Club saw two lots of beginner classes well attended. Well done! As discussed at the Region general meeting, a discussion is to be held with Antanas Procuta, Wayne McConnel and myself to look at ways of building on this success, so that all clubs in the Region have access to advertising, funded by the Region. If anyone has any ideas, please email me, and these will be discussed at our meeting.
- 2 newsletters have been produced this year, and the third will be out shortly. I hope you enjoy reading these, and I thank especially the contributors to the Letters to the Editor – I encourage you all to respond – it is YOUR newsletter! I also wish to thank Andy Patterson and Ruary Laidlaw, who supply the photos – they do a great job!
- Overall a steady year it seems for most clubs. A couple of new members here and there but mostly the regular dancers are there week after week (apart from illness and travel).
- Enjoy the rest of the dancing year!

*Moved that this report be accepted: Glenna James/Lynne Hudson/Carried*

### Discussion:

- The advertising meeting is to be held before the end of the year (ready for the start of the dancing year in March).
- The final newsletter for the year will be done shortly

### Youth Coordinators Report – Jeanette Lauder

#### JAM Membership

- In comparing JAM registrations in our region this year with last year a slight overall reduction from 33 to 31 is seen. There are JAMs in Hamilton Scottish, Lochiel, Mount Maunganui and Tokoroa Clubs. Over the last 12 months there have been 5 new JAMs registered and 26 JAMs who have reregistered. Five JAMs have not continued their membership. One of the JAMs who has been reregistered has moved from Opotiki and is now dancing at Mount Maunganui. Both the Opotiki Club and the Mount Maunganui Club should be acknowledged for their endeavours in retaining his interest as has he has not been lost to Scottish Country Dancing. With the demise of the Hinuera Group one JAM from there has reregistered with the Tokoroa Club. I think there are a small number of young dancers in the region that are not registered as JAMs.

#### Queen's Birthday Weekend Schools

- Thank you to Cambridge Club for offering a JAM Class at this year's Queen's Birthday Weekend School and for the work that went into making this happen. A small JAM class went ahead successfully with Nicole Trewavas as teacher. With the JAM Camp being held in April next year it is unlikely that a JAM Class will be offered at the Queen's Birthday Weekend School in Rotorua.

#### Medal Tests

- The Branch was not able to provide examiners at an affordable cost for the date we had chosen for Medal Tests in the region for this year. The number of JAMs interested did not warrant paying travel costs to bring examiners from Wellington and Christchurch. The Milford Club in the Auckland Region had applied to run tests on 8th and 15th October so that left us with 17th September. A decision was made not to continue with tests in the Waikato Bay of Plenty but to encourage JAMs to travel to the North Shore or delay their Medal Test until they go the JAM Camp at the end of April. Subsequently, two of our JAMs sat the Gold Bar test and one sat the Silver Bar last Saturday. Today one candidate has sat the Silver Medal Test and three have sat their Bronze Medal test. Several dancers have made the decision to sit their tests at JAM Camp.
- I note in the minutes of the Management Committee's Mid Year Meeting that there was some discussion over minimum numbers to sit a Medal Test. While there was no resolution passed I am concerned about this and would like a letter to be written to the Branch explaining the difficulty that minimum numbers would create for our region with its smaller JAM numbers over a wide geographical spread. The only reference I can find to minimum numbers from previous information regarding Medal Tests was the 2008 "Medal Tests -How to" document. This mentioned the previous minimum requirement had been at least two candidates. The meeting minutes are talking about a minimum of 4 or 6.

#### JAM afternoon

- The JAM afternoon set for 2nd July this year was cancelled. The date set for Medal Tests was instead used for an afternoon get together for JAMs. I think the opportunity to meet with other young dancers in the region is important for our JAMs. This usually happens on Medal Test days and although this hadn't gone ahead I felt it was still worth providing the opportunity to meet. About twelve young people, including a Highland dancer from the Caledonian Society, supported the afternoon along with a number of adult dancers and parents. Most of the dances done were those drawn from a basket of JAMs choices. A few paper based activities kept them busy during a break for afternoon tea.

## JAM Camp 2017

- Applications for next year's JAM Camp have been sent to those clubs in the region with registered JAMs. The camp is being held at Wairarapa College in Masterton from 21 - 23<sup>rd</sup> April 2017. In looking at the minutes of the Region's General Meeting in April the question I raised in my report about supporting our JAMs attending JAM Camp was not directly answered. "Last year was the first time our region has supported individual JAMs from the region to attend JAM Camp and this was much appreciated. Do members think this is something that might be continued in the future?" Could this be discussed at this meeting.

## Branch Youth Fund

- The next application round for the Branch Youth Fund closes on 1 December. Clubs may choose to apply for some funding through this source. See the Branch website for details, including the Statement of Purpose and Terms.

*Moved that this report be accepted: Jeanette Lauder/Joy Morgan/Carried*

## Discussion:

- Medal Tests:
  - Clubs/Regions ask NZ Branch if they would like to hold Region JAM Medal Tests. The JAM Committee approve and appoint examiners.
  - The Management Committee NZ Branch are talking about a minimum (4-6) JAMs to sit a Medal Test. The Region agreed with Jeanette Lauder that no minimum number be set. Jeanette Lauder to write a letter to be sent to NZ Branch on this matter.
  - Note that JAMS cannot sit two different medal tests (ie Bronze and Silver). JAMs have to sit each individually and pass each stage before sitting the next. They can however ask for dispensation to sit a corresponding step (ie Bronze and Bronze Bar).
  - Jeanette Lauder confirmed that JAMs pay for their own medal tests.
  - Gail Schofield, the Education and Training Coordinator made a comment that Xavier and Sophie from Lochiel were beautiful dancers and well done to them. Ruary Laidlaw to pass this message on to them.
- JAM Camp:
  - Jeanette Lauder asked if there was a JAM subsidy from the Region for the JAM Camp.

*Moved that the Region pay \$20 for each Region JAM who attend JAM Camp 2017*

*Shelley McConnel/Joy Morgan/ Carried*

## ELECTION OF OFFICERS:

<u>PRESIDENT:</u>	Heather Johnston	Glenna James	Linda Carter
<u>SECRETARY:</u>	Glenna James	Heather Johnston	Shelley McConnel
<u>TREASURER:</u>	Andrew Patterson	Ian Thomas	Antanas Procuta
<u>COORDINATORS:</u>			
Education & Training:	Lynne Hudson	Heather Johnston	Glenna James
Membership:	Andrew Patterson	Ian Thomas	Lynne Hudson
Comm. & Publicity:	Glenna James	Antanas Procuta	Sue Wrigley
Youth:	Jeanette Lauder	Heather Johnston	Shelley McConnel

All were re-elected unopposed.

*Moved: That Anna Verhaegh be appointed as an Assistant Youth Coordinator*

*Jane McIlroy/Shelley McConnel/Carried*

## BRANCH AGM BUSINESS:

### Delegates Voting for RSCDS Scotland Positions

Heather Johnston and Jeanette Lauder are the 2 delegates for the Waikato/BOP Region. These positions will be up for election at the RSCDS AGM in October 2017.

Chairman Elect	(Andrew Kellett) Yes ; (Brian Harry) No
Membership Services	(L Freidman-Shedlov; Peter Knapman; William Williamson) Yes ; (Cynthia Soohoo) No
Proxy	Yes
Membership Fee	£20 Yes

### Delegates to NZ Branch AGM

5 delegates are permitted this year (1 delegate per 20 RSCDS members)

Appointed: Heather Johnston (chair); Jean Smithson; Shelley McConnel; Wayne McConnel.

*Moved that Heather Johnston carry 2 votes Glenna James/Antanas Procuta/Carried*

### Remits for AGM to be held 1 January 2016

Delegates will have the ability to change their vote if information on the day deems it suitable to do so.

There will be a forum held on 29 December 2016 (2-4pm) regarding Liz Hickey's report relating to payments to office bearers. There may be discussion held there that also may change the way the delegates vote.

### Remit 1: Membership Fees

Proposed by: Margaret Cantwell (Treasurer)      Seconded by: Elaine Laidlaw (Vice-President)

The Management Committee propose that the combined New Zealand Branch Service Fee and RSCDS Subscription for 2017/2018 for an ordinary Annual Member be \$90. That in accordance with Clause 2.2 (1) of the New Zealand Branch Constitution the New Zealand Branch Service Fees for 2017/2018 are, with all amounts rounded to the nearest dollar:

#### *Adult Single Member*

Adult Single Member: The result of the following calculation:-

- (a) The combined ordinary Annual Member Fee, minus:
- (b) The Society's membership subscription payable converted to NZ Dollars, plus:
- (c) An amount from the RSCDS Subscriptions Fund Surplus as determined by the Management Committee.

#### *Other Members:*

Membership Category	Branch Fee	Society Fee
Adult Single Email	100% less \$10.00	100%
*Adult Joint (per person)	80%	80%
** Adult Joint Email	80% less \$5.00	80%
RSCDS Life Member	100%	N/A
RSCDS Life Email	100% less \$10.00	N/A
RSCDS Life Family	60%	N/A
Young Adult (18 – 24)	60%	80%
Young Adult Email	60% less \$10.00	80%
*** Introductory	50%	50%

- \* Only one Joint Member may be registered in association with any other Joint or fee paying Member in a household. Both should be registered as Adult Joint.
- \*\* Both members should be registered as Adult Joint Email, only one will receive publications sent by email.
- \*\*\* Introductory membership is available to new members joining after 1 January. The fee is 50% of the fee for Full Annual membership for the relevant membership year. It is not available to lapsed members re-joining.

**Delegates to vote: YES**

### Remit 2 - Honorarium and Payments for Management Committee position holders

Proposed by: Margaret Cantwell (Treasurer)      Seconded by: David Williamson (President)

The Management Committee propose that the person holding the following position at the commencement of the AGM be entitled to claim an annual honoraria in recognition of the time and effort involved in undertaking this role.

- (a) The RSCDS NZ Branch Treasurer      \$1,000
- (b) The RSCDS NZ Branch Secretary      \$1,000

The Management Committee further propose that Summer School fee at the non-dancing rate be paid for the following positions.

- (a) The RSCDS NZ Branch President
- (b) The RSCDS NZ Branch Vice President
- (c) The RSCDS NZ Branch Treasurer
- (d) The RSCDS NZ Branch Secretary
- (e) Communications and Publicity Co-ordinator
- (f) Education and Training Co-ordinator
- (g) Membership Co-ordinator
- (h) Youth Co-ordinator

Rationale: Management Committee members are required to attend daily committee meetings from 27 December to 2 January, with an additional meeting commonly being scheduled on 3rd January for business carried over from prior meetings. They are also expected to attend evening functions and be available to discuss Branch matters with the members who are present at these functions. Many roles on the Committee have other commitments during the school including co-ordinating examinations, preparation work for upcoming meetings and finalising arrangements for the AGM that prohibit them from attending morning classes. It is becoming increasingly difficult to recruit volunteers to fill the roles on the Management Committee with the cost of attending Branch Meetings during Summer School being cited one reason for being unable to accept these positions. The non-dancing rate does not cover the full expenses incurred by Management Committee members while at the school as attendance at dance functions is not included in this fee at the Ilam Summer School. At the 2016 AGM Remit 1A was carried that Management Committee and other Branch appointees continue to be able to be reimbursed for reasonable actual expenditure on NZ Branch business. Accommodation costs while at Summer School could be considered such an expense, but has not historically been claimed for all Management Committee roles.

A comparison of the current Management Committee Honoraria and Summer School expenses on the current bases and the proposed basis is:

	Current Position		Proposed Position	
	Honoraria	SS Fees	Honoraria	SS Fees
President	1,000	1,000		1,000
Vice President				1,000
Secretary	1,000	1,000	1,000	1,000
Treasurer	1,000	1,000	1,000	1,000
Communications & Publicity				1,000
Education & Training				1,000
Membership				1,000
Youth				1,000
Sub-Total	3,000	3,000	2,000	8,000
<b>TOTAL COST</b>		<b>\$6,000</b>		<b>\$10,000</b>

Discussion:

This remit ignored all recommendations in Liz Hickey's comprehensive report on payments to office bearers, and in fact went the other way to increase the amount payable to the Management Committee. Wayne noted that it would now cost \$8,000 to hold an AGM. 30% of our fee would be for honoraria and Summer School fees. Payment of full 8 days at SS is over the top. Most of the committee meetings are 2 or 3 days prior to AGM, AGM itself and 2 post AGM afternoon meetings. That means they are only required for 2 days prior to the AGM and one day after. Katharine Hoskyn shared her perspective on the matter, which was to maintain the status quo for now and discuss issues further at the forum/AGM. She is planning on putting in amendments to the remit, which will be voted on at the AGM.

Moved: That following the forum, if discussion is held that is a better option, delegates may vote differently.

Heather Johnston/Bill Jacob/Carried

***Delegates to vote: NO – BUT VOTE MAY BE AMENDED AFTER DISCUSSIONS FORUM AND AGM***

### **Remit 3 - Honoraria and Payments for non-Management Committee position holders**

Proposed by: Margaret Cantwell (Treasurer) Seconded by: Liz Lusher (Secretary)

The Management Committee propose that the person holding the following position at the commencement of the AGM be entitled to claim an annual honoraria in recognition of the time and effort involved in undertaking this role.

- (a) The RSCDS NZ Branch Editor \$600
- (b) The RSCDS NZ Branch Bookshop Keeper \$600
- (c) The RSCDS NZ Branch Recordshop Keeper \$600

The Honoraria to the Shopkeepers being payable from accumulated assets of the respective shop, but by the Branch if the shop has insufficient accumulated assets.

The Management Committee further propose that Summer School fee at the non-dancing rate be paid for the following positions.

- (a) The RSCDS NZ Branch Bookshop Keeper
- (b) The RSCDS NZ Branch Recordshop Keeper

These fees to be payable from accumulated assets of the respective shop, but by the Branch if the shop has insufficient accumulated assets.

Rationale: There is standing practice that Branch appointees who undertake significant service to the Branch be recognised through the availability of Honoraria. Further, where the role requires attendance at Summer School to undertake the responsibilities of the appointed role, that the costs of attendance be covered by the Branch.

Discussion:

As above, this remit ignored all recommendations in Liz Hickey's report, and in fact went the other way to increase the amount payable. The change is that the fees payable will now come from accumulated assets in the respective shop, and then if there is insufficient money, the Branch will pay this. (Prior it came directly from the Branch). If large losses are coming through, the Branch needs to look at the shops' viability.

***Delegates to vote: YES***

### **Remit 4 - Proposed Changes to Management Committee Positions**

Proposed by: Elaine Laidlaw (Vice President) Seconded by: Liz Lusher (Secretary)

The Management Committee proposes the merging of the Membership and Communications & Publicity Co-ordinator positions and the creating of the role of Information Technology Co-ordinator.

Rationale: Currently a number of computer based processes are handled by the Communications and Publicity Co-ordinator and the Membership Co-ordinator. The Co-ordinators have other responsibilities and may or may not have all the skills required to handle computer aspects of their role. As a result, help is required from inside or outside the committee. This proposal presents a case for restructuring the committee to ensure that the required skills are available in the Committee. The proposed structure envisages combining some of the activities of the Communication and Publicity Co-ordinator and the Membership Co-ordinator into a new role (e.g "Membership, Communications and Publicity Co-ordinator") and establishing a new position to handle computer based processes (e.g "Information Technology Co-ordinator"). It is envisaged that this will enable office holders to concentrate on activities best suited



to their background and skills and thereby enhance the efficiency of Branch operations. The proposed changes are outlined in the attached Job Descriptions.

#### *Information Technology Co-ordinator*

Key Objective: Perform information management and data entry tasks to support the work of other members of the Management Committee. (Note: The IT Coordinator is responsible for user level maintenance of Branch IT Systems. The IT Adviser will deal with technical /programming maintenance and development of Branch IT systems)

Responsibilities: Liaise closely with Members of the Management Committee, RSCDS HQ and the Branch IT Adviser to ensure the effective and timely performance of Branch IT tasks; Maintain a detailed schedule of tasks that must be carried out during the year; Keep Management Committee fully informed and up-to-date on IT matters; Maintain up to date records of the status of Branch IT systems. Tasks: (Note: Members of Management Committee will have access to relevant material so that they can do these tasks themselves if they choose to).

Branch Database: Enter data supplied by members of the Management Committee into the Branch database including adult and JAM membership data, Education and Training data and Branch, Region, and Club contact information; Distribute to all regions on 1st July all information prepared by the Membership Communication and Publicity Coordinator pertaining to the collection of membership fees, collect returns, update membership information in the database and forward returns to the Treasurer; Extract information from the database to be provided to members of the Management Committee; Coordinate and collate requests for changes to and development of the database to forward to the IT Adviser.

RSCDS HQ Membership Database: Maintain and update NZ Branch information in the RSCDS HQ database; Extract Branch information from the RSCDS HQ database as required by other members of the Branch Management Committee.

Branch Mail Outs: Assist Branch Secretary with generation of address labels for mail outs if requested; Assist Branch Secretary with email delivery of mail outs if requested.

Branch Website: Update web pages with information supplied by other members of the Management Committee; Review website frequently to ensure information is up to date and seek new information if it is not; Recommend changes to Management Committee and implement these when approved, in consultation with the IT Adviser; Coordinate requests for changes to, and development of, the database to forward to the IT Adviser.

Skills Required: Organisational ability; Effective communication skills; Knowledge or experience of committee procedures; Enthusiasm, motivation and passion for SCD and for achieving the NZB Aim; A willingness to devote the necessary time and effort; Fully competent user of word processing, spread sheet, database and website software; Ability to work effectively as a member of a team.

#### *Membership, Communications & Publicity Co-ordinator*

Key Objective: To grow the membership of the NZ Branch. To promote SCD in New Zealand to the widest possible audience, and to ensure effective communications with members and other dancers.

Tasks: Communicate and promote the benefits of RSCDS and NZ Branch membership to all dancers; Monitor demographic trends in membership; Liaise with the Youth Coordinator regarding JAM membership and the production and distribution of the JAM newsletters; Raise awareness of SCD amongst the general public by using all available media options and encourage and assist Regions and clubs in reporting their activities to the general public as often and widely as possible; Provide effective communication with members; Design and produce SCD promotional material pertinent to the RSCDS NZ Branch Inc and make available to Regions and Clubs. Liaise with RSCDS and make appropriate publicity material also available to Regions and Clubs; Produce the Management Committee newsletter (MAC News); Manage the appointment of and liaise with the editor of The NZ Scottish Country Dancer and Kiwi News; Prepare Membership Communication pertaining to the collection of membership fees and liaise with IT Co-ordinator and Treasurer as required to ensure annual renewal proceeds smoothly.

Skills Required: Enthusiasm, motivation and passion for SCD and for achieving the NZ Branch Aim; Ability to work effectively as a member of a team; Good understanding of advertising and ways of using the media to best advantage for promoting SCD; Fully competent user of word processing; Highly developed communication skills; Public relations/marketing experience desirable.

Note: Ensure that the membership at large is aware that they are entitled to attend Management Committee meetings, except for those held "In Committee". Actively pursue a policy of disseminating information to dancers as directly as possible, taking into consideration that Clubs are the focal point for most dancers.

Discussion:

Noted that for this coming year the status quo will remain, ie Membership and Communication/Publicity coordinators will remain, with the same job descriptions.

The main problem is the quality of the NZ Branch website. It is not a good look, nor is it updated regularly.

Duncan Laidlaw is currently an IT advisor to Management Committee.

Management Committee minutes of July 2016 state that they have appointed Michael Laidlaw to the position. This cannot be done by them, it has to be voted on by the members.

*"Updated Job Descriptions were available with each member to review and advise Elaine of any changes deletions or additions. Much discussion was had on the possibility of amalgamating Membership and Communication & Publicity and creating a new IT Co-ordinator role. Linda thought that not sufficient training on the handover of roles was done. The Web Site needed content and the issue of consent was raised. It was decided that a Non-Management Committee appointment be made for a Web Master/*

IT Assistant. Gail advised that she had had discussions with Andy Patterson of Rotorua who was happy to assist and had suggested that each area has ownership so it remains fresh and easily updated. It was put to the meeting that an approach be made to Michael Laidlaw as he had the experience and knowledge. All agreed he would be a good choice. Gail to approach."

Both positions will have heavy workloads.

The reasoning for this is that the current coordinators for Membership and C&P do not have data entry/website experience and are struggling. Surely if training had been given, it would not be a problem.

**Delegates to vote: NO**

#### **Remit 5: Presidents Travel Budget**

Proposed by: Margaret Cantwell (Treasurer) Seconded by: Liz Lusher (Secretary)

The Management Committee propose that a provision is made in the 2017 budget of \$1,500 to fund travel within New Zealand for the Branch President. The fund is to be used when the President is travelling to the regions to further the aims of the Branch.

Rationale: In order for the President to engage with the wider dancing community they need to be able to attend dancing functions and schools across the regions during the year. The budget allowance is the maximum that will be spent on this activity during the 2017 financial year, with only actual costs up to this amount being expensed.

Discussion:

This remit is required each year, in order to approve funds being used in this way.

**Delegates to vote: YES**

#### **GENERAL BUSINESS:**

##### **2017 Calendar:**

28 Dec 2016 – 5 January 2017	Summer School	Christchurch
31 December 2016	Hogmanay Dance	Senior Citizens Hall, Cambridge
22 January	Twilight Dancing (Lochiel)	Hamilton Gardens
30 January	<i>Auckland Anniversary Day</i>	
6 February	<i>Waitangi Day</i>	
10 – 12 February	Weekend Retreat	Athenree Camp? <i>Tbc &amp; Organiser?</i>
11 February	Paeroa Highland Games	Paeroa
26 February	Howick Tattoo	Lloyd Elsmore Park, Pakuranga
11 March	Teachers Workshop	Venue to be confirmed
18 March	Katikati Ceilidh	
1 April	Beginners Ball (Lochiel)	Venue to be confirmed
8 April	General Meeting	Venue to be confirmed
	Region Dance	
14-17 April	Easter Weekend School	Cromwell, Otago
<i>Easter (14-17 April)</i>		
<i>School Holidays (14-30 April)</i>		
21 – 23 April	JAM Camp	Wairarapa College, Masterton
25 April	ANZAC Day	
6 May	Lochiel Ball	
20 May	Opotiki Dance	
2-5 June	Queen's Birthday Weekend School	Rotorua
3 June	Rotorua Ball	
11 June	Tokoroa JAM Dance	
24 June	Tauranga Ball	
<i>School Holidays (8-23 July)</i>		
9 - 16 July	Australian Winter School	Hahndorf, Adelaide Hills
29 July	Te Awamutu Dance	
12 August	General Meeting	
	Tokoroa Dance	
26 August	Balmoral Dance	
2 September	Hamilton Scottish Dance	
16 September	Thames Dance	
September	Taupo Dance	Date to be confirmed
<i>School Holidays (30 Sep-15 Oct)</i>		
14 October	Cambridge Ball	
23 October	Labour Weekend School	tbc
28 October	Annual General Meeting	
	Social Evening	tba
11 November	Mt Maunganui Dance	Date to be confirmed
November	Core Dance Day	Date to be confirmed

To be added:

Elementary Day School  
Mainstream Day School

Cambridge Club  
? Club

Date to be confirmed

**Hamilton Scottish Day School**

As there has now been an amendment to the costs incurred to the School run on behalf of the Region, an updated Financial Statement is required to be given to the Region.

**Region Guidelines for Hosting Weekend and Day Schools:**

The Management Committee had a meeting prior to the AGM to discuss the guidelines. This will be presented at the next General Meeting in April.

**Running of NZ Branch**

- Howard McNally spoke on the “Reasons For Change” document which was presented to NZ Branch in the late 1990s, changing the regional format to “Management Committee” style. This has worked well, but most people believe (once the RSCDS changed to the same format) that NZ Branch is a duplication and a level we no longer need. In July 1980 the Canterbury Region unanimously approved for presentation to the NZ Branch that: “All Regions within the NZ Branch of the RSCDS become Branches of the RSCDS in their own right”. This remit was subsequently lost.
- Ruary Laidlaw spoke to his paper regarding Remit 2:- At the Auckland Summer School 2015/16 AGM a remit was passed that asked for a review of systems of payments to office bearers and others. This arose out of a growing concern about significant monies being paid to the individuals on the Management Committee for two particular categories: honoraria and Summer School fees. (There are other areas of spending that need to be looked at as well - publications and administration.) Liz Hickey was appointed to produce a report. The result was a comprehensive and detailed 30 page report containing 15 recommendations (Page 21) applying the following principles:
  1. Reimburse volunteers for reasonable actual expenditure on behalf of the RSCDS NZ Branch.
  2. Reimburse volunteers for travel costs in accordance with the travel costs policy. In addition, reimbursement of the annual amount agreed for the President’s travel costs.
  3. The subsidy paid by the Branch for Summer School accommodation costs should treat all office bearers equitably, within the financial constraint of what the NZ Branch can afford.
  4. Honoraria should be commensurate with the relative workload of each position.

Summer School

- The main purpose for the 8 NZ Branch Management Committee (MC) being present at Summer School is to conduct the AGM on the 1st January each year – that is for one day! MC attending Summer School who complain about the costs involved in attending night functions (see rationale under Remit 2) need to remember that Summer School is not part of their business. Summer School is a separate event from the AGM.
- The RSCDS in Scotland hold their AGM on one particular day, entirely separate from the Summer School. They gather from Friday evening one weekend, the AGM is held on the Saturday afternoon, they have a formal ball on Saturday evening and everyone goes home on Sunday afternoon!
- Current NZ Branch policy states that the 4 Standing Committee (SC): President, Vice President, Secretary and Treasurer have their Summer School accommodation and meals paid for at the non-dancing rate, through your subscription, for the full eight or nine days. At the Summer School at Auckland 2014/15 that cost – President \$1,425; Vice President \$145; Secretary \$1,425; Treasurer \$1,315; Other MC \$144; Travel to SS \$1,106 – a total of \$5,560. That is out of a total of \$34,268 gathered from 684 financial member subscriptions. (Membership used to be at about 1200 members in 2004).
- This year at the 2016/17 AGM Remit 2 proposes to pay Summer School accommodation, meals and travel for ALL 8 MC at the non-dancing rate of \$1,000 each. That will push the cost to \$8,000, instead of the previous amount of \$3,000 (this is their own calculation from Remit 3 for the 2016/17 AGM). If you add on travel expenses it will be pretty close to \$10,000 just for MC Summer School expenses.
- This flies in the face of the Reviewer’s (Liz Hickey) recommendation on Page 22 under, “Payment of Summer School accommodation costs”, that, “A partial reimbursement of actual cost up to \$800 each (or perhaps set at 80% of the non-dancer rate of \$1,000) which is close to cost under the current policy.”

Honoraria

- Remit 2 also proposes paying the Secretary and Treasurer honoraria of \$1,000 each which also ignores the reviewer’s recommendation, “Heavier workload - two positions at \$800 pa”.
- What about honoraria for the other 6 positions to introduce equity into the NZ Branch’s operation? - “A balance needs to be found between the overall cost and the fair treatment of all members of the Management Committee”  
“Heavier workload - two positions at \$800 pa = \$1,600 (Secretary and Treasurer); Moderate workload- five positions at \$500 pa = \$2,500 (President, Vice-president, Ed & Training, Book shop (?) & Record Shop (?)); Lighter workload - four positions at \$200 pa = \$800 (Com/Pub, Membership, Youth & Editor (?)) – a total of \$4,900.

## Notes

- Instead of looking for ways to address concern about Management Committee spending, it is ignoring the reviewer's recommendations on two counts and proposing to increase the spending on both Summer School Accommodation and Honoraria!
- The RSCDS international organisation has an annual membership subscription of approximately \$30. The benefits are easily identifiable: music, dance books, teacher training, etc.
- The NZ Branch subscription should cost the same, or less, not more, if they want to expand their membership.
- The benefits of the NZ Branch membership are more difficult to identify.
- The NZ Branch needs to remember that Scottish Country Dancing is an organisation composed of club and Region volunteer Teachers, Presidents, Secretaries, Treasurers and Co-ordinators, many of whom hold down busy day-time jobs as well.
- Are NZ Branch fees (\$60) going to rise from their current level to fund their rising Management Committee costs?
- The NZ Branch is getting too expensive to maintain with a falling financial membership.
- We can already get all the services we need from the RSCDS or on-line Services: magazines, books, music, dances on YouTube and examiners.
- The WaiBop Region be would be better off becoming a Branch in its own right - cheaper to run - \$32 (\$2 WaiBop capitation fee + \$30 for the RSCDS fee) a dancer instead of \$60; same services; fewer overheads.
- The RSCDS might not allow us to become a Branch without the approval of the NZ Branch.

## Discussion:

- There was a lot of discussion on the attitude of the Branch, ignoring the carefully thought out paper by Liz Hickey on honoraria and payments the Branch makes to its Executive. The feeling of the meeting was that Waikato/BOP should secede from NZ Branch and become a Branch in their own right.
- We need to liaise with other Regions first, to find out their attitude towards the suggestion.
- The areas that need discussion are insurance (public liability/personal property), Summer Schools and Examiners coming out from Scotland. Also to construct a model for the new Branch.

Moved: That a subcommittee be formed to investigate the possibility of Ruary and Howard's proposals in order to promote to other Regions.  
Lynne Hudson/Bill Jacob/Carried

## **Next Meeting:**

The 2017 AGM will be held on Saturday 28 October, at a venue and time to be advised.

The meeting closed at 6.30 pm.

Ruary Laidlaw noted a vote of thanks to the Chair and Secretary.

Signed.....President

Date.....

## Correspondence Inward

Secretary NZ Branch	Request for 2 Delegates from Waikato/BOP Region to represent NZ Branch for RSCDS voting Response re Remit for NZ Branch AGM – out of time, but could be a discussion point under “Any Other Business” Remits for NZ Branch AGM Nominations for NZ Branch positions List of Delegates from NZ Branch for RSCDS
Region President	Region Committee Members for discussion on delegates to RSCDS and endorsement of same RSCDS voting on positions for Scotland by the 2 WaiBOP delegates – discussion required
SS Organiser 2017/18	Response regarding overseas tutor being used for a day school in our Region – a firm negative A further negative response on overseas tutor request
Rotorua Club	Acceptance of hosting QBW School in 2017

## Correspondence Outward

NZ Branch Secretary	Remit re University Club asking if this was “out of time” to be accepted for 2016/17 AGM Response saying 2 delegates are Heather Johnston and Jeanette Lauder for RSCDS Request for number of Delegates this year for NZ Branch AGM
Region President	Decision that Remit from WaiBOP would not be put into the NZ Branch AGM agenda [unsure if the McConnells were attending SS) as they would need to speak to it, but would be discussed further at the Region AGM
Region Committee Members	Discussion on delegates to RSCDS and endorsement on same
SS Organiser 2017/18	Requesting whether the overseas tutor could be utilised in the WaiBOP Region after Summer School for a day school Further email on overseas tutor option
Clubs & RSCDS Associate Members	Agenda and items for Region AGM 6 Remits from NZ Branch for discussion at Region AGM Nominations for NZ Branch positions RSCDS voting on positions for Scotland by the 2 WaiBOP delegates – discussion required