

Waikato/Bay of Plenty Region

RSCDS New Zealand Branch Inc.

Minutes of the General Meeting held Saturday, 12 August 2017
At Elim Church, Aotea Crescent, Tokoroa

WELCOME:

Heather Johnston opened the meeting at 1.05 pm. A quorum was met.

PRESENT:

Chair: Heather Johnston

Secretary: Glenna James

Co-ordinators: Communication & Publicity – Glenna James; Membership – Andrew Patterson;

Youth – Jeanette Lauder; Education and Training – Lynne Hudson.

Cambridge: Nikki Hart (non-member)

Hamilton Scottish: Grietje Badham, Jill Monds, Wayne McConnel

Lochiel: Simon Barbour, Ruary Laidlaw (International Member)

Mount Maunganui: Lynne Hudson, Douglas McCartney, Fiona McCartney (non-member)

Rotorua: Andrew Patterson, Jeanette Patterson

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

Te Awamutu: Glenna James

Tokoroa: Jeanette Lauder, Ian Stewart, Betty Mahy-Cressey

(17 RSCDS Members)

APOLOGIES:

Cambridge: Antanas Procuta, Helen Smythe

Lochiel: Christine Miller, Vivian Laurie, Howard McNally (non-member)

Hamilton Scottish: Shelley McConnel, Ken Weeks, Lorna Weeks

Taupo: Margaret Ponga

Te Awamutu: Agnes Algra, Andy Algra, Jane McIlroy, Jamie Owston

Tokoroa: Joy Morgan

Moved that the apologies be accepted:

Linda Carter/Lynne Hudson/Carried

MINUTES OF THE GENERAL MEETING HELD SATURDAY 8 APRIL 2017:

Minutes of the previous meeting had been distributed to Clubs and Associate Members before the meeting, and had been added to the Webpage, with copies at this meeting.

Moved that the Minutes as distributed be taken as read, and passed as a true and correct record:

Lynne Hudson/Douglas McCartney/Carried

MATTERS ARISING FROM THE MINUTES:

- Request for Antanas Procuta to send to the Executive a new draft of the flyers – with room for writing club details on

MINUTES OF THE SPECIAL GENERAL MEETING HELD SATURDAY 1 JULY 2017:

Minutes of the Special meeting had been distributed to all dancers before the meeting, with copies at this meeting.

Moved that the Minutes as distributed be taken as read, and passed as a true and correct record:

Glenna James/Bill Jacob/Carried

MATTERS ARISING FROM THE MINUTES:

- None.

CORRESPONDENCE (Inward & Outward):

(See below)

Moved that the correspondence be accepted:

Glenna James/Grietje Badham/Carried

MATTERS ARISING FROM THE CORRESPONDENCE:

- None.

TREASURER'S REPORT: (Andrew Patterson)*Funds at 31 July 2017*

Accumulated Funds	Trading Account	Online Saver	Bonus Saver	JAM Online Saver
\$13691	\$409	\$1824	\$9812	\$1646

Accumulated funds

The total funds of \$13691 show a slight increase of \$109 over the past 12 months. This is thanks largely to the profit on our Region dance, the Hogmanay dance organised by Jane and a \$500 donation from Cambridge following QBWE. On balance, things are remaining fairly steady and we have sufficient funds to finance or underwrite any likely initiatives.

RSCDS Membership Renewal

Wearing my joint Treasurer/Membership hat, the renewal forms have been distributed to all clubs. Thanks to all those who responded to my request for a return receipt. I don't often ask for these but, when I do, it is for a really good reason. When people don't respond, I have to assume that it has not been received and then go to the bother of follow-up emails and phone calls. Subscriptions are not due until 1st September, so please do not make any payments before then as this complicates the accounts.

Expenditure incurred since the General Meeting, April 2017, to be approved at this meeting:

\$	Item
313.75	Administration
61.69	- Meeting refreshments
50.00	- Hall hire for meetings
9.00	- Treasurer's expenses
34.51	- Photocopying
19.97	- Postage
138.58	- Website renewal
60.00	NZ Dance Trial Day – hall hire
220.00	JAM Camp Subsidy
349.74	Region Dance
149.74	- Hall hire and raffle prizes
200.00	- Donation to Edgecombe Relief Fund

Moved that the Treasurer's Report be accepted and Expenditure approved:

Andrew Patterson/Lynne Hudson/ Carried

MATTERS ARISING FROM THE FINANCIAL REPORT:

- All JAMs attending JAM Camp had been paid their subsidies of \$20.
- As Membership Coordinator, Andrew Patterson said that all clubs had responded to his request to acknowledge receipt of the emails – except for Rotorua and Lochiel. Ruary to follow up on Lochiel.
- Andrew had brought along advertising pamphlets to be distributed to clubs (from Scotland) as there still had not been any response from NZ Branch.

REMITTS TO NZ BRANCH AGM✓ **Remit 1 – Removal of Membership, Communication & Publicity Coordinator (MCPC) Position**

(Andrew Patterson)

Proposal

The structure of the Branch Management Committee should be rationalised with the removal of the position of Membership, Communications and Publicity Co-ordinator (MCPC).

Rationale

Each Region already has responsibility for the promotion of SCD generally, and the RSCDS in particular, within its local area. There is little evidence that the Branch MCPC is effective in the promotion of SCD within NZ as a whole, whereas each Region is able to tailor its promotional activities to the specific needs of clubs and dancers within its area. The effect of this proposal will be to:

- Eliminate duplication of effort between Branch and Region.
- Streamline processes by ensuring that the activities are directly relevant to the membership.
- Create a structure which more closely reflects what happens in practice.

The primary **Membership** responsibility of the MCPC is the collection of annual subscriptions but, in practice, this task is delegated to the Regions who only need to be told (by the Branch Treasurer) the fee rates for the year. Each Region already maintains an accurate membership list and the current practice of Excel workbook distribution is cumbersome, time-consuming and unnecessary. Having collected the fees and returned them to

the Branch Treasurer, each Region need only provide the Branch with a list of members (Added, Renewed, Deleted) in an agreed format. Note that the task of maintaining the membership database has already been transferred to the new role of Information Technology Co-ordinator.

The primary **Communications and Publicity** responsibility of the MCPC is not immediately apparent but, until recently, the major strategic role was to co-ordinate the maintenance and development of the Branch website. Responsibility for this has now been transferred to the new role of Information Technology Coordinator.

The few remaining activities of the MCPC are intermittent in nature and hardly justify an executive position on the Management Committee. This is an opportunity to reassess the need for these activities and, where necessary, allocate them to appropriate members of the Management Committee. For example, MAC News could be taken over by the editor of Kiwi News (with which it has been incorporated in recent years). Membership reporting should be a simple matter of the IT Coordinator running reports against the database. The distribution of publicity material originating from RSCDS Headquarters in Edinburgh would be a very minor addition to the workload of the Branch Secretary or the process could be streamlined further if Regions were to submit requests for such material direct to RSCDS Headquarters.

Discussion:

- Do these positions finance anything?
- How do we get money from NZ Branch?
- What does the Branch do to help Regions increase membership? They help by financing, but not activities. Regions have to do the actual work.
- There still has been no response from NZ Branch membership coordinator about New Members Packs. RSCDS does respond, and quickly sends out their packs. New members appreciate receiving something.
- Both Communication & Publicity and Membership Coordinators could not input data into the database, which is one of the reasons why an IT Coordinator role was created. There will now be an IT Coordinator and an IT Advisor (Duncan Laidlaw had already been appointed by Management Committee last year – this is not a MC role).

Moved: Remit 1 (That the structure of the Branch Management Committee should be rationalised with the removal of the position of Membership, Communications and Publicity Co-ordinator [MCPC]) be approved:

*Moved: Andrew Patterson/Seconded: Douglas McCartney / Carried
Abstained: Jeanette Lauder*

✓ **Remit 2 – Removal of Vice President Position**
(Bill Jacob)

Proposal

That the Constitution of the NZ Branch be amended to remove the position of Vice President and re-distribute allocated tasks to other Management Committee roles.

Rationale

The current practice of appointing a Vice President to be a 'President-in-waiting' and be from the 'other' island to maintain a cycle of North Island/South Island rotation is an unnecessary drain on finances. It is just not necessary for a President-in-waiting to be 'in training' for up to 4 years. NZ Branch has within its ranks, plenty of experience in Management Committee functions who could step into the position of President or recommend someone who is suitable (by a vote at AGM) or in the event that the current President is unable to complete his/her 4 year term (by Management Committee appointment). All nominations for President should be considered on their merit without undue precedence being given to a single individual just because he/she has been waiting to step in for up to 4 years.

The current Job Description for Vice President is essentially a space-filler with mostly unnecessary tasks or those that can be done by other Management Committee roles.

Whenever the President cannot be in attendance, and a Vice President would normally deputise, there is no reason why another member of Management Committee can't be delegated the task. It is quite normal for Management Committee members to be scattered around the country, they could easily deputise and that would avoid unnecessary travel by the President. Also, at any meeting, it is normal business practice for those present to appoint a Chairman for the purposes of running the meeting.

We do not appoint a Vice-Secretary or Vice-Treasurer, yet the continuity and hand-over of these roles is crucial to the functioning of the Management Committee, whereas the same cannot be said of the President who is more of a figurehead who needs to maintain an overview of those who carry out the 'real' work of the Branch.

The current tasks allocated to the Vice President can be reallocated to existing roles:

...Managing the appointment of Shopkeepers: President.

...Review and update The Guidelines: Secretary. This is an on-going function based on decisions made at meetings, which the Secretary is always directly involved in via minutes. On the infrequent occasion that a complete re-vamp of the documentation is necessary, this task can be delegated to an appropriate person expressly appointed.

Bill Jacob then made an amendment to the motion to insert: "To have a President-Elect for one year prior"

Discussion:

- There is no Vice President this year anyway.
- There are few enough people wanting to stand for Management Committee already.
- A large expense for VP to attend Summer School to do nothing.
- The VP's only role is to update the Guidelines. Someone else could do that job.
- There could be more work for less people.
- Remember a little while back the Secretary took over most jobs in the Management Committee. We do not want that to happen again.

Moved that the amendment be deleted, and return to the original Remit.

Andrew Patterson/Lynne Hudson / Carried

Moved that: Remit 2 (That the Constitution of the NZ Branch be amended to remove the position of Vice President and re-distribute allocated tasks to other Management Committee roles) be approved.

Moved: Bill Jacob/ Andrew Patterson/ Carried (10 Votes For / 5 Votes Against)

✓ **Remit 3 – Establishment of Dance Scottish Clubs in all NZ Universities within next 3 years**

(Wayne McConnel)

Proposal

That NZ Branch aim to establish Dance Scottish Clubs at all NZ Universities within the next three years.

Rationale

The role of NZ Branch would be to maintain contact with young dancers who go to university and encourage the establishment of clubs by providing access to:

- Recorded music
- Dance books
- Local resources including:
 - experienced dance teachers as mentors
 - music systems
 - Suitable dance halls / venues

Through establishing a small number of clubs run by and for young dancers, they can enjoy the exhilaration and excitement of energetic dancing that attracted most of us to Scottish country dance in the past.

Within universities there are facilities and financial support available for clubs with 10 or more student members.

Moved that: Remit 3 (That NZ Branch aim to establish Dance Scottish Clubs at all NZ Universities within the next three years) be approved.

Moved: Wayne McConnel/ Jeanette Lauder/ Carried

✓ **Remit 4 – Individual Voting Entitlement**

(Antanas Procuta)

Proposal

That the Constitution of the RSCDS NZ Branch be amended so:

- a) that at all General Meetings of the NZ Branch of the RSCDS each financial member, except those whose subscriptions are in arrears, is entitled to one vote on any motion before the meeting. A member may provide a postal vote or an electronic vote, or hold proxy votes, on any item of business where notice was given in accordance with the provisions of Clause 8.6, and that
- b) correspondingly, all current clauses related to regional-based delegate voting on behalf of members are deleted or amended to reflect that each member is responsible for the allocation of their own vote.

Rationale

The above is proposed:

- a) To bring voting entitlement to accord with the current RSCDS 'Model Constitution for Local Association of Members' (Branches), available on the Society website,
- b) To align with voting entitlement at RSCDS NZ regional level (Clause 5.4).
- c) To facilitate and encourage better and direct engagement of RSCDS NZ Branch members with the objectives, business and well-being of the New Zealand branch, and
- d) To recognise that the financial members of the society are entitled to use their vote on matters before General Meetings as they see fit. It may be viewed that in the 'internet era' delegate-based voting is somewhat archaic, and to a certain extent, removed from democratic participation.

Proposed clause changes in accord with the above proposed remit (draft):

- Clause 2.1 (2) ADD at end of clause: "For the purpose of clarification, a Junior Associate over the age of 16 - if also a member of the Society – is considered a voting member of the branch.
- Clause 2.3 (2) (ii) DELETE
- Clause 2.3 (2) (iii) DELETE
- Clause 5.5 DELETE
- Clause 8.3 (1) DELETE, and REPLACE WITH
"At any General Meetings of the NZ Branch of the RSCDS each financial member, except those whose subscriptions are in arrears, is entitled to one vote on any motion before the meeting. A member may provide a postal vote or an electronic vote, or hold proxy votes, on any item of business where notice was given in accordance with the provisions of Clause 8.6"
- Clause 8.3 (2) DELETE
- Clause 8.3 (3) DELETE
- Clause 8.3 (4) RE-NUMBER TO BE Clause 8.3 (2)
- Clause 8.4 DELETE, and REPLACE WITH
"One-quarter of the members entitled to vote or twenty-five members of the Branch entitled to vote, whichever shall be the lesser, shall constitute a quorum."

Moved that: Remit 4 (That the Constitution of the RSCDS NZ Branch be amended so that at all General Meetings of the NZ Branch of the RSCDS each financial member, except those whose subscriptions are in arrears, is entitled to one vote on any motion before the meeting) be approved.

Moved: Antanas Procuta/Ian Stewart/ Carried

Discussion:

- How does it work in the real world? Instead of delegates with proxies, it will be individual members who have extra votes. You can sway people at the meeting by the discussions held. How will individual members know which way their proxies would vote on the day?
- Proxy votes can be changed if permission is given by the vote holder – would have to be done prior to meeting.
- Pre-determined voting whichever way we go.
- Are we making the process less robust?
- Online voting is easy with one person/one vote working.
- We need Antanas to speak to the NZ Branch AGM, on how it would work.
- More democratic way of doing things with individual votes. People do not feel involved at Branch level. This was one of the points coming out of the Special Meeting.
- Currently we rely on remits coming in on time before Region AGMs so Region can vote.
- However people don't attend Region meetings either so there is still only a small proportion of people voting on the remits.
- Clause 8.3(3) should **not** be deleted. Jeanette Watson did research about "electronic means of voting" and this was put into the Constitution especially to ensure it was able to happen.

Moved that: We look at all the remits together and decide whether we put forward only some remits this year.

Moved: Bill Jacob/Glenna James/ Carried

- Which remits do we want?
- We certainly want the university one to go ahead as it was delayed last year.
- Possibly drop the removal of MCPC remit, as it will only be merged into a new position this AGM, and we would be doing away with it before there was a chance to see if it worked.
- Do we put some out as discussion documents only and put the remit next year after seeing how other Regions feel?
- We don't want to put a remit this year, have it rejected and resubmit next year. Resubmitting remits hasn't worked in the past.
- Best practice would be to put names forward for Management Committee positions, have an open agenda and strategise from there.

Moved that: We put forward all four Remits for the NZ Branch AGM to be held on 1 January 2018.

Moved: Linda Carter/Ian Stewart/ Carried (For 9 ; Against 5)

- The only way to influence the vote is to get the Remits out to all Regions as soon as possible after 31 August, which is the deadline date for remits to be received by the NZ Branch. We shouldn't wait until NZ Branch Secretary sends them out.

Moved that: The Region put in train the publicity of our Remits to other Regions to support our case, as soon as possible after 31 August.

Moved: Bill Jacob/Douglas McCartney/ Carried

- The four Remit proposers are to get the proposals to the Region Secretary as soon as possible, to forward to NZ Branch, and then to other Regions.

REPORTS:

Queen's Birthday Weekend School 2017 (Andrew Patterson)

- Overall the club feels this was a very successful school with many compliments being made by attendees to individual club members. It was very well attended with 70 dancers and musicians which may in part be due to the great advertising by committee members, Rotorua being a very centralised location plus a great tourist destination.
- The venue was great due to all the dancing classes and events being held in one location. This allowed for more socialisation at eating times etc.
- The classes all ran smoothly. The teachers were well suited for their class level and the attendees all seem to enjoy their classes and gain a great deal of confidence and competence in their dancing.
- The Rotorua Club Annual Ball was also very successful and enjoyed by about 100 dancers.
- Catering was well organised and run by Angela, supported by current and past club members. A very detailed roster helped with this.
- The club would like to acknowledge and thank our main sponsors Pub Charity. Also the extra support/help we had from other clubs; this was most appreciated and certainly contributed to a successful school.
- No financial report as yet, with some outstanding accounts still to come in.

Moved that the Report be accepted:

Andrew Patterson/Simon Bird/Carried

Queen's Birthday Weekend School 2018 (Grietje Badham)

- Hamilton Scottish is holding the 2018 Queen's Birthday Weekend School at the Waikato Diocesan School on River Road in Hamilton.
- There will be three classes, Elementary, Intermediate and Advanced. We have not yet decided what the emphasis will be for the Intermediate and Advanced Classes.
- Pam Perkins from Whangarei has agreed to take the Elementary Class and Antanas has agreed to take the Intermediate Class. We are still waiting for an answer from the preferred tutor of the Advanced Class. There will be no specific Jam Class available, although senior Jams may attend the classes with approval of their club tutor.
- We are also in negotiation with Glenfiddle to provide music at the School.
- At this time we are working on finances and as yet do not need start up money from the region.

Moved that the Report be accepted:

Grietje Badham/Jill Monds/Carried

GENERAL BUSINESS:

Day Schools & Dance – 30 September 2017 (Read by Nikki Hart in the absence of Antanas Procuta)

- There will be 3 classes - JAMS & Young Dancers ~ Olina Carter; Elementary ~ Ruth Budden; Mainstream ~ Mary Thomas
- The programme and forms have been sent out to all clubs.
- A tea dance will be held afterwards.

Moved that the Report be accepted:

Grietje Badham/Simon Barbour/Carried

OTHER BUSINESS:

Region Management Committee positions vacant at AGM

- President is happy to stand again for one more year
- Secretary – Glenna James has indicated that she will stand down at the AGM.
- Treasurer is happy to stand again
- Coordinator: Communication & Publicity – will be vacated
- Coordinator: Youth – Jeanette Lauder has indicated that she will stand down at the AGM.

- Coordinator: Membership is happy to stand again.
- Coordinator: Education & Training – Lynne Hudson had already left the meeting.

NZ Branch Management Committee positions

- *IT Coordinator* – Andrew Patterson has indicated that he would be willing to stand for this position. He said Gail Schofield (ex NZB Education & Training Coordinator) had talked to him about this and was willing to be his seconder. There is a proviso which he wishes to attach to his nomination form – that he would have the authority to organize a new website.
- *Treasurer*: Bill Jacob indicated he would be interested in standing again for this position.

Documentation of Region Policies and Guidelines

- The Region manual needs updating and policies need to be written. Contact Heather Johnston if you have any updates. Heather and Bill Jacob will work on updating the Region Manual.

Purchase of Hard Drive

- The Secretary requested a hard drive so that all documentation can be captured and then passed on to the next Secretary. At present all documents are kept on personal computers and then only some documents, such as minutes, are sent by email to the incoming Secretary.
- It was suggested to put it on the Cloud, but the object of the hard drive is not for members to access information (which will be on the website) but for continuity of information.
- Discussion was held on what size was required and maximum price.

Moved that the Region purchase a hard drive for the Region's documents and emails, to be held by the Region Secretary, up to \$150 and 1 or 2 terrabytes.

Heather Johnston/Jim Carter/Carried

Next Meetings:

- AGM – Saturday 28 October 2017 at 3.30pm (3.00 cuppa) in Tirau.
 - Secretary to check church hall rather than Tirau Hall as costs had escalated.
 - Last year's trial of a social dinner after the meeting worked very well. It will be at the Loose Goose Café again this year.
 - If there is time we will have a few dances at the hall before dinner.
- General Meeting – April 2018 before the Rotorua dance - date is to be confirmed.

There being no further business, the President closed the meeting at 3.20 pm.

Linda Carter thanked the President and Secretary for a good meeting, which was met with acclamation.

Signed..... Date.....

Waikato/BOP Region – General Meeting

April 2016–September 2016

Correspondence Inwards

From:	Topic
RSCDS Scotland	Headquarters News - April Request re feedback on Business Plan Aims Dance Scottish Newsletter Branch Mailing
NZ Branch	Mailout Schedule 2016 AGM Minutes and 2016 Budget Otago University Community Dance Fellowship MAC News; Kiwi News Questionnaire re Review of System of Payments to Management Committee Message re membership of RSCDS – promotion from Kathryn Derolles Newsletters – Recordshop; Bookshop Death Notice – Joy Plank; Francis Walduck
NZB Membership	Membership Renewal Forms Clarification on Membership Renewal Process
Region President	Email re DVD of Region Social for purchase Request for dancers for North Shore Tartan Day Tattoo
Region Youth	Query re what decision the meeting made about medal test dates for 2016 Request for JAM afternoon dance on 17 September (as no medal tests WaiBOP)
Region Publicity	Waibop Newsletter – August
Clubs	Dance Programmes – Hamilton Scottish; Glendarroch QBW School forms Findings re Questionnaire re Review of System of Payments to Management Committee (for your perusal and discussion at Region and Club meetings) Hamilton Scottish – Query as to travel costs for tutors Tokoroa – Death Notice Kathie Cruickshank LWS School forms Tokoroa – Emails re “copyright” and not sending out instructions for dances unless personally requested Thames – Request for snail mail to be sent while Winnie away Tauranga – Death Notice John Hudson
Jane McIlroy	Query if Hogmanay planned for Waikato/BOP Region this year

Correspondence Outward

To:	Topic
NZ Branch	Request for Sue Porter (teacher at SS Christchurch) to be able to teach at a day school in the Waikato/BOP Feedback re Business Aims from members forwarded on
JAM Camp Organiser	Request for flyer for JAM Camp 2017
Region Membership	RSCDS Membership Renewal Forms from NZ Branch
Region Youth	Discussion regarding medal test dates
Clubs and Associate Members	Request for feedback regarding RSCDS Business Plan Aims Request for dancers for North Shore Tartan Day Tattoo Request for a club to host QBW 2017 Region General Meeting Minutes – April 2016 Email re DVD of Region Social for sale Message re membership of RSCDS – promotion from Kathryn Derolles Waibop Newsletter – August JAM Afternoon Dance Death Notice John Hudson Dance Programmes Region Calendar & Region Directory
Hamilton Scottish	Emails regarding travel costs for tutors for Day Schools
Jane McIlroy	Request for her to host a Hogmanay dance in the Waikato/BOP Region
Wayne McConnel	Reminder that remit deadline is 31 August for NZ Branch (re dancing at universities)