**Minutes of the 57th AGM RSCDS Wellington Region**

Tuesday 13th November 2018, 7.30pm Petone Library Meeting Room, Britannia St, Petone

**Present:** Melva Waite (President), Jeanette Watson (Treasurer), Ann Oliver (Secretary) and 23 other members

Peter Beaumont, Diane Bradshaw, Edith Campbell, Margaret Cantwell, Damon Collin, Rodney Downey, Kristin Downey, Angelica Edgley, Janice Henson, Dora Koleff, Elaine Laidlaw, Michael Laidlaw, Elaine Lethbridge, Duncan McDonald, Michele Miller, Andrew Oliver, Désirée Patterson, Margaret Pitt, Gaylia Powell, Maureen Robson, Elaine Rowse, James Scott, Susanna van der Gulik.

At the beginning of the meeting there were insufficient members present to make up a quorum however Melva Waite referred to the constitution section 7.5 which permits the general business of the AGM to take place without a quorum and only prohibits business requiring a vote of members to be transacted. The meeting therefore commenced, and when Jeanette Watson and Peter Beaumont arrived later, a quorum (25 members) was achieved.

1. **Apologies**: Ann Aspey, Doug Davidson, Chris Kelly, Amy Martin, Alistair McCarthy, Philippa Pointon, Lynne Scott, Roy and Eileen South, Jeanette Watson (lateness), Charlotte Williams.

**Apologies were accepted**

1. **Bereavements:**

Margaret Elliot, Hilda Brodie, Rita Brennan, Marie Stephens

A minute’s silence was observed for the deceased.

1. **Minutes of previous meeting held 14th November 2017** – circulated previously. Taken as read.

Correction: Ann indicated Jeanette Watson had noted that in section 9, Officers’ Expenses, the text should read “2016/17 financial year” as the expenses are paid retrospectively.

Melva Waite moved that with this correction the minutes were accepted as a true record of 56th Meeting. Carried.

1. **Matters Arising:**

None

1. **General business not already on the agenda**

James Scott asked if the committee could explain what is done with members’ funds and how they are spent.

1. **Reports:**
2. **President**

Melva read her report for the year (Appendix 1).

Melva moved the report be accepted and Angelica Edgley seconded it: Carried

1. **Treasurer**

The treasurer’s report was circulated (See Appendix 2). Melva requested that members read the report and indicated that when Jeanette Watson arrived any questions could be answered.

When Jeanette arrived Elaine Lethbridge asked where the donation from Glendarroch for the JAMS medal day was shown in the accounts. Jeanette said that this had not been received before the end of the financial year and hence does not show in the reports.

Jeannette moved that the Finance Report be accepted. Kristin Downey seconded the motion. Carried

1. **JAM**S

Elaine Lethbridge gave the following report:

The Wellington Region has 26 JAMs registered

The only Regional Youth function this year was the medal tests and social held on Saturday August 26th at Waikanae.

14 JAMS sat their tests, 8 from the Wellington Region, 5 from the Rangitikei Region and 1 from Christchurch.

All the candidates passed their tests which was very gratifying.

Many thanks go to the stooges who helped on the day and to the Region Committee and all clubs for the support given to our young dancers.

JAM Camp will be in Auckland over the weekend of 12th – 14th July 2019.

Melva thanked Elaine for all her work as youth co-ordinator.

1. **New Dancers’ Celebration**

Elaine Lethbridge gave the following report:

The New Dancers’ Dance was held on Saturday October 13th at Knox – St Columba Church Hall, Lower Hutt. This event was organised by both Kelburn and Island Bay (now Capital City) clubs. The idea was “Keep It Simple”, which showed in the decorations which were simple and effective.

The band was Lynne Scott, Sharlene Penman and Richard Harding. These three certainly played well and added to the great atmosphere throughout the night.

There were 18 sets on the floor during the first half of the evening which was excellent to see. There were 59 invitations handed out to new dancers of which 36 attended (23 did not attend.)

The financial statement is:

**Expenses**

Hall (paid in advance) 300.00

Band 800.00

Printing Name tags and invitations 70.00

Name Tag Holders 32.00

Misc. 20.00

\_\_\_\_\_\_\_ Total 1222.00

**Income**

Door takings 1519.00

**Profit** 297.00

Melva Waited thanked Elaine for her report and the Island Bay and Kelburn Club for organising this event.

Susanna van der Gulik asked about the name change of Island Bay Club mentioned by Elaine.

Margaret Cantwell confirmed that Island Bay Club has changed its name to Capital City Scottish Country Dance Club as they no longer dance in Island Bay. She also said that as the club can no longer afford the increased costs at their current venue they are changing venues to Kilbirnie and will dance on Thursday nights. Notices will be sent to all clubs over the next week.

1. **Harbour City Happenings**

No report was available. Désirée Patterson indicated that a report was presented at the August committee meeting.

1. **Website Redesign**

Ann Oliver stated that the website redesign from HTML to WordPress was complete. The purpose of this being to allow multiple people on the committee to edit content. Currently Ann Oliver and Amy Martin have administration rights and it will be decided who else should be given access at the next committee meeting. There was a small delay in redirection to the new site from the old web address but this has now been completed. The website is mobile-compatible and will be further enhanced over time. Ann indicated that Amy Martin had done the majority of this work with input from other committee members.

Gaylia moved a vote of thanks for Amy Martin for her work.

Elaine Laidlaw asked why not all programmes sent to the region were being circulated to clubs. This was as a consequence of comments she had received as Branch President from clubs in the Rangitikei and Hawkes Bay Regions. Elaine emphasised that the Wellington Region needs to support other regions especially the neighbouring ones.

Ann indicated that all programmes that were received were circulated to clubs, however the she explained that there had been trouble receiving emails to the Gmail account being used to manage the Region’s emails. This seems to be a problem with the redirect from the wellington@dancescottish email address.

There was a general discussion about the dependence on emails.

Gaylia Powell suggested that it might be good for clubs and regions to ask for confirmation of receipt when sending emails.

1. **Election of Officers**

The following nominations were received:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Nomination** | **Nominator** | **Seconded** |
| **President** | Melva Waite | Gaylia Powell | Rod Downey |
| **Vice President** | Rod Downey | Melva Waite | James Scott |
| **Treasurer** | Jeanette Watson | Melva Waite | Chris Totton |
| **Secretary** | Ann Aspey | Jan Bruce | Dallas Sait |

**Committee Nominations**

The following nominations were received:

|  |  |
| --- | --- |
| Amy Martin | Edith Campbell |
| Désirée Patterson | Gaylia Powell |
| Elaine Lethbridge (Youth Convener ) | Doug Davidson |
| Ann Oliver |  |

The appointment of all nominees was carried.

Diane Bradshaw indicated that Lower Hutt club would like a representative on the committee but have not confirmed who this will be yet. Melva agreed that if the name can be confirmed by the December committee meeting, they could be co-opted onto the committee.

1. **Regional Appointments**

**Reviewer** – Pat Waite has agreed to review the accounts. The members indicated they were happy for him to carry on with this role.

**Newsletter Editor** – Désirée Patterson has agreed to continue in this role.

**Webmaster –** This position is no longer required.

Melva Waite moved a vote of thanks to Fiona for her work as webmaster over the last number of years.

Susanna van der Gulik suggested there still needs to be a single contact point for issues with the Website. Ann Oliver agreed she could be the contact point.

1. **Officers’ Expenses**

Melva Waite proposed that officers’ expenses (paid retrospectively once the 2017/18 financial year has finished) be paid as follows:

* President $200
* Secretary $200
* Treasurer $200
* Reviewer $50
* Webmaster $50

There was some discussion about the amount paid to the Reviewer. James Scott suggested that this was quite a lot of work and that $100 may be more appropriate. Michael Laidlaw suggested that it would be appropriate to negotiate the cost with the reviewer and Margaret Cantwell indicated that, as many financial industry members are regulated, they do not wish to be paid too much for such jobs as if the amount is significant they will need to declare it.

Melva indicated that Pat is happy with the current amount and proposed that it therefore remain at the current level.

The expenses as proposed by Melva were accepted by the meeting. Carried

1. **Delegates to New Zealand Branch AGM**

Melva stated that the region is entitled to seven votes at the NZ Branch AGM with no more than 3 votes being held by any one delegate.

Melva requested volunteers to act as delegates at the RSCDS NZ Branch AGM.

Michael Laidlaw, Duncan McDonald and Désirée Patterson volunteered.

Melva moved that the above be appointed and Elaine Lethbridge seconded: Carried

1. **Guidance to Delegates on Remits**
2. **Honoraria and Payments to Non-Management Committee**

Margaret Cantwell (Branch Treasurer) indicated that this remit proposes payments at the same level as the previous year.

Michael Laidlaw asked about payment for the Summer School Organiser. Elaine Laidlaw said that they are paid $800 out of summer school accounts, however she agreed that this should be discussed at the AGM for transparency. Margaret Cantwell said this had not been done over the past 3 years. Margaret also indicated that the Branch, Summer School and Region accounts are only kept separate for tax purposes.

The meeting agreed that delegates should ask the question as to honorarium for the summer school organiser and support the motion.

1. **Honoraria and Payments to Management Committee**  **Position Holders**

Margaret Cantwell indicated that this remit proposes payments at the same level as the previous year.

Part A – Meeting supported

Part B – Meeting supported

1. **President’s Travel Budget**

Margaret Cantwell indicated that this remit proposes payments at the same level as the previous year.

James Scott queried if $1500 was sufficient. Margaret Cantwell indicated that in the past the budget had not been spent.

Elaine Laidlaw said that as it was called a travel fund, she has used it only for travel and not for accommodation. Accommodation is often covered by billets, although sometimes this can be problematic when billets are not confirmed till the last minute. Elaine also noted that the past president used his personal caravan for accommodation.

There was a general discussion that the travel costs depended on where the President lived.

Elaine Lethbridge – proposed that the region support an increase and the agreement that where necessary the budget can be used for accommodation.

Margaret Cantwell indicated that changes to the remit may be requested from the floor.

Melva proposed that delegates support the remit and if discussion is raised, support an increase up to $2000 and request clarification that the budget can also be spent on accommodation where necessary. The meeting supported this proposal.

1. **Remit 4: Membership Fees B – No change from previous year.**

Margaret Cantwell indicated that this remit proposes payments at the same level as the previous year.

The meeting supported this remit.

1. **Motion – That from 2019 NZ Branch service fee for RSCDS life members be $0**

Michael Laidlaw explained that Life Members of the RSCDS members are those members that took advantage of an offer made to purchase life membership at the cost of 3 Guineas. As 3 Guineas paid at the time of the offer equates to around 60 pounds today, this means these member have paid 3 years’ membership at current rates, and effectively received 50+ years of membership for free. Michael stated that he did not therefore consider it appropriate that these people should now also be given free NZ Branch membership.

Elaine Laidlaw indicated that she took out life membership at 21 and at that time there was no Branch fee. She also said that at the time, the life membership was a mechanism used to raise funds to purchase a building in Edinburgh and that she does not support the motion.

Margaret Cantwell asked what this motion means for NZ life members honoured by the Branch. If we gift this to RSCDS life members, this diminishes the honour granted to NZ life members.

Melva moved that the delegates vote against motion. The meeting supported this.

**General Business**

1. **Hogmanay**

Melva said that Chris Totton is organising Hogmanay and that posters advertising the event have been sent out to clubs. Susanna van der Gulik indicated that Chris is looking for people to brief dances. Melva asked anyone to get in touch with Chris if they are able to help with this.

1. **New Dancers’ Celebration (NDC) 2019**

Melva indicated that Tawa club is organising this event in 2019. She said that they will be holding the event at the Tawa Recreation Centre and that as the venue needs to be vacated by 10pm the dance will run 6pm till 9.30pm.

Damon Collin raised concerns about the difficulty of the dances on the 2018 NDC programme and suggested that there may be a need for the Region Committee to review the programme before it is circulated.

There was general agreement that the New Dancer Celebration programme should be kept easy as the aim is to encourage new dancers and not to cater for experienced dancers at the event.

Elaine Lethbridge passed on the suggestion from Gaye Collin that the list of simple dances put together by Lower Hutt club prior to their running the NDC be reviewed, expanded and used as a basis for suggested dances for the NDC programme. Ann Oliver suggested that the list could be referenced in guidelines for organisers of the NDC that the committee circulate to the club organising the event.

The Core Repertoire and Beginners list published by the RSCDS were suggested as other possible reference material for appropriate dances. Elaine Lethbridge suggested that, as per other regions, a list of core dances for the region could be developed.

It was agreed that the list developed by Lower Hutt would be updated, circulated to tutors and referenced in the guidance for the NDC organisers.

1. **Use of Members’ Funds**

James Scott spoke to his question about members’ funds. He believes that as the Region is a membership organisation the accumulated funds should be spent on the members. He notes that the region holds assets of $20,000 and would like to know what the intent is for this money. He felt that the current assets held are higher than necessary and he would like to see endeavours to give back to the current membership.

There was a general discussion regarding this.

Melva indicated that there is no certainty of a profit each year. Jeanette Watson indicated that the historic approach has been to break even each year, however she acknowledges the point that the asset should be used for the members, and felt that the committee should consider this.

Elaine Laidlaw suggested that the region used to do more big events such as weekend schools where losses are more likely to be incurred.

Duncan McDonald suggested that the question would be what reserves are prudent? He suggested $10,000 might be sufficient but there needs to be recognition that surpluses are also an income stream.

Susanna van der Gulik pointed out that the accounts indicate $8000 as region contingency.

Melva indicated that the region will be spending some reserves on Facebook advertising at the start of the 2019 year.

Kristin Downey acknowledged this and indicated that Johnsonville club had appreciated the committee involving the clubs in decisions concerning advertising. Kristin felt that this practice should continue for big decisions.

Angelica Edgley suggested there should be a dedicated amount for sponsoring JAMS. Jeanette Watson said there was already a youth savings account which is specifically for this.

There was a discussion about being able to encourage initiatives for the NDC and other events by either agreeing up front that a financial risk of a loss was acceptable, or by the region allocating money to the organising committee to support such endeavours.

Melva Waite agreed that the committee would take on board the thoughts of the meeting concerning use of members’ funds for the future.

**Meeting finished at 9.35pm**

**Appendix 1: President’s Report**

**Wellington Region RSCDS – President’s Report 2018**

I must begin with a huge thank you to your Region’s Committee, especially Secretary Ann who has diligently kept on top of things. Jeanette has had her first year as Treasurer while Elaine with the JAMS and Desiree publishing Harbour City Happenings have all worked with such commitment. Thank you to Amy, Angelica, Dora, Edith, Gaylia and Julie who each have undertaken different tasks and contributed throughout the year.

Thank you to Fiona who has again this year overseen the website but we are doing some changes for the future.

2018 started with Hogmanay over at Summer school in Masterton, and it was great to see so many attending many of the evening functions and enjoying continued friendships from other Regions.

Summer dancing on the lawn of Victoria’s Law School was a new venue this year. Comments were very favorable regarding train transport, parking and Law School staff being very obliging. Thank you to the Tutors and organizers for the 4 weeks that these evenings were held.

Throughout the year within the Region there has been several opportunities for dancing outside of our weekly Club nights.

Annual dances organized by Clubs are always popular and well attended. Seatoun celebrating 40 years and Tawa achieving 60 years were two very special milestones.

Devisor’s Day featured Gaye Collin sharing just a few of her many dances with the 3 sets that attended.

Region Classes this year took on a different format for the Upper Intermediate and Advanced Classes by each being held over a day. It seemed to work very well using live musicians and an out of Region tutor for the Advanced Class. Also the new venue of St John’s Church Hall in Johnsonville was very convenient. Beginner and Lower Intermediate classes were extended to 6 weeks each, held fortnightly – this was feedback from last year. Although the numbers were slightly down from last year, the enthusiasm and determination of the dancers is so encouraging. Musicians were used for most of the classes and Thank You to Lyn Scott for encouraging the new musicians into the class environment. I’m sure this is a win-win situation for all! These dance days and classes need organizers, tutors, gofers and helpers so to everyone involved a very BIG thank you!!

The JAMS held a very successful day of examinations in August with all eight Juniors from our Region gaining their Medal or Bar. Tutors and parents must be thanked from the 3 Junior Classes for their continued support and encouragement that is given.

Support and encouragement is also very much in evidence when our New Dancers have their Special Celebration dance. Getting 16 sets on the floor is a tremendous effort from our Region and I am sure it gives our 1st and 2nd year dancers much enthusiasm and excitement to continue and enjoy their dancing. I certainly think the 2 classes prior to the dance is of enormous benefit especially with 30 plus attending each week. Kelburn and Island Bay Clubs combined their organizing skills to make this an awesome night. A huge THANK YOU to both Clubs.

The year has been saddened with the loss of Rita Brennan, Hilda Brodie, Margaret Elliott and Marie Stephens. To each of them we owe a debt of gratitude for their support and commitment to dancing in our Region.

A very special event to end the year in November is a night to say thank you and pay tribute to Peter Elmes. For over 50 years Peter and his button accordion have played throughout New Zealand.

I thoroughly enjoy the vibrancy of the 12 Clubs and 3 Junior Clubs that make up our Region. The support and encouragement that comes from the dancers, tutors and musicians is something very special. Let’s continue to enjoy the Fun, Friendship and Fitness that this activity gives us.

Melva Waite 13 November 2018

**Appendix 2: Financial Report**













