**Minutes of RSCDS Wellington Region Committee**

Held on Tuesday 2 March 2021, 7.30pm at 2 Frederick Street, Tawa

1. **Present:** Ann Oliver, Margaret Cantwell, Damon Collin, Ann Aspey, Elaine

Lethbridge, Philippa Pointon, Duncan McDonald, Rod Downey.

2. **Apologies**: Edith Campbell, Elaine Laidlaw

3. **Minutes of the previous meeting:**

Ann Aspey proposed that the Minutes of the previous meeting be accepted. Seconded Duncan McDonald.

**Minutes of the informal meeting held 28.1.21**

Decisions:

∙ Proposed Teacher Training Weekend - Agreed

o To the Teacher refresher sessions

o That both experienced and those with less experience attend both classes

o That Katharine Hoskyn provide these classes and the Very Advanced Class

∙ Very Advanced Class - Agreed

o To trial an Advanced Technique Class by invitation only, to manage the numbers and balance of the class

∙ Covid Dance Days – Agreed

o That these would be held on10 April and 15 May at a charge of $5 per session ∙ 60th Anniversary event – Agreed

o Wild Heather be engaged to play

Ann Aspey moved that the decisions made at the informal meeting in January be ratified, Duncan McDonald seconded the motion.

The meeting unanimously approved the motions.

4. **Outstanding Actions (not otherwise picked up later on the Agenda):**

∙ Resource list – A list will be put up on the website clearly specifying that the resources are for Clubs’ use only.

∙ Hogmanay Guidelines – These will be available once approved by the Committee. ∙ Tribute to Peter Elmes – tribute website/Branch Memorial Book. The form for the Branch Memorial book will be completed and forwarded with a donation from the Region requesting that the donation to be put to music. Clubs that the Region committee will be encouraged to make a donation too. Articles have been submitted to the Society Magazine and NZ Dancer.

5. **Bereavements:** There were no bereavements in the Region.

6. **Finance Report (Appendix 1):**

The issue of payment to Summer Dancing tutors was raised and the meeting decided that a payment of $15 per tutor would be made in 2022, reimbursement for expenses.

Margaret Cantwell moved that the previous payment not yet authorised and the upcoming payments specified in the report (except for the payment for Petone Community House as we did not use the facility for this meeting) be accepted. Seconded Philippa Pointon. Margaret Cantwell moved that the Report be accepted, seconded Philippa Pointon. Agreed.

7. **Correspondence:**

The committee considered two items specifically:

∙ A request for the Minutes to be placed on the website. As the Region had been asked to make the Minutes available on the website it was agreed that a summarised version would be more appropriate for distribution to Clubs and the website. It was noted that committee meetings are public events and anyone interested in more detail is welcome to attend.

∙ A club’s request for financial support for an event was considered. It was agreed to advise, as we have to previous similar requests, that the Region does not finance activities of individual Clubs as it would not be equitable and in fact it has no income to support this ongoing.

Ann Aspey moved that the correspondence be accepted. Damon Collin seconded. Approved.

8. **Reports:**

∙ Hogmanay 2020/21: It was reported that this was a successful evening and that the pre Hogmanay classes had contributed to that.

∙ Summer Dancing: There were two inside sessions and two outside with two to three sets. There were no concerns expressed by the University.

∙ Advertising: The Region financed radio (The Breeze) and Facebook advertising. The Facebook adverts reached 14,000 and there were 1,786 clicks on the video (available on line for only 3 days) and a total of 1,000 clicks on the link to the video/website. Responses from Clubs indicate that beginners were made aware of classes by various methods. There was only one beginner who mentioned the radio advertising however use of multi forms of media seems the best method of advertising. Methods need to be reviewed at the September meeting.

∙ Archival Material: Philippa Pointon, Loralee Hyde and Kristin Downey have been working on this. A menu item has been added to the website. The intention is to contact a few people to get them to write articles to add human interest, with a Google form to be completed. The subcommittee will consider the use of photos and possibly videos but a lot of work is involved. If videos are included another committee member would be needed.

9. **2021 Calendar**

∙ A flyer for the Teacher Workshops, Covid Dance Days and 60th Anniversary Ball has been prepared and will be circulated to Clubs, put on the website and in Harbour City Happenings.

∙ Teacher Workshop and Advanced Technique Classes: - Katharine Hoskyn has asked for musicians for the Teacher Workshop. The meeting agreed that the classes would be run even if we are in Level 2 as long as Katharine was happy to run them at that level.

Morning and afternoon teas will be provided**.**

∙ Covid Dance days: The devisors will be advised of the days their dances will be danced. Most will teach their own dances. Ann Oliver will teach the remaining dances. It was suggested that the dances could be published online rather than in a physical book.

∙ Region classes/teachers, musicians, advertising: The offers of the following teachers were greatly appreciated and will be accepted:

i. Basics – Basics 1 – Melva Waite; Basics 2 Jeanette

ii. Intermediate - Elizabeth Ferguson

iii. Advanced – Ann Oliver

∙ 60th Anniversary: The Committee agreed to set the ticket price at $65 a head and the Region Committee will subsidise ticket prices by $1,000. Clubs will be asked to advise their past and present members about the Ball. A notice will be placed in the Harbour City Happenings. A “hold the date” notice has already been submitted to the NZ Dancer.

10. **Communication/website:**

∙ Hosting: This is an issue. It was decided to run the reports prepared by Loralee Hyde and Andrew Oliver past James Scott for his views**.** A single proposal will then be prepared for consideration by the Committee.

11. **Storage of Region Equipment:**

∙ Pat Reesby has asked the Committee to consider an alternate storage space. This should be in a single location. An assessment of the size of a storage space and cost will be carried out.

12. **Other:**

∙ Sustainable funding: Margaret Cantwell is considering what budget would be needed for Region activities on an ongoing basis.

∙ Harbour City Happenings**:** An advertisement for someone to run 2021-2022 Hogmanay will be placed in the Harbour City Happenings.

∙ New Dancers’ Celebration budget: Some further information is needed before this is approved. ∙ 60th Anniversary book of dances – enquiries about cost will be made.

The meeting finished at 10.10pm.

**Appendix 1**

**RSCDS WELLINGTON REGION**

**TREASURER’S REPORT to 20 February 2021**

**Committee Meeting, 2 March 2021, 2 Frederick Street**

I present the accounts as they stand at 20 February 2021. Due to the earlier timing of the committee meeting. **PAYMENTS /RECEIPTS:**

Since 30 November 2020, the main movements have been:

∙ Petone Community House – Committee meeting (Dec) $20

∙ Lower Hutt Town Hall (60th Celebration – deposit) $126.50

∙ Accounts review (Pat) $75

∙ Officer’s expenses $575

∙ Hogmanay income $1,244 and expenses $1,761.02

∙ $265.25 for the programme boards

∙ $1,108.44 advertising of Scottish dancing across the region

∙ Grant money received from NZ Branch and sound system purchased $1,136

**Previous Payments not yet authorised:**

∙ Harbour City Happenings expenses $46.80

**Upcoming payments:**

Please authorise payments from the General account to be made:

∙ Summer dancing tutor expenses 4x$30

∙ Petone Community House – Committee meeting (Mar) $20

∙ Region calendar costs $69.98 to reimburse Elaine

**BANK MATTERS:**

**Change of Signatories and Beneficial Owners:**

The change to the signatories and beneficial owners approved at the last committee meeting have been actioned **CLASS /EVENT SUMMARIES:**

The Hogmanay was run through the Region accounts and occurred since the previous report

**Receipts (113 attendess)** $2,088.00

$2,088.00

**Expenses**

Hall hire $500.00

Musicians $1,000.00

Other Expenses $261.02

$1,761.02

**Profit** $326.98

Margaret Cantwell

2 March 2021

**ROYAL SCOTTISH COUNTRY DANCE SOCIETY**

**NEW ZEALAND BRANCH INC**

**WELLINGTON REGION**

Income and Expenditure Account (Statement of Financial Performance) for the period ended **20 February 2021**

**2021 2020**

**Income**

**Region Events**

Income Hogmanay 2,088.00 $1,508.30 Income Region Classes 213.00 $1,826.00 NDC Receipts 1,430.00 $1,761.00 Summer Dancing donations 120.50 $185.70 **Other Income**

Interest 3.99 $321.01 Newsletter (HCH) receipts 10.00 $311.34 JAM's Donations & Grants $510.00 Misc Donations 1,136.00 $0.00 RSCDS fees received 7,137.00 $10,643.00 **TOTAL INCOME $12,138.49 $17,066.35**

**Expenditure**

**Region Events**

Region Classes Rents 170.00 $393.75 Region Classes expenses 50.00 $294.02 Region Classes Tutors /Musicians 330.00 $735.00 NDC Expenses 1,182.90 $1,677.18 Hogmanay Expenses 1,761.02 $1,475.99 Summer Dancing $120.00 **Administration**

Regional Officers' Expenses 670.00 $650.00 Stationery, Advertising etc 1,108.44 $130.33 Assets 1,401.25 $1,251.95 **General Expenses**

Rents 60.50 $130.44 Newsletter expenses 188.44 $0.00 Regional event (addnl) 126.50 $0.00 RSCDS fees to Branch 7,192.00 $10,588.00 Sundries 2.07 $3.00 **TOTAL EXPENDITURE $14,243.12 $17,449.66**

**Excess Income over Expenditure ($2,104.63) ($383.31)**

**ROYAL SCOTTISH COUNTRY DANCE SOCIETY INC**

**NEW ZEALAND BRANCH - WELLINGTON REGION**

**Balance Sheet** (Statement of Financial Position) as at **20 February 2021** Movement

**Assets 2021 2020**

for the year **Liabilities**

**Current Sundry creditors Operating Accounts Receipts in advance** Region (#00) $705.17 $1,518.53 ($813.36)

Youth (#01) $778.22 $778.22 $0.00 **Accumulated Funds** HCH (#03) $1,826.61 $0.00 $1,826.61 less liabilities Harbour City Happenings (#00) $0.00 $2,005.05 ($2,005.05) **Net Accumulated Funds**

**Net movement in**

**reserves**

**Savings Accounts**

Region Savings (#26) $1,683.79 $2,782.16 ($1,098.37)

Youth (#02) $2,590.61 $2,590.07 $0.54

**Term Deposit**

Region Contingency fund $8,794.23 $8,794.23 $0.00 **Check ($2,089.63)**

**Payments in advance** $0.00 $0.00

**Total Assets $16,378.63 $18,468.26** ($2,089.63)