



The Royal Scottish Country Dance Society

New Zealand Branch Incorporated

MINUTES OF THE ANNUAL GENERAL MEETING OF THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY NEW ZEALAND BRANCH INC, HELD AT WAIPUNA LODGE, AUCKLAND ON 1 JANUARY 2016 AT 1.30PM

PRESENT: David Williamson (President) Elaine Laidlaw (Vice President) Liz Lusher (Secretary) Bill Jacob (Treasurer) Gail Schofield (Education and Training) Diane Bradshaw (Youth) Sue Lindsay (Communication and Publicity) Linda Glavin (Membership)

OPENING: The President declared the meeting open, and thanked attendees for their prompt arrival and asked them to be sure to sign the attendance register if they have not already done so. He reminded those present, that comments be concise and directed through the Chair, and requested that when members speak, they introduce themselves, and where they are from.

The President reminded members that “the business that we are doing here today is to foster the enjoyment and promotion of Scottish Country Dancing”

All people present were asked to switch off their mobile phones.

GREETINGS: The New Zealand Branch received greetings from: Alistair and Christine Mair, and David Hollman.

APOLOGIES: Apologies were received from: Lydia Hedge, Nova Scotia, Liz Hickey, Lois McEwan, Neil Horne, Ruary Laidlaw, Wayne and Shelley McConnell, Quentin Currall.

It was moved David Williamson, and unanimously agreed that apologies be accepted. CARRIED.

BEREAVEMENTS: The following dancers passed away during 2015: Alison Brown, Doreen Blundell, Bruce McKinney, John Murdoch, Glenys Mills, Win Thompson, Ernie Davis, Ngaire Shute, Heather Vaile, Jim Crawford, Chrissie Hepburn, Eileen Shirley.

AND FROM SCOTLAND – Past Society President, Dr Alastair MacFadyen

The President asked all to stand for a minute’s silence

ROLL CALL Region Delegates and voting numbers.

Auckland	13	Waikato Bay of Plenty	5
Hawkes Bay East Coast	1	Rangitikei	4
Wellington	6	Nelson Marlborough	2
West Coast	1	Canterbury	6*
South Canterbury (in recess)	1*	Otago	2
Southland	1		

*South Canterbury vote assigned to Canterbury

There were 60 people present 59 RSCDS members and 1 non member.

LIFE MEMBERS

The President welcomed the following Life Members to the meeting: Dorothy Wilson, Dan Sharpe, Betty Sharpe.

OTHER ITEMS: The President asked for notice of any other items to be discussed under General Business, relevant to the Annual General Meeting, which were not already on the Agenda. 3 items were notified. Delegates to Scotland, Communication and Widely List, Remits and process.

TIMING: The President advised that, for general matters, speakers would be allowed a maximum of 3 minutes. Time allocations for Remits would be: Proposer 4 minutes, Seconder 3 minutes, Speaker 2 minutes Right of Reply 3 minutes.

TIMEKEEPERS: The President proposed that Claire Brocklehurst and Nicole Trewavas be timekeepers. AGREED. The timekeepers were asked to ring a bell 30 seconds before the maximum time allowance for speakers and at the time limit.

PREVIOUS AGM: The minutes of the meeting held on 1 January 2015 were sent to Members earlier in the year.

It was moved by David Williamson and seconded by Linda Glavin that the minutes be taken as read.

MATTERS ARISING FROM THE MINUTES: Nil

ANNUAL REPORTS:

President: The President advised that he had nothing to add to his annual report.

It was moved by David Williamson, seconded by Vicky Heslop that the President's report be accepted. AGREED

Vice President: It was moved by Elaine Laidlaw, seconded by Heather Johnston that the Vice President's Report be accepted. AGREED

Treasurer's Financial Report: The Treasurer, Bill Jacob, took the meeting through the salient points of the Financial Statements. It was moved by Bill Jacob, and seconded by Diane Bradshaw that the 2014/2015 Financial Statements be approved. AGREED.

Discussion: Bill explained to the meeting that the Subscriptions Funds Clearing Account is now shown in detail with a net decrease of \$2217 this year with a possible net decrease in the coming year of about \$5000.

Katharine Hoskyn congratulated the Treasurer and the Management Committee on resolving her previous concerns about the RSCDS Subscriptions Clearing Account. She appreciated that it had taken some time to understand fully the whole situation. She queried how the Management Committee would ensure that the understanding about the purpose for the account would be maintained with the successive Management Committees. Katharine made a suggestion, that the letter received from Neil Horne, which explained the purpose of the Subscriptions Clearing Account,

its background and its set up history, be adapted and included in the Management Committee Guidelines and/or included in any briefing papers for incoming members of Management Committee.

Katharine proposed that a vote of thanks go to Neil Horne for his work in preparing the information. Noting the proposal was from her and not requested from Neil. Seconded Dorothy Wilson. AGREED.

Management Committee agreed that Neil's letter be fully discussed and introduced to briefing papers.

Michael Laidlaw questioned that the Subscriptions Clearing Account is decreasing and is there a minimum that this balance may reduce to. With a response of no, he then questioned, if there should be. This was noted and would be discussed by Management Committee.

Katharine noted from the graph on page 27 that \$24.92 of the membership fee was Contribution to Reserves. She queried whether this was the surplus that the Treasurer had mentioned in his explanation of the accounts. She also referred to a notice of motion at last year's AGM to reduce the fee to \$70. She queried whether her maths was correct and whether it would be possible to make a surplus with a lower fee. The Treasurer replied that her interpretation was correct and this would have been possible. Katharine also noted that a certain amount of planned expenditure had been delayed to the following year and so last year was perhaps unusual and that the Treasurer's report had made note of 'distortions'

Michael Laidlaw brought a query from the Wellington Region in that it appears that the membership subsidies Summer School by about \$20 per head. Bill responded by saying that he had looked into the matter initially raised by, and responded to, Rod Downey and that depending on which exact figures one takes from the Financial Statements as well as further detail from the MYOB software used by the Treasurer for the accounts, confirmed that about \$18 could be called a "subsidy". But it isn't as simple as that and the review proposed in Remit 1 would confirm or alter payments made to Management Committee members attending Summer School.

Dorothy Wilson inquired if any recompense was received from the Society to funds teacher exams. Elaine Laidlaw replied that with the exams being on a 3 year cycle the RSCDS only funded 1 of the 3, therefore Unit 5 was funded by the NZ Branch.

Communication and Publicity: Sue Lindsay advised that she would like to add the following to her report. 'Dance Scottish' will now be held in June 2016. A letter is to be sent to each Club by the end of January asking if they want to opt in to Dance Scottish. In this letter the Club will be given some suggestions that they may or may not use (they may have their own ideas that works in their area) If the Club decided to opt in they will be given a contribution to their expenses by the Branch. Once the event has been held the Club will then send a report to the Communication and Publicity Co-ordinator. All these reports will be collated and the results made available. If all Clubs take up this initiative the estimated cost to the Branch will be between \$10,000 and \$15,000.'

It was moved by Sue Lindsay, seconded by Elaine Laidlaw that her report be accepted. AGREED.

Sue reported that the new book launched this week at Summer School, with the title "Southern Skies" and was available now for \$5 and would be in the book shop at \$7.50.

Katharine Hoskyn questioned what dates in June and advised the whole month to allow Clubs flexibility.

Education and Training: Gail Schofield advised nothing further to add to her report and was pleased with the response of dancers coming forward to find their feet, voice and hands.

It was moved by Gail Schofield, seconded by Lorna English that her report be accepted. AGREED.

Membership: It was moved by Linda Glavin, seconded by Dorothy Wilson that her report be accepted. AGREED.

Youth: It was moved by Diane Bradshaw, seconded by Sue Pearson that her report be accepted. AGREED

Diane reported that the CD for Medal Tests was completed and being distributed to Youth Groups and for any new groups to contact her.

Bill Jacob stated that the Branch was aware of the copyright situation regarding these CDs and Diane had received all necessary approvals. Diane added that all permissions had been received and noted that all the tunes were RSCDS tunes. It was noted that these CD's are not allowed to be copied.

The Book shop: It was moved by Sue Pearson, seconded by Debbie Roxburgh that her report be accepted. AGREED

Record shop: It was moved by Dorothy Wilson and seconded by Linda Glavin that her report be accepted. AGREED

Dorothy commented that she was still attending day and weekend events where possible and noted that these events were funded by her.

SCRUTINEERS: The President proposed that Claire Brocklehurst and Nicole Trewavas be Scrutineers and asked the meeting for approval. AGREED.

ELECTION OF OFFICERS:

President: The President vacated the chair. The Secretary advised the meeting that only one nomination had been received for the position of President: David Williamson. (Nominated Linda Glavin Seconded Frances Williamson.) As there was only one nomination, the Secretary asked if it was the wish of the meeting that David Williamson be appointed President of the New Zealand Branch for 2016.

AGREED WITH ACCLAMATION

Vice President: The President advised the meeting that only one nomination had been received for the position of Vice President: Elaine Laidlaw. (Nominated Julie Bradbury, Seconded Douglas Davidson). As there was only one nomination, the President asked if it was the wish of the meeting that Elaine Laidlaw be appointed Vice President of the New Zealand Branch for 2016.

AGREED WITH ACCLAMATION

Secretary: As no nomination had been received, the President called for nominations from the floor.

Kathrine Hoskyn nominated Liz Lusher and was seconded by Dorothy Wilson. Liz agreed to accept the position of Secretary of the NZ Branch for 2016

AGREED WITH ACCLAMATION

Treasurer: As no nomination had been received, the President called for nominations from the floor.

Elaine Laidlaw nominated Margaret Cantwell and was seconded by Sue Pearson. Margaret agreed to accept the position of Treasurer of the NZ Branch for 2016.

AGREED WITH ACCLAMATION

Education and Training Co-ordinator: The President advised that only one nomination had been received for the position of Education and Training Co-ordinator. Gail Schofield. (Nominated Quentin Currall seconded Linda Law) As there was only one nomination, the President asked if it was the wish of the meeting that Gail Schofield be appointed Education and Training Co-ordinator for 2016.

AGREED WITH ACCLAMATION

Communication and Publicity Co-ordinator: The President advised that only one nomination had been received for the position of Communication and Publicity Co-ordinator. Sue Lindsay. (Nominated Chris Whittington seconded Pamela Fisher) As there was only one nomination, the President asked if it was the wish of the meeting that Sue Lindsay be appointed Communication Co-ordinator for 2016.

AGREED WITH ACCLAMATION

Membership Co-ordinator: The President advised that only one nomination had been received for the position of Membership Co-ordinator Linda Glavin. (Nominated Frances Williamson seconded Martin Snelson) As there was only one nomination, the President asked if it was the wish of the meeting that Linda Glavin be appointed Membership Co-ordinator.

AGREED WITH ACCLAMATION.

Youth Co-ordinator: The President advised that only one nomination had been received for the position of Youth Co-ordinator Diane Bradshaw. (Nominated Gaye Collin seconded Damon Collin). As there was only one nomination, the President asked if it was the wish of the meeting that Diane Bradshaw be appointed Youth Co-ordinator.

AGREED WITH ACCLAMATION

Auditor: Moved by Bill Jacob, immediate Past Treasurer, that the Management Committee be authorised to appoint the auditor for the Branch, Record shop and Summer Schools, now that we have a new Treasurer, and on the retirement of the previous auditor Bruce Dwerryhouse.

Seconded by Audrey Stuckey. AGREED.

Heather Johnston put forward that a letter be sent to Bruce Dwerryhouse for his service over the past 20 years.

Gail Schofield passed on thanks to Bill for the systems he had set in place for use by all Management Committee. Agreed with Applause.

Travel Fund: David Williamson advised that he had not travelled as much as he would of liked, but now that he has retired his intention is to visit more clubs, particularly to get to the North Island.

It was moved by David Williamson and seconded by Linda Glavin that a Travel Fund of \$1500 be approved for the President's travel in 2016. AGREED.

RETIRING MEMERS: The President noted that Bill Jacob – Treasurer had relinquished office and thanked him for his service to the Management Committee. Acknowledged with applause.

REMITTS:

The President proposed the following timing arrangements for handling remits.

Proposer: 4 minutes Second: 3 minutes

Speakers: 2 minutes Right of reply - Proposer and Second: 3 minutes

The President advised that these are maximum times and, if they wished, seconders could waive their speaking rights, also proposers and seconders could waive their right of reply.

Remit 1: Payments to officers and others. Proposer, Kathrine Hoskyn. Second, Ruary Laidlaw

In speaking to the remits Katharine re-iterated some the key points in the written explanation of the remits. At the last AGM there were remits to alter the way in which bulk payments to office bearers were handled. The main reason for the alteration was to bring the payments in line with current accounting practice. However the discussion became confused with significant comment about the philosophy and nature of payments that should be made. There was a moderately significant vote against some of the payments last year for varying reasons. The intention of these remits is to hold a vote on the philosophy behind the payments so that Management Committee has a better understanding of what the membership would like to see. It is envisaged that there be a vote on the question of a review and then on each sub-section of the remit. Noted that the remit itself will not result in any change. Katharine explained that Ruary had intended to put a remit removing bulk payments to the AGM last year, but it did not happen for various reasons.

Elaine Laidlaw spoke to the meeting "as a member" not as her position as Vice President, that members need to realistic. That people were not coming forward for all levels of, clubs, regions with some going into recess.

Karen Douglas spoke to remit and thought honorarium were deserving.

Vicky Heslop spoke and thought that it should have been a Notice of Motion not a remit. She was in support of a Review and thought it should carried out by a Facilitator, and it needs to have clarity, openness and a clear breakdown.

Sue Pearson read the following IRD information under the heading Reimbursing expenses. "Volunteers often incur expenditure associated with their voluntary activities. This could be from the activity itself or their travel to or from the activity. Reimbursement payments are treated as tax-exempt income for the individual if they are based on: actual expenditure or a reasonable estimate of the likely cost, where an organisation: reimburses for the expenses before the activity, or when the actual expenditure can't be determined and the reimbursement is based on a reasonable estimate of the likely cost"

Bill Jacob agreed that there was an imbalance in the Management Committee reimbursements.

Michael Laidlaw agreed that any honorarium not taken should be shown as a donation. It didn't want to set a precedent in that a person coming in later may feel obliged not to take the honorarium. He agreed that there may be tax implication but may just have to accept that.

Margaret Cantwell agreed that it needs to be shown to have clear visibility.

Elaine Laidlaw when taxed the rate is 33% therefore on an honorarium of \$1,000 only \$660.00 is received.

Liz advised that she thought personal expenses against the honorarium (eg home office, computer etc) would be able to be claimed in your own personal tax return.

Right of Reply by Katharine. Stated that she had forwarded it as Remit with the 4 additional parts in order that voting take place to determine the view of the members for the use of the Management Committee. Also agreed that perhaps the title Facilitator to undertake the review would have been more appropriate. She commented that Ruary Laidlaw was keen to see bulk expenses removed in recognition of the many hours of voluntary service that so many give to SCD.

Voting, For 42. Carried.

Voting on the additional parts:

- i) Removal of Bulk Payments: For 1, Against 30, Abstentions 11.
- ii) Reduce to level appropriate for voluntary organisation: For 8, Against 18, Abstentions 13.
- iii) Review for more equitable distribution: For 36, Against 0, Abstentions 6.
- iv) Payment not taken up be included and show as donation: For 15, Against 7, Abstentions 19.

Remit 2: Kiwi News. Proposer Katharine Hoskyn. Seconder, Ruary Laidlaw

Katharine advised that she was happy to withdraw this remit in light of the MAC news now being incorporated in the Kiwi News. Discussion was held on the purpose of the 2 and if they be produced in black and white or colour as it appears the difference is now not that much different. Katherine felt that is an outstanding query in the relationship between Kiwi News and the NZ Dancer, with reports of anniversaries etc should be in the NZ Dancer. Liz commented that the black & white publication printing of the last Kiwi News was an error.

With the agreement of the meeting Katharine withdrew Remit 2.

Michael Laidlaw advised that there was a grey area of content, but he saw it as, MAC News was Management Committee activities sent to Clubs for distribution with no cost for delivery. KIWI News went direct to all dancers either email or post, and NZ Dancer was posted to all dancers.

Pat Henley queried how often the publications were done. Prior to the recent amalgamation of the Mac News and Kiwi News, it was 4 MAC News, 3 Kiwi News, and 1 NZ Dancer.

It was agreed that the concerns of the meeting be addressed by Management Committee.

Remit 3: Jam Medal Test Financing. Proposer Andrew Patterson, Seconder, Jeanette Lauder

Diane Bradshaw advised that the cost of Medals was \$7 with an associated cost of certificates and postage. It was explained that the amounts in the accounts did not account for the fact that medals purchased in a particular year would show as an expense, but still did not have income to cover them.

Katharine Hoskyn on behalf and the Auckland Region advised that they had found it a complex issue but thought that a cost of \$7 or \$7.50 worked out to be more accurate.

Linda Glavin advised that in the Canterbury Region a budget was set and candidates were charged per person to cover the costs.

Right of Reply by Andrew. He was concerned that if the financial accounts did not show the corresponding expenses. Why not?

Voting: For 28, Against 14.

Diane advised that Medal Test Bibs were being made, so that sets were more accessible in different regions.

Remit 4: Membership Fees. Proposer Bill Jacob (Treasurer), Seconder Elaine Laidlaw (Vice President)

Responding to a question from Michael Laidlaw, Bill Jacob stated that the past methodology of calculating the NZ Branch combined fee did not correctly take into consideration of RSCDS Subscriptions Trust Fund, and the method stated in this Remit 4 addressed that issue. While Bill's explanation of the new methodology may have been confusing to some, this is how the fees for AGM 2015 were assessed.

1. Looking at the past 10 years of RSCDS portion of the Combined fee the nominal average is approximately \$33 and as the purpose of the Trust Fund was to even out sharp rises in GBP fees and currency conversion rates this fee should be expected to rise or fall gently.
2. Assuming that Management Committee agree that the RSCDS portion of the combined fee is \$34 (as for AGM 2015), there will be a difference between that and the current RSCDS Fee of £18 converted to NZ\$ (@0.4815 = NZ\$37.38). That difference is \$3.38 per Adult member and is a draw on the Trust Fund when the funds are remitted to Scotland. That remittance is also affected by the currency conversion change that occurs between February (at fee setting) and November (fee remittance to HQ).
3. As the Branch sets the Combined fee at AGM, at \$90 (2015), and the RSCDS portion is \$34 (from 2 above), the difference is the NZ Branch Adult Fee (\$56).

Elaine Laidlaw advised that this was to address the concerns of Neil Horne as per his letter to the Management committee and the building up of the Subscriptions Fund Account. The objectives of the Fund was to smooth out fluctuations in currency.

Bill noted that the RSCDS fee will increase by £2 next year, and when the unfavourable exchange rate is taken into account, equates to about NZ\$46, but the Branch has not increased the Combined fee.

Voting: For 42, Against 0, Abstentions 0. Carried.

FUTURE SUMMER SCHOOLS:

2016/2017 Christchurch

Location Ilam, Organiser David Williamson. David advised that information flyers and application forms were now available. All teachers had been arranged with two from overseas and musicians would be David Cunningham from the UK and the Balmoral Band, Australia and NZ. There was still some final arrangements with halls due to renovations. The accommodation is College House and has recently completed renovations.

2017/2018 Masterton

Location Copthorne Hotel, Organiser Elaine Laidlaw

Elaine advised that organisation was well underway. The Manager at the Copthorne was new but had been there previously so was very aware of the dancers requirements. Some new initiatives were being looked at including wine and cheese and local tours to be organised by the Hotel.

2018/2019

Noeline Harper of the Nelson Marlborough Region put a proposal that they host the 2018/19 NZ Branch Summer School. Approach had been made to the Rutherford Hotel with the main dancing venue being Nelson Boys High School.

2019/2020 David requested of the meeting that consideration be made by interested parties to hold the 2019/2020 Summer School in the North Island.

SCHOLARSHIPS:

The meeting was advised that the following scholarships were awarded in 2015.

JAM: Rebecca Warnes, Hannah and Judy Zhang (sharing as attending as commuters)

Musician: Kathryn Trewavas Teaching: Glenna James

Dancer Under 3 Years: Maggie Zheng Dancer Over 3 Years: Centaine Wong

Comment was made by Gail Schofield that the applications for Scholarships had been very low and hoped the response would be better in the future. Thought that probably the fact that many musicians were not RSCDS members had made applications for Musicians low. But the dancing Scholarships were available to all members.

GENERAL BUSINESS:

Branch Awards: The President congratulated Ian Boyd on his RSCDS Branch Award presented 25 July 2015.

APPLAUSE

BANK SIGNATORIES: The Immediate Past Treasurer Bill Jacob moved that the bank signatories be David Williamson - President, Margaret Cantwell – Treasurer, Liz Lusher – Secretary.

Any 2 can sign Branch cheques and approve online transactions. Bill further move that William Jacob – Immediate Past Treasurer continue as a signatory until such time that Margaret Cantwell is able to authorise bank transactions. Seconded by Vicky Heslop.

AGREED Unanimously.

DELEGATES TO HEADQUARTERS: David Williamson advised the meeting that the appointment of the Regions14 Branch allotted Delegates to the new Company structure at Headquarters in February had been difficult in that it took effort to get members to take up these positions. NZ Branch has a delegate for every 50 members. 7 came from Management Committee, 1 after contacting Region Secretaries, 4 after contacting Region Presidents, and then final 2 from members. The Headquarters AGM then required a vote on the increase of fees by 2 pound. Due to time restraints for this voting it was decided by Management Committee and the appointed Delegates. It is noted that this was not ideal, and in the future direct contact will be made with all clubs, and their replies will be used to decide any voting required. Current Delegates will be asked if they wish to continue. Retiring Delegate positions will be available and offered to Regions that have over 50 members who are not currently represented. David thanked Liz.

COMMUNICATION AND 'WIDELY' DISTRIBUTION: Katharine Hoskyn queried how the widely distribution was used. Liz replied that it was not a membership list but appeared to be made up of interested parties from overseas and NZ, and used for distributing relevant communications in addition to Management Committee, Regions and Clubs.

Dorothy Wilson spoke to the meeting and thought that a breakdown had appeared in the communication and hoped that an improvement would be made, in particular when members passed away.

REMITTS: Katharine Hoskyn spoke to the meeting and suggested that it may be beneficial to have more dialogue about remits and notice of motion. She would hope that it be encouraged for people planning remits and notice of motion to circulate them earlier in the year, gain some feedback and possible modify before finally submitting in August. She noted that the RSCDS has a two stage process, following submission of the agenda, any amendments to motions need to be put forward by a particular date. Advised that Management Committee to review the situation.

VOTING CARDS: Delegates were asked to return voting cards before leaving the meeting.

ATTENDANCE REGISTER: Attendees were reminded to sign the attendance register if they had not already done so.

CONCLUSION: The President thanked the members for attending.

He welcomed the new member to the Management Committee and thanked Bill the retiring Treasurer for his contribution over the last 3 years.

The President advised that the 49th Annual General Meeting of the Royal Scottish Country Dance Society, New Zealand Branch Incorporated, will be held at Ilam, Christchurch, on 1 January 2017.

Elaine Laidlaw announced that the Summer School in Masterton would be the 50th Anniversary of the NZ Branch.

VOTE OF THANKS: Michael Laidlaw thanked the Management Committee.

The meeting closed at 4.40pm.

.....PresidentSecretary

.....Dated