

MINUTES OF 49TH ANNUAL GENERAL MEETING OF THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY NEW ZEALAND BRANCH INC

HELD ON 1 JANUARY 2017, AT 1.30PM, AT COLLEGE HOUSE, UNIVERSITY OF CANTERBURY, 100 WAIMAIRI ROAD, UPPER RICCARTON, CHRISTCHURCH

PRESENT: David Williamson (President) Elaine Laidlaw (Vice President) Liz Lusher (Secretary) Margaret Cantwell (Treasurer) Gail Schofield (Education & Training) Diane Bradshaw (Youth) Sue Lindsay (Communication & Publicity) Linda Galvin (Membership) being members of Management Committee.

There were present 45 RSCDS Members and 1 Non Member.

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 enjoyments 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 Lydia Hedge from Nova Scotia.

APOLOGIES: Apologies were received from: Betty and Dan Sharpe, Lydia Hedge, Wayne and Shelly McConnel, Pamela Hayter, Alan Burn, Neil Horne, Debbie Roxburgh, Hannah Roxburgh.

It was moved by David Williamson, seconded Jean Manning, and unanimously agreed that apologies be accepted. CARRIED.

BEREAVEMENTS: The following dancers passed away during 2016: Nona Craig, Cathie Cruickshank, Ray Young, June McConnel, Alan Waters, Ross Edwards, Shirley Greenfield, Joy Plank, Randall Ingram, and from Scotland Alastair Aitkenhead.

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

ROLL CALL: Region Delegates and voting numbers.

Auckland - 13, Rangitikei – 4, Canterbury - 6, Southland – 1, Hawkes Bay East Coast – 1, Waikato Bay of Plenty - 5, Nelson/Marlborough - 2, Wellington – 6, Otago – 2, West Coast – 1,

LIFE MEMBERS: The President welcomed Dorothy Wilson a Life Member to the meeting.

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.

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 Ray and Lorraine Whaley be timekeepers. **AGREED.** The timekeepers were asked to ring a bell 30 seconds before maximum time allowance for speakers and at the time limit.

PREVIOUS AGM: The minutes of the meeting held on 1 January 2016 were sent to Members earlier in the year.

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

MATTERS ARISING FROM THE MINUTES: Michael Laidlaw advised that the wording in Remit 2 should be: “Kiwi News went direct to all members” not ‘all dancers’.

REPORTS:

President: In addition to the report as printed in the Annual Report. 2 further visits to Otago Region for the Annual Region Dance and NZ newest Club, Lawrence. With thanks again for support from the Management Committee and his wife Frances over the last 6 years. David moved that his report be accepted. Seconded by Michael Laidlaw, CARRIED.

Vice President: With nothing further to report Elaine moved that her report be accepted. Seconded Janet Favel. CARRIED.

Treasurer's Financial Report: Margaret advised the meeting that with resignation of the previous Auditor it had been an opportunity for processes to be reviewed. Thanks were given to Belinda O'Brien for her audit of the 2016 Financial Accounts. Margaret thanked Liz Hickey for her work on the Review of Payments to Management Committee and for her presentation along with Katharine Hoskyn at the Forum on this Review. A Draft Expenses Policy document has now been prepared.

Margaret advised that the Budget for 2016/2017 would be presented after the Remits had been voted on as these may impact on the Budget.

Katharine Hoskyn thanked Margaret for the straight forward preparation of the accounts. Questions asked by Katharine were: Required a breakdown of deposits and withdrawals in the Subscription Account? This will be supplied in the MAC News. What is the Bequest Fund? This is the M Smallwood Bequest Fund. What is the insurance for? This is Public Liability for Branches, Regions and Clubs plus material damage cover for stock and hired equipment. Postage cost? This was similar to previous. Other Admin Costs? This was similar to previous with additional being Audit Fee and larger President's functions expense. Thanks from Katharine to Margaret for her work and response to the questions.

Margaret moved that her report be accepted. Seconded Sandra McCormick. CARRIED.

Margaret moved that the Financial Statements for year ended 31 August 2016 be accepted. Seconded by Linda Glavin. CARRIED.

Further comments were raised by Katharine Hoskyn, with responses by Margaret.

Special Fund was low and could better use be made. Reply: Only able to use the interest earned.

Concern that the increase in postage could cause a possible Fee increase. Reply: The gap between Email Members and Non-email Members is mostly to cover postage and this would need a review.

Subscriptions Account rationale that \$10,000 be the minimum. Reply: It was seen to be a 2 year exchange fluctuation and with the recent being \$6,000 (in our favour) this seemed appropriate.

Katharine commented that she was happy with replies except for the Subscriptions Account rationale.

Education and Training: Gail Schofield moved that her report be accepted. Seconded Diane Bradshaw. CARRIED.

Communication and Publicity: Sue Lindsay advised that it had been widely reported to her that the recent Dance Scottish Month would be preferable early in the year. Therefore it was planned for a Dance Scottish for February 2018. Sue Lindsay moved that her report be accepted. Seconded Jean Manning. CARRIED.

Membership: Linda Glavin advised that Membership numbers for 2016 financial year and the recent membership round were supplied on the reverse of the Budget document. Linda confirmed that she was always looking for response as to what worked well in recruiting members.

Category	2015/16	2016/17
Adult Joint	64	52
Adult Joint email	127	147
Adult Single	198	175
Adult Single email	282	317
NZ Branch Life	7	7
RSCDS Life	10	7
RSCDS Life email	4	4
RSCDS Life Family	4	4
Young Adult email	5	6
Total	701	719

Linda moved that her report be accepted. Seconded Kath Burn. CARRIED

Youth: Diane Bradshaw advised that the Web site had been updated in to include a 'How to Medal Tests'

Diane moved that her report be accepted. Seconded Sandra McCormick. CARRIED.

Bookshop: Sue Pearson moved that her report be accepted. Seconded Linda Glavin. CARRIED.

Recordshop: Dorothy Wilson advised that her report had had a line omitted.

Item 3 in the list of factors affecting results should read.

3. Schools: Summer Schools in particular, afford the opportunity to browse, and often results in those spontaneous sales.

Dorothy advised that the Recordshop does provide small modest income for the Branch. Over the last 31 years \$87000 had been transferred. So far this year sales are more than total for the last year.

Dorothy moved that her report be accepted. Seconded Heather Johnston.

SCRUTINEERS: The President proposed Lorraine Hearne and Judy Peace be Scrutineers and asked the meeting for approval. AGREED.

ELECTION OF OFFICERS:

President: The President advised the meeting that only one nomination had been received for the position of President: Elaine Laidlaw (Nominated Nicole Trewavas Seconded Ann Oliver) As there was only one nomination, the President asked if it was the wish of the meeting that Elaine Laidlaw be appointed President of the New Zealand Branch for 2017. AGREED WITH ACCLAMATION

Elaine now took the chair after presenting David Williamson with a Past President Badge.

Vice President: As no nomination had been received, the President called for nominations from the floor. As no nominations were received Elaine requested of the meeting that the Management Committee be authorised to co-opt a Vice President. AGREED UNANIMOUSLY.

Secretary: As no nomination had been received, the President called for nominations from the floor. Katharine Hoskyn moved that Liz Lusher be appointed Secretary of the New Zealand Branch for 2017. Seconded by Heather Johnston. Liz accepted with the assurance this would be her final year. As there was only one nomination, the President asked if it was the wish of meeting that Liz be appointed Secretary. AGREED WITH ACCLAMATION.

Treasurer: The President advised that only one nomination had been received for the position of Treasurer: Margaret Cantwell (Nominated Elaine Laidlaw Seconded Liz Lusher) As there was only one nomination, the President asked if it was the wish of the meeting that Margaret Cantwell be appointed Treasurer of the New Zealand Branch for 2017. AGREED WITH ACCLAMATION

Education and Training: As no nomination had been received, the President called for nominations from the floor. Paul Roxburgh moved that Lee Miller be appointed as Education and Training Co-Ordinator. Seconded Sue Lindsay. Janet Favel moved that Joyce McLachlan be appointed as Education and Training Co-Ordinator. Seconded Ruth Taylor. As Joyce was not present at the meeting Janet Favel read a bio prepared by Joyce. Lee was invited to speak to the meeting, which he chose to do. As there were two nominations the Region Delegates were given time to discuss these and then requested to vote on their preference by completing vote papers handed out.

Fiona Bullivant queried if it was a Delegate vote or a Member vote. Advised that if nominations had been received by 31 August 2016 then Delegates in the Regions would vote. Moved by Melva Waite that voting papers be destroyed. Seconded Dorothy Wilson.

Scrutineers collected votes and advised the President of the result. The President advised that Lee Miller had been elected as the Education and Training Co-Ordinator of the New Zealand Branch for 2017. AGREED WITH ACCLAMATION

Communication and Publicity: The President advised that only one nomination had been received for the position of Communication and Publicity Co-Ordinator: Sue Lindsay (Nominated Linda Glavin Seconded Martin Snelson) As there was only one nomination the President asked if it was the wish of the meeting that Sue Lindsay be appointed Communication and Publicity Co-Ordinator of the New Zealand Branch for 2017. AGREED WITH ACCLAMATION

Membership: The President advised that only one nomination had been received for the position of Membership Co-Ordinator: Linda Glavin (Nominated Martin Snelson Seconded David Williamson) 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 of the New Zealand Branch for 2017. AGREED WITH ACCLAMATION

Youth: The President advised that only one nomination had been received for the position of Youth Co-Ordinator: Diane Bradshaw (Nominated Andrea Wells Seconded Alastair McCarthy) 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 of the New Zealand Branch for 2017. AGREED WITH ACCLAMATION

Auditor/Reviewer: Moved by Margaret Cantwell that Cross Financial Services be appointed as Auditor/Reviewer for the year to 31 August 2017. Seconded David Williamson. Margaret read to the meeting a short bio for Cross Financial Services. Comment was made that a future change to the Constitution to allow the completion of a “review” rather than an “audit” would come to the next AGM. AGREED UNANIMOUSLY

Retiring Members: The president noted along with the President retiring, that Gail Schofield had relinquished her position as Education and Training Co-ordinator and thanked her for her service to the Management Committee. Acknowledged with applause.

REVIEW OF PAYMENTS TO MANAGEMENT COMMITTEE: It was moved by Katharine Hoskyn that the Review as requested at the AGM 1.1.2016 now completed by Liz Hickey, be accepted by the meeting. Seconded Heather Johnson. AGREED.

Elaine moved a vote of thanks to Liz Hickey for her comprehensive and prompt completion of the report. Acknowledged with applause.

REMITTS:

The President proposed the following timing arrangements for handling remits:

Proposer: 4 minutes Seconder: 3 minutes

Speakers: 2 minutes Right of Reply – Proposer and Seconder: 3 minutes

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

Remit 1: Membership Fees, Proposer Margaret Cantwell, Seconder Elaine Laidlaw.

Margaret spoke to the remit and proposed that the Membership Fee remain the same.

Voting: For 41. Carried.

Remit 2 – Honorarium and Payments for Management Committee, Proposer Margaret Cantwell Seconder David Williamson.

Margaret spoke to the remit reminding the meeting that Management Committee members are required to attend daily committee meetings from 27 Dec to 2 Jan and commonly to 3 Jan. They are expected to attend evening functions and be available to discuss Branch matters with the members who are present at these functions.

Also it had been passed at the AGM 1.1.2016 that Management Committee be reimbursed for reasonable expenses.

Management Committee meetings are open to all members of the Branch and by holding these at Summer School it meant representation from across the Branch could attend if they so wish.

Dorothy Wilson asked how many members had attended Management Committee meetings. Reply not often. Sandra McCormick asked if it was widely known that members were allowed to attend. She had spent time looking at her emails but unable to find times. David suggested that date and times be advertised. Noted that dates and times would be advised to members, but realising that Summer School Meeting times were not decided on until arrival at Summer School. Heather Johnston queried that the Management committee had not been introduced so far during the Summer School so would not know who to approach. Elaine advised that the Management Committee are introduced at the President’s Ball.

Discussion was also held that if Management Committee were reimbursed for Summer School it be paid to the Region. It was clarified that the funds were not paid direct to the Member but by the Branch to Summer School. Liz Hickey as member of the last Summer School committee confirmed that this was the case.

Katharine Hoskyn proposed an Amendment to Remit 2 (1) be accepted so that “in 2018” is inserted into both components of the remit, with the sentence reading “That the people holding the following positions at the commencement of the 2018 AGM be entitled to claim annual honoraria in recognition of the time and effort involved in undertaking these roles”

The second sentence would begin: “The Summer School fee for 2017/2018 school

The rationale being that this amendment clarifies that the remit applies only to one year and is not intended as a policy which will automatically apply to successive years.

Moved by Katharine Hoskyn. Seconded Heather Johnstone.

After discussion Katharine advised the meeting to adjust the amendment to replace 2018 to read 2017 and 2017/2018 to read 2016/2017.

Moved that Remit 2 Amendment 1 be accepted. Voting: For 41, Against 0, Abstentions 0.
CARRIED

Discussion if this should cover 2 years, but as there may be restructuring of the Management Committee positions the remit should only cover 2016/2017.

Katharine advised that her Remit 2 Amendment 2 was not now required as there was no need for Single Supplement at Ilam Summer School.

Katharine Hoskyn proposed an Amendment to Remit 2 (3) be accepted so that “up to a maximum of \$1000 per person, provided the fees are not covered by other Branch Summer School payments” be added to the remit in relation to Summer School fees for all Management Committee positions except Branch Secretary and Branch Treasurer. Also “provided the fees are not covered by other Branch Summer School payments” is added to the remit in relation to the Branch Secretary and Branch Treasurer.

The rationale for these amendments was that there was considerable support at the 2016 AGM for payments to be spread more equitably across Management Committee rather than just to office-bearers. This concept was also supported by the report from Liz Hickey.

Comment from David Williamson that if Management Committee were on Summer School committee then a saving was made.

Liz Hickey spoke and reinforced that if reimbursement of reasonable expenses was not an option then it would be reasonable to look at what the organisation could afford.

Sandra McCormick questioned if this remit still allowed for annual review. Confirmed that yes this was the case, it would be rolled over and replicated each year.

Moved by Katharine Hoskyn that Remit 2 Amendment 3 be accepted. Seconded Heather Johnston.

Voting of acceptance of Remit 2 Amendment 3. For 25, Against 16, Abstentions 0. Carried
Jean Smithson queried that if the Branch was to incur a deficit then should only 80% be paid. Margaret replied that previous member feedback was that the Branch funds were too high and only incurring deficit would address this.

REMIT 2 As per Amendments voted.

Honarium and Payments for Management Committee position holders

Proposed that people holding the following positions at the commencement of the 2017 AGM be entitled to claim an annual honorarium 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 |

Proposed that Summer School fee for 2016/2017, at the non-dancing rate, be paid to the following positions, provided that the fees are not covered by other Branch Summer School payments.

- (a) The RSCDS NZ Branch Treasurer
- (b) The RSCDS NZ Branch Secretary

Proposed that Summer School fee for 2016/2017, at the non-dancing rate, up to a maximum of \$1,000 per person, be paid to the following positions, provided that the fees are not covered by other Branch Summer School payments

- (a) The RSCDS NZ Branch President
- (b) The RSCDS NZ Branch Vice President
- (c) Communications and Publicity Co-Ordinator
- (d) Education and Training Co-Ordinator
- (e) Membership Co-Ordinator
- (f) Youth Co-Ordinator

Moved by Katharine Hoskyn that Remit 2 to include Amendment 1 and 3 as now voted on be accepted. Seconded Heather Johnston.

Voting on Remit 2 as per Amendments : For 41, Against 0, Abstentions 0. CARRIED.

Remit 3 – Honoraria and Payments for non Management Committee, Proposer Margaret Cantwell Seconder Liz Lusher.

Catherine van Passen queried if these honoraria constituted pecuniary advantage. Liz Hickey confirmed that this was not the case.

Voting: For 41, Against 0, Abstentions 0. CARRIED

Remit 4 – Proposed changes to MC Positions, Proposer Elaine Laidlaw Seconder Liz Lusher

Much discussion was had on these proposed changes with questions being asked of the current Membership and Communication and Publicity Co-Ordinators, whose 2 roles would now be combined. Discussion held on the best methods to use moving forward.

The timing of these roles was questioned, with reply that they would be put for nomination 31 August 2017 to commence 1.1.2018.

Voting: For 36, Against 5, Abstentions 0. CARRIED

Remit 5 – President’s Travel Budget, Proposer Margaret Cantwell Seconder Liz Lusher

The meeting was reminded that this was the maximum and was reimbursed on actual cost.

Voting: For 41, Against 0, Abstentions 0.

BUDGET FOR YEAR ENDED 31 AUGUST 2017: As noted in the Treasurer’s report the Budget was retained until voting on Remits.

Margaret presented the Budget noting that it takes into account payments for Management Committee to Summer School but not at the capped rate. This not being of a huge significance she requested that the Budget be accepted as printed.

Moved that the Budget for 2016/2017 be accepted. Seconded Linda Glavin. CARRIED

FUTURE SUMMER SCHOOLS:

2017/2018 Masterton: Location Copthorne Hotel, Organiser Elaine Laidlaw.

Elaine Laidlaw reported that planning was well underway with the organising committee comprising, Debbie Roxburgh, Paul Roxburgh, Michael Laidlaw, Doug Davidson, Julie Bradbury. Venues had been booked with wooden floors, and included, Solway Primary School, Hadlow School, St Matthews Collegiate, and some church halls. With the Town Hall now not available due to earthquake survey, the venue for evening functions was to be St Matthews Collegiate. Would be offering local tours. Brochures and Registration forms are now available.

2018/2019 Nelson: Location Saxton Lodge, Stoke. Organiser Doug Mills.

Doug Mills reported that Saxton Lodge was adjacent to sporting facilities and was used to catering for large numbers. Accommodation would be in the motel with no single supplement available, due to restriction of numbers. Looking at about 95 dancers plus staff with a total maximum school number of approx. 120. There were a large number of venues available within close proximity with wooden floors. Still negotiating musicians and teachers.

2019/2020: Elaine reminded the meeting that it took about 4 years to develop and organise a Summer School, therefore consideration for the next needed to be looked at.

GENERAL BUSINESS:

Bank Signatories: Margaret Cantwell moved that the bank signatories be: Elaine Laidlaw-President, Margaret Cantwell -Treasurer, Liz Lusher - Secretary. Any 2 can sign cheques and approve online transactions.

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.

She welcomed Lee Miller the new member to the Management Committee and thanked retiring David Williamson and Gail Schofield.

Elaine advised the meeting that an MBE New Year’s Honour had been awarded for services to Scottish Country Dancing in Belfast to Alma McCausland.

The President advised that the 50th Annual General Meeting of the Royal Scottish Country Dance Society New Zealand Branch Incorporated, will be held at Masterton on 1 January 2018. With the reminder that it would be the 50th birthday of the New Zealand Branch

The meeting closed at 4.45pm.

.....President

.....Secretary