



The Royal Scottish Country Dance Society
New Zealand Branch Incorporated

ANNUAL REPORT

2020

Contents

Reports

Nominations for Management Committee

Financial motions

Financial statements will be provided separately.

President's Report

My first year as President began with me planning visits to regions and clubs and arranging annual leave. This was not to be as in mid-March, due to Covid-19, we all went into complete lockdown.

One of my first commitments was a visit to the Waikato Bay of Plenty Region to present Howard McNally with the Branch Award. Unfortunately, the lockdown meant I was unable to travel. I would like to thank Jean, President of the Waikato Bay of Plenty Region, Glenys, Howard's wife, and all who were involved in arranging a wonderful presentation for Howard.

It was sad to hear that 3 clubs in the Canterbury Region are no longer active. Christchurch, Strathallan, and Ashburton clubs have all made significant contributions to dancing in Canterbury - encouraging dancers, mentoring new teachers and promoting Scottish Country Dancing.

Our dancing year has been short, and many clubs were not able to hold their yearly open nights (balls or birthday dances). I am sure we will all be looking forward to a full year of dancing in 2021.

As the world deals with the impact of a global pandemic many New Zealand dancers have been enjoying the RSCDS weekly classes, held via Zoom, and the Dance Scottish at Home e-newsletters that have been distributed first weekly and now fortnightly. This initiative has enabled dancers world-wide to remain connected when local groups were not able to meet.

As there will be no summer school this year, the Management Committee formed a subcommittee to investigate how we could run the NZ Branch AGM without needing delegates to travel to a central venue. I would like to thank Michele and Lee Miller, and Katharine Hoskyn who have been working on a process to enable us all to have a successful AGM via Zoom.

Thank you to Michele, Quentin, Debbie, Sue, Andy, and Lee for all their support over the last year.

Have a safe Christmas holiday and a Happy New Year.

Linda Glavin

Treasurer's Report

The Branch changed its accounting system to Xero with effect from 1 September 2019. I took the opportunity when setting up the new system to anticipate the planned changes to Incorporated Society financial reporting. The date for these changes is not yet fixed (the draft Bill to replace the Incorporated Societies Act 1908 has not yet been signed off by Cabinet for introduction to Parliament) but the direction is clear – Incorporated Societies such as the Branch will need to prepare financial statements in accordance with External Reporting Board standards. For us that will mean statements that look like “Tier 3” Charity reporting with which many members will be familiar.

Xero is able to produce financial statements that meet the reporting standards as a standard feature, so I decided that it would be best to do this and produce additional reports separately to provide Members with information that they have been able to see in the past and which they find useful (Treasurers have a naïve and rather fanciful notion that Members eagerly look forward to reading the financial reports).

The immediate effect of adopting this form of reporting is that Summer Schools and the Shop will be included in the income and expenditure statement “line by line” rather than as single net surplus or deficit figures with separate reports giving detail. Thus in the main income and expenditure report there will be one figure for interest income which will include interest earned by the Summer School and interest on each of the Special Funds (eg the Memorial Fund) as well as interest on General Fund money. Members will of course want to be able to see each activity separately and so I will provide reports that do so as well

Accumulated funds increased over the 19/20 year (note these numbers are not yet final and might change):

- Surplus from the Cambridge Summer School of \$31,840
- Reduction in shop funds of \$1,236
- Interest on and donations to Special Funds \$2,441
- Grants made from Special Funds \$1,575
- Increase in General Funds \$3,829
- Increase in Region held Funds \$1360

Membership fee income increased by \$4,122 as the portion of the combined fees allocated to the Branch increased again. This will drop significantly in the

20/21 year as part of our response to the disruption to dancing is to waive some of the Branch service fee.

Membership Numbers	2017/18	2018/19	2019/20
Adult Joint	58	54	47
Adult Joint Email	153	152	154
Adult Single	166	146	127
Adult Single Email	324	357	375
Complimentary	16	16	16
NZ Branch Life	7	7	8
RSCDS Life	5	5	5
RSCDS Life Email	6	6	6
RSCDS Life Family	3	3	2
Young Adult (18-24)	2	1	2
Young Adult Email (18-24)	5	5	6
Total	745	736	748

The 20/21 renewals are again going smoothly from the Treasurer's point of view, thank you to Andy and the Region and Club officers who have done all the work. Last year I referred to the level of churn in our membership and I see that it is again the case this year. On reflection I am not sure that it is necessarily a bad thing – we have a significant number of older members and some of them will quite reasonably decide not to renew if they are no longer dancing; if this is offset by new dancers successfully being encouraged to join then the churn is a reflection of “renewal” (in the wide sense of the word) rather than a problem.

Interest income – as referred to last year, with lower interest rates the interest income is dropping. We will need to look at maintaining the capital of the Special Funds by replacing their interest income with money from General Funds.

I have received a number of proposals from Regions wanting to make use of the Branch funds that are available to help put some zing back into dancing after a disrupted year. These proposals include equipment purchases, band fees and hall hire for dances, and running courses.

RSCDS Subscription Accounts

RSCDS NZ Branch operates a subscription account that holds funds from members to cover subscriptions to RSCDS in Scotland. Over time funds have accumulated when the amounts collected (in NZ dollars) have exceeded the amount payable (in pounds). These are not NZ Branch monies but are

Member funds and for full disclosure the amounts are shown in the Branch Statement of Financial Position (as part of funds and with an equal and opposite liability amount). The future purpose of the balance is to ensure that any movement in exchange rates between the date that the amount to be collected from members for the Subscriptions is set (late July/early August) and the date the money is sent to HQ (late October) can be covered.

Movement in RSCDS Subs Account	\$
Opening Balance 1 Sep 2019	10,082
Total Subscriptions Received	23,461
Interest Earned	4
Subscriptions remitted to HQ	(27,345)
Bank Fees	(136)
Closing Balance 31 August 2020	6,066

Quentin Currall

Communication, Publicity and Membership Coordinator's Report

2020 has been a strange year due to Covid-19.

The new New Zealand branch information booklet for new members has been designed and has gone out to the members joining the RSCDS for the first time.

I would like to thank Desiree Patterson for all her continued hard work in putting together The Dancer magazine and the quarterly Kiwi News and Jill Littlewood for keeping the Facebook page updated.

Sue Lindsay

Youth Coordinator's Report

2020 has been an exceptional and disrupted year for all dancers including those working with junior members.

It was encouraging to see the level of interest in the Spring Fling/High Energy class offered at the Cambridge Summer School. Many older JAMs seized this opportunity to dance together and were enthusiastic participants in the class taken by Jamie Berg from Norway. Younger JAMs also attended the school and enjoyed classes taken by Helen Smythe.

At the beginning of 2020 we welcomed Emily Currall to the JAM Committee. Emily has taken over the role of producing *Jigs and More*, the newsletter for junior dancers.

Website - this year content from the JAM webpages was migrated to the new-look Branch website. The resulting pages have a fresh clean look and are easier to navigate. My thanks to Andrew Patterson, IT Coordinator, for the considerable amount of work he did to achieve this result.

Covid-19 alert levels have imposed various restrictions on dancing: annual events have been cancelled and many regular classes have been suspended. This has posed challenges in terms of maintaining contact with dancers and planning how to rebuild our membership in 2021. This rebuild will be a major focus for the JAM Committee next year.

As I am standing down from the role of Youth Coordinator at the end of 2020, I would like to thank the members of the JAM Committee, Nicole, Chris and Emily for their support and ongoing willingness to be involved in supporting and encouraging all junior members.

Debbie Roxburgh

Education and Training Coordinator's Report

Not surprisingly a quiet year for Education and Training.

Examinations

4 candidates sat the written Unit 1 exam in October - a big thank you to all those who provided their homes as exam venues and who spent a Saturday morning acting as invigilators at the exams.

The Unit 2/3 examination classes to be held at the postponed 2020/21 Summer School have been held over to the 2021/22 Summer School.

Basic Teaching Skills

Wellington region organised a successful Basic Teaching Skills course which was fortunately able to be run on the weekend of 1 and 2 August. Jeanette Watson took the course with 10 participants from Nelson-Marlborough, Wellington and Rangitikei regions.

Music

Lynne Scott, the Branch Music Coordinator, continues her great work to encourage musicians to play for Scottish Country Dancing. During lockdown she organised a composition challenge where musicians from around the country would compose a tune in a different style (reel, waltz, strathspey etc.) using the first two bars given. You can hear some of the results on the NZ Branch website - <http://dancescottish.org.nz/music-lockdown-challenge/>. Lynne also presented this to the worldwide network of Scottish Country Dancing musicians through the forum organised by Ian T Muir, the RSCDS Music Director.

For the 3rd year now Lynne has also organised a musicians' weekend over Labour Weekend – this year in Wellington. This brings together musicians from around the country to play together and to learn more from each other about playing for Scottish Country Dancing.

Lee Miller

Information Technology Coordinator's Report

The Branch website continues to occupy a lot of my time. Earlier this year and at the request of the Youth Coordinator, I began work on integrating the JAM website into the Branch website. My intention was that it should have the same 'look and feel' as the rest of the website while still retaining its own identity. In the same vein, the organisers of the next Summer School have suggested that the Summer School website should be integrated into the Branch website. Understandably, development came to a halt with the cancellation of the 2020/21 School but should soon recommence in preparation for 2021/22. The hope is that a firmly-established template will provide a good starting-point for future schools while still offering a degree of flexibility.

Turning to more mundane matters, the increasing use of phones and similar devices to access the website has prompted me to make the website fully mobile-friendly. You will also have seen increasing use of the 'I am not a robot' check-boxes before submitting an online form, in the hope that this will eliminate spam email. It is designed to be fairly unintrusive and this should minimise the number of times that you are asked to identify bridges, shop-fronts and pedestrian crossings!

At the time of writing, RSCDS membership renewal is nearing completion and it should soon be possible to deliver membership cards via the Regions and Clubs. There is still some debate about the format of the cards, but time constraints mean the process this year will follow the same pattern as last year. One improvement is that the cards will be delivered via PDF rather than Excel which will avoid the incompatibility problems that a couple of Regions experienced last year.

As always, I welcome comments, suggestions and constructive criticism.

Andy Patterson

NOMINATIONS FOR MANAGEMENT COMMITTEE 2020 - 2021

Position	Nominee	Nominator	Secunder
President	Linda Glavin	Jean Manning	Pam McDonald
Vice President	Debbie Roxburgh	Elaine Laidlaw	Ian Pearson
Secretary	Michele Miller	Margaret Cantwell	Juping Zhou
Treasurer	Quentin Currall	Lee Miller	Michele Miller
Communication, Publicity and Membership Coordinator	Sue Lindsay	Chris Whittington	Joy Haylock
Education & Training Coordinator	Lee Miller	Juping Zhou	Margaret Cantwell
Information Technology Coordinator	Andrew Patterson	Antanas Procuta	Su Marshall
Youth Coordinator	Nicole Trewavas	Debbie Roxburgh	Jenny Judd

Notice of Motion Membership Fees for 2021/22

The Management Committee propose that the combined New Zealand Branch Service Fee and Society Fee for 2021/22 for an Adult Single Member be \$81.

The fees for other membership categories will be calculated as per the table below:

Membership Category	Branch Service Fee	Society Fee	Combined Fee
Adult Single	100%	100%	\$81
Adult Single Email	100% - \$10	100%	\$71
* Adult Joint (per person)	80%	80%	\$65
** Adult Joint Email (per person)	80% - \$5	80%	\$60
Young Adult (18-24)	80% - \$10	80%	\$55
Young Adult (18-24) Email	80% - \$20	80%	\$45
*** Half Year	50%	50%	\$41

Membership Category	Methodology	Branch Service Fee
RSCDS Life Member	52% of Combined Adult Single Fee	\$42
RSCDS Life Email	RSCDS Life Member - \$10	\$32

- * Only one Joint Member may be registered in association with any other Joint or fee paying Member in a household. Both should be registered as Adult Joint
- ** Both members should be registered as Adult Joint Email, only one will receive publications sent by email
- *** Half Year membership is available to new members joining after 1 January 2021. The fee is 50% of the fee for Adult Single membership for the relevant membership year. It is not available to lapsed members re-joining

Proposed by: Quentin Curral(Treasurer) Date:31/8/20

Seconded by:Linda Glavin(President) Date: 31/8/20

L. Glavin

Rationale:

We are setting the Combined Membership Fees for a period starting well into the future at a time of uncertainty. As has been done for 2020/21, the Management Committee are able to "waive" part of the Branch fee as well as set the fee split and will do this if it is appropriate. The Combined Membership fees proposed for 2021/22 for RSCDS NZ Branch Adult Single Members is 10% less than amounts accepted by

the members at the AGM on 1 January 2020. The underlying basis is a return of the RSCDS Subscription to GBP20 (at the time of drafting this motion we do not know what the RSCDS AGM will approve) a smaller Branch administration cost, but a need for the Branch fee to replace the reduced level of interest income. Any or all of this could change.

The methodology for setting fees for all other membership categories remains unchanged from the prior period except for an adjustment to the % used for Life Member fees to maintain approximate relativities.

Notice of Motion Honoraria and Payments for Management Committee position holders

Part A Honoraria

The Management Committee propose that the person holding the following position at the commencement of the AGM be entitled to an annual honorarium in recognition of the time and effort involved in undertaking this role:

- (a) RSCDS NZ Branch Treasurer \$1,000
- (b) RSCDS NZ Branch Secretary \$1,000


Acceptance of this part of the Notice of Motion applies for the current financial year (1 September 2020 to 31 August 2021) and is reflected in the budget tabled for approval at this meeting.


Part B Management Committee Expenses for Summer Meetings and AGM for the 2022 Financial Year

The Management Committee further propose that Summer School fee at the non-dancing rate (exclusive of any single occupancy supplement or other optional surcharges) be paid for the following positions:

- (a) RSCDS NZ Branch President
- (b) RSCDS NZ Branch Vice President
- (c) RSCDS NZ Branch Treasurer
- (d) RSCDS NZ Branch Secretary
- (e) Communications, Publicity and Membership Co-ordinator
- (f) Education and Training Co-ordinator
- (g) Information Technology Co-ordinator
- (h) Youth Co-ordinator

Acceptance of this part of the Notice of Motion applies for the next financial year (1 September 2021 to 31 August 2022) and will be reflected in the budget tabled for approval at the next Annual General Meeting (expected to be 1 January 2022).

Proposed by:  Quentin Currall (Treasurer) Date: 31/8/20


Seconded by: Linda Glavin (President) Date: 31/8/20

Rationale:

Part A.

It has been a standard practice of NZ Branch for some years to recognise the significant contribution made by the Treasurer and Secretary by allowing for annual honoraria.

The expense review conducted by the Branch in 2016 concluded that these payments continue to be appropriate and are not out of line with other voluntary organisations of a similar nature. The amount of each Honorarium has not changed since the 2016 review.

Part B.

Changed ways of working are creating opportunities for more effective and cheaper meetings. The committee meetings referred to in this rationale may well be held differently when the time comes, however this Notice of Motion reflects what has been the established methods.

Management Committee members are required to attend daily committee meetings from 27 December to 2 January, including the AGM. An additional meeting can also be scheduled on 3 January for business carried over from prior meetings. They are also expected to attend evening functions and be available to discuss Branch matters with the members present at these functions.

Many roles on the Committee have additional commitments during the School, including co-ordinating examinations, preparation for upcoming meetings and finalising arrangements for the AGM. These activities often prohibit them from attending morning classes.

Over the years it has become more difficult to recruit volunteers to fill the roles on the Management Committee, the cost of attending Branch Meetings during Summer School being one reason cited for being unable to accept these positions.

At the 2016 AGM Remit 1A was carried: "That Management Committee and other Branch appointees continue to be able to be reimbursed for reasonable actual expenditure on NZ Branch business". Accommodation costs while at Summer School can be considered such an expense, however given the significant cost involved Members are being asked to ratify this expenditure.

By approving expenditure for accommodation and meals for the 2021/22 Summer School now, Management Committee members will have certainty about the expenses they will personally incur in attending committee meetings over the 2021/22 summer period. Noting that the remit for similar expenses for the current period was presented and accepted at the AGM on 1 January 2020

Notice of Motion Honoraria and Payments for Non-Management Committee position holders

The Management Committee propose that the person holding the following position at the commencement of the 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 Editor \$600
- (b) The RSCDS NZ Branch Shop Keeper \$800

The Honoraria to the Shopkeeper being payable from accumulated assets of the respective shop, but by the Branch if the shop has insufficient accumulated assets.

The Management Committee further propose that Summer School fee at the non-dancing rate be paid for the following positions.

- (a) The RSCDS NZ Branch Shop Keeper

These fees to be payable from accumulated assets of the respective shop, but by the Branch if the shop has insufficient accumulated assets.

Acceptance of this Notice of Motion applies for the current financial year (1 September 2020 to 31 August 2021).

Proposed by: Quentin Curral (Treasurer) Date 31/8/20

Seconded by: Michele Miller (Secretary) Date: 31/8/20

Rationale:

There is standing practise that Branch appointees who undertake significant service to the Branch be recognised through the availability of Honoraria. Further where the role requires attendance at Summer School to undertake the responsibilities of the appointed role that the costs of attendance do not fall on the individual.

Notice of Motion President's Travel Budget

The Management Committee propose that a provision is made in the budget of \$1,500 to fund travel and where necessary, accommodation, within New Zealand for the Branch President. The fund is to be used when the President is travelling to the Regions to further the aims of the Branch.

Acceptance of this Notice of Motion applies for the President's year of serving (1 January to 31 December 2021). As this is a change from the previous practice of setting the Travel Budget for the Financial Year (1 September to 31 August) it is further proposed that the Travel Budget previously set for the 12 months of 1 September 2019 to 31 August 2020 be amended to cover the 16 months from 1 September 2019 to 31 December 2020.

Proposed by: Quentin Curral (Treasurer) Date: 31/8/20

Seconded by: Michele Miller (Secretary) Date: 31/8/20

Rationale:

In order for the President to engage with the wider dancing community they need to be able to attend dancing functions and schools across the regions during the year. The budget allowance is the maximum that will be spent on this activity during the year, with only actual costs up to this amount being expensed. In past years the budget has been set for a financial year, this creates difficulties when there is a change in President. That will be eased by aligning the budget with the year of service. Extending the period that the previously set budget is to cover without any additional \$ reflects the reduced dancing of the 2020 season