

Notice of Motion for the Determination of Membership Fees for 2023/24

The Management Committee proposes that the New Zealand Branch Service Fee for 2023/24 for an Adult Single Member be \$55. The Society Subscription (expressed in pounds) will be that set by the Society at its AGM in November 2022, and the Management Committee will determine in July 2023 what that amount will be when converted into NZ\$. This will be a close conversion, and the movement in the exchange rate between July 2023 and when the funds are remitted to the Society (in late September or early October 2023) will be managed through the Subscriptions bank account.

The fees for other membership categories will be calculated as per the table below (note that figures have been rounded to whole \$):

Membership Category	Branch Service Fee	\$
Adult Single	100%	\$55
Adult Single Email	100% - \$16	\$39
* Adult Joint (per person)	100% - \$12	\$43
** Adult Joint Email (per person)	100% - \$20	\$35
Young Adult (18-24)	80% - \$10	\$34
Young Adult (18-24) Email	80% - \$10 - \$16	\$18
*** Half Year	50%	\$27
RSCDS Life Member	100%	\$55
RSCDS Life Email	100% - \$16	\$39

- * 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 Currall (Treasurer)

Date: 24/8/22



Seconded by: Gaylia Powell (Secretary)

Date: 31/08/22

Rationale:

Now that we are approaching the second year of setting the Branch Service Fee independently of the Society Subscription and in the light of increasing postage costs the differentials between membership categories has been reconsidered.

There are 3 factors in determining the differentials:

- The cost of printing and distributing Kiwi News (approx. \$16 pa)
- The cost of printing and posting the Magazine (approx. \$9 pa)
- The explicit reduction given to Young Adults (20% plus \$10)

The email differential should be seen not as a penalty to those who choose to get a hard copy but as a discount for those who receive the email version, in the same way that a discount of the cost of one copy of the publications is given to a Joint Member (shared between the two who are joint).

The Young Adult reduction is simply making membership easier for that group and the 20% plus \$10 discount has been in place for some time.

The overall picture is a reduction in fees, but sadly the increasing postage costs have kept the Adult Single category at the same figure.

In July the Management Committee will determine a close approximation of the RSCDS Subscription figure when converted into NZ\$. The Subscriptions Fund will be used to manage any movements in the exchange rate between then and the funds being sent to HQ. "Overs and unders" will be adjusted the following year. Thus Members will pay each year an amount close to what they would pay if they paid their subscription directly to HQ.

Assuming that the Society subscriptions remain the same as this year and using the exchange rate at 24 August 22 (0.523) the indicative combined Fees and Subscriptions would be (note that the Branch does not usually set fees or subscription to cents but these are simply to give an illustration):

Membership Category	Branch Fee \$	RSCDS Sub £	RSCDS Sub \$	Combined Fee and Sub
Adult Single	\$55	£25	\$47.80	\$102.80
Adult Single Email	\$39	£25	\$47.80	\$86.80
Adult Joint (per person)	\$43	£20	\$38.24	\$81.24
Adult Joint Email (per person)	\$35	£20	\$38.24	\$73.24
Young Adult (18-24)	\$34	£20	\$38.24	\$72.24
Young Adult (18-24) Email	\$18	£20	\$38.24	\$56.24
Half Year	\$27	£12.50	\$23.90	\$51.90
RSCDS Life Member	\$55			\$55.00
RSCDS Life Email	\$39			\$39.00

Notice of Motion President's Travel Budget

The Management Committee proposes that a provision of \$2,000 is made in the budget 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.

During the 2023 year the Management Committee will be consulting with the membership about how regular contact and engagement happens, and this will include President's Travel.

Acceptance of this Notice of Motion applies for the President's year of serving (1 January to 31 December 2023).



Proposed by: Quentin Currall (Treasurer)

Date: 24/08/22



Seconded by: Gaylia Powell (Secretary)

Date: 31/08/22

Rationale:

President's Travel allows the President to attend dancing functions across the regions during the year and engage with a wide variety of members, including those who do not attend Summer Schools and those who do not generally come into contact with the Branch Management Committee. The Branch is geographically large and the budget can help maintain a feeling of belonging both in the more isolated areas and the main centres. 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. Last year a budget of \$1,500 was proposed, this Motion was subject to an amendment, which was passed, increasing the amount to \$2,000. With fares increasing significantly over the past few months, maintaining the level at \$2,000 is a balance between continuing to support the activity and total cost.

Notice of Motion Appointment of an Auditor or Reviewer

The Management Committee proposes that Cross Financial Services Limited be appointed as Auditor or Reviewer (the Management Committee to determine which and the scope if a Review is decided upon) for the 2023/24 financial year.



Proposed by: Quentin Currall (Treasurer)

Date: 24/08/22



Seconded by: Gaylia Powell (Secretary)

Date: 31/08/22

Honoraria and Payments

This general explanation relates to the Notices of Motion for Honoraria and Payments to Management Committee (“MC”) and Non-Management Committee position holders.

At the 2022 AGM the Motion was passed that the MC undertake a review of the implementation of the 2016 report on Honoraria and Payments prepared by Liz Hickey (“the report”); in particular, to look at whether the balance of overall cost and fair treatment was being achieved.

The review was facilitated by the consultancy Morrison Low and included a “desktop review” of key documentation, a detailed survey of MC members, and a workshop to discuss the survey responses and the related issues and to agree on the actions to be taken. Each area of the 2016 report was taken, and the current approach was looked at to see whether it still aligned with the report’s recommendations.

The review considered the policies and procedures relating to:

- The general reimbursement of expenses
- Travel expenses
- Honoraria – both MC and other positions
- Expenses of accommodation at Summer School.

Changes in technology, the increasing costs of travel and accommodation, the pattern of meetings and the effectiveness and efficiency of the MC and the Branch were all factors that were examined.

The conclusion of the review was that the procedures for the general reimbursement of actual expenses and the policy on reimbursement of travel expenses are appropriate and satisfy the recommendations of the report. A rolling programme will keep this policy, including President’s Travel, under review.

The MC agreed that the rationale for Honorarium was not payment for work, nor was it representative of the effort put in by the holder of a position, but was an acknowledgement of time, effort and the need to be present and/or responsive to members – analogous to being given a pot plant or a bunch of flowers as a thank you. All positions were considered and it was agreed that some were more demanding than others, this mostly being a factor of the need to be present and/or responsive – that is, some roles can be carried out more or less at the time and convenience of the holder. The result is a recommendation for more Honoraria but at a smaller amount, reducing the overall cost while acknowledging time and effort more widely.

For the expenses of attending Summer School, MC took the rationale back to first principles and identified 3 reasons for MC to be present:

- To attend the AGM and associated MC meetings
- To meet and engage with members across the activities, to promote the Branch and be present for the formal events
- To dance (this being a personal benefit, the cost should not be borne by the Branch).

Continued work to make the MC meetings more efficient and reduce the number of them at Summer School would mean that the 2nd and 3rd reasons would be better satisfied. Actual travel costs plus 2 or 3 nights of accommodation (depending on schedule) should satisfy the 1st and 2nd reasons.

Notice of Motion

Honoraria and Payments for Non-Management Committee position holders

The Management Committee proposes that the person holding the following positions at the commencement of the AGM be entitled to claim annual honoraria in recognition of the time and effort involved in undertaking this role.

(a) RSCDS NZ Branch Editor	\$600
(b) RSCDS NZ Branch Shopkeeper	\$800
(c) RSCDS NZ Branch Music Advisor	\$100

The Honorarium 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 proposes that Summer School fee at the non-dancing rate be paid for the position of RSCDS NZ Branch Shopkeeper.

This fee 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 2022 to 31 August 2023).



Proposed by: Quentin Currall (Treasurer)

Date 22/8/22



Seconded by: Gaylia Powell (Secretary)

Date: 31/08/22

Rationale:

The presence of the shop at Summer School is attractive and useful to members, it is appropriate that the costs of this are borne by the shop (or Branch) rather than the individual.

The work of the Shopkeeper and Editor face the demands to respond to customers and meet the Kiwi News and Magazine deadlines. The proposed Honoraria acknowledge this.

Determination of Expenses Honoraria and Payments for Management Committee position holders

Part A Honoraria

It is proposed that the person holding the following Branch 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) Treasurer	\$400
b) Secretary	\$400
c) President	\$200
d) Vice President	\$200
e) Education and Training Co-ordinator	\$200
f) Communications, Publicity and Membership Co-ordinator	\$100
g) Youth Co-ordinator	\$100
h) Information Technology Co-ordinator	\$100

Acceptance of this part of the Notice of Motion applies for the current financial year (1 September 2022 to 31 August 2023) and is reflected in the budget tabled for approval at this meeting.

Part B Management Committee Expenses for Summer Meetings and AGM for the 2024 Financial Year

It is further proposed that 50% of Summer School accommodation be reimbursed for the following Branch positions

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

It is further proposed that where travel timetables mean that it is impossible for a Management Committee member to arrive in time for a scheduled meeting, the discretion be given to reimburse the cost of an additional night. This not being a general arrangement for the whole committee.

Acceptance of this part of the Notice of Motion applies for the next financial year

(1 September 2023 to 31 August 2024) and will be reflected in the budget tabled for approval at the next Annual General Meeting (expected to be 1 January 2024).



Proposed by: Quentin Currall (Treasurer)

Date: 22/8/22



Seconded by: Gaylia Powell (Secretary)

Date: 31/08/22

Rationale:

Part A.

The Management Committee review determined that acknowledging the demands of all positions through smaller payments would align better with the recommendations of the 2016 report on payments and achieve a better balance of fairness and cost. The relative amounts reflect an assessment of the demands of each position. The maximum total cost is lower than the maximum in previous years.

Part B.

As outlined in the general notes, the Management Committee review identified 3 reasons for attendance at Summer School: first to attend the AGM and the associated Management Committee meetings; second to engage with a relatively large number of active dancing members over a period of several days and be present for the formal events; and third (like other members attending) to enjoy the classes and evening dances.

Continuing to improve the efficiency of Management Committee meetings through the use of technology and improved procedures will reduce the number of meetings needed at Summer School. Doing so will permit more time for engagement with members (in both formal and casual ways) and also to enjoy dancing. This third reason is of course a “private benefit” and the cost of it should not be borne by the Branch – only the number of nights’ accommodation needed for business will be met by the Branch. Thus, by making the meetings more efficient and reducing their number the cost to the Branch will be reduced, and the Management Committee will be both able to engage more with members and enjoy the full experience of Summer School.

50% of accommodation costs equates to 4 nights – potentially 5 days if travel schedules permit. Setting the amount now, although difficult in changeable times and with the School well over a year away, will give Management Committee members certainty. Adding the discretion to reimburse an additional night of accommodation will ensure that individual travel difficulties do not impact on the schedule of meetings or on the costs to the individual Committee member.

Face to face meeting is both a valuable and a necessary means of engagement – used carefully together with technology based methods of working, the value of it can be well balanced with the cost.