



# Royal Scottish Country Dance Society New Zealand Branch Inc.

## MAC News

### (Management and Co-ordinator News)

#### Issue 4/August 2019

|  |                  |                                    |              |
|--|------------------|------------------------------------|--------------|
| President:                                 | Elaine Laidlaw   | president@dancescottish.org.nz     | 06 377 0322  |
| Vice-president:                            | Linda Glavin     | vicepresident@dancescottish.org.nz | 03 354 6694  |
| Secretary:                                 | Michele Miller   | secretary@dancescottish.org.nz     | 021 237 6507 |
| Treasurer:                                 | Quentin Currall  | treasurer@dancescottish.org.nz     | 03 485 9646  |
| <b>Co-ordinators</b>                       |                  |                                    |              |
| Communications, Publicity<br>& Membership: | Sue Lindsay      | communication@dancescottish.org.nz | 03 347 8234  |
| Education & Training:                      | Lee Miller       | education@dancescottish.org.nz     | 021 046 2015 |
| IT:  | Andrew Patterson | itcoord@dancescottish.org.nz       | 07 345 6337  |
| Youth:                                     | Debbie Roxburgh  | youth@dancescottish.org.nz         | 06 343 2160  |

#### **PRESIDENT**

2019 has been a year of progress for the Branch. The IT Co-ordinator launched the new branch website at the beginning of 2019. As with all websites it continues to improve. He is now working on the membership renewal process. We were fortunate, after the AGM in Nelson, to have a member volunteer to take over the position of Treasurer. Quentin Currall has wide experience not only in accounting but also within the Scottish country dancing world including starting a new club in Lawrence and organising weekend schools in both the Auckland and Otago region.

#### **SECRETARY**

As the RSCDS NZ Branch Management Committee we are continuing to review and simplify our processes. One of the things we are trying to do is reduce the information we gather to only that absolutely required for Branch use, in accordance with the Privacy Act 1993. If we apply this to the information we collect about each club each year, all we really need to know is who your club contact person is (normally the club secretary) and how to contact them, who your teacher is, when and where you meet and the details for your annual dance (if it is planned by November).

So the process we are trying the following:

1. In November, NZ Branch Secretary emails regions and clubs, attaching the club/region information from the previous year.
2. Regions and clubs confirm their information OR advise any changes for secretaries, class details, teachers and annual dance.
3. The information on the Branch website is then updated. If any Regions would like to continue to use the club questionnaire, I can supply the template for your use. The Branch Treasurer and the Education & Training Coordinator may need some specific information for their roles which they will get directly from the club treasurers and teachers.

#### **TREASURER**

The end of the Branch financial year has come so now is the time for all Regions to send me their bank account balance information at 31 August. Once Region Financial Statements for the year have been finalised they should also be sent to me. Just a reminder that Membership renewal payments are made by individuals to their Clubs, by the Clubs to the Regions and then the Regions to the Branch. This keeps the numbers of payments and the checking work at each stage to a reasonable level.

As it is at least a 2 hour round trip from where I live to the nearest bank I do not want to receive membership renewal cheques in the post from Regions! Regions that do not have internet banking can deposit their two payments to the accounts shown in the Region renewal worksheet at any branch of ANZ but please ensure that the deposits have the Region name as a reference.

It has been decided to change the accounting system used by the Branch from an older version of MYOB to Xero. This will make the day to day job of the Treasurer easier, will provide greatly enhanced reporting and will help the transition from one Treasurer to the next.

I have asked all the Management Committee to take a 3 year view of their portfolios as we put the budget together this cycle. The aim is to create a longer term plan that is not limited to a single year (but is reviewed annually, with an "evergreen" 3 year horizon).

#### **CO-ORDINATORS' REPORTS**

##### **INFORMATION TECHNOLOGY**

The RSCDS membership renewals for 2019/2020 are in full swing now. The workbooks were emailed to the Regions in mid-August so I would hope that each Club has received its copy and is busy collecting the fees from its members - and perhaps adding a few more besides. It would be helpful if the completed workbooks and fees could be returned to the Regions before the end of September. I have only received a few questions so this may be a good sign (or perhaps not!). Anyway, please let me know if anything is unclear. The other change this year is that we plan to speed up the delivery (and reduce the cost) of membership cards. As soon as the renewals have been processed, we will email each Club a sheet containing pre-filled membership card images to be printed on thin card and handed out to members. This will be accompanied by a member profile so that you can check the information which we hold about you. Then enter any updates via the form on the website. This is an experiment so it will be interesting to see how it turns out.

##### **YOUTH**

The July school holidays saw 50 JAMs attending the JAM Landing (aka JAM camp) in Auckland. Huge congratulations to the Auckland Region and the organising committee for running such a successful event. The massed display, with all 50 juniors participating, was a particular highlight. The JAM Scholarships to attend summer school were drawn at the camp. Congratulations to successful applicants Casey Marshall and Petronella Verhaegh. We're looking forward to seeing you on the dance floor in Cambridge.