

PERTH INTERNATIONAL DANCE

Committee Meeting Minutes Meeting of 3 February 2018

Note supporting item:

PID Calendar 2018

12.30pm Saturday

3rd February 2018

@ Jenny & John Bardill, 20 Browne St, Subiaco, Tel: 9381 5235

Committee Members:

John Bardill	President	Eve Blair
Jenny Bardill	Vice President	Palenque Blair
John Whaite	Treasurer	Steven Janowiecki
Martin Williams	Secretary	Paula Schneider

1. Apologies

No apologies, all present.

Jenny Currell (JC) and Jennifer Eyre (JE) attended for items related to the Hills Group Hall – arrangements and payment rates through the council and the “200th” party suggestion.

2. Business arising from the previous minutes – meeting of 28 Oct 2017

- Updating signatories on ING account – still unresolved – forms signed by outgoing signatories and currently with the President. **Action: John Bardill to get appropriate identification documents endorsed by a JP to meet ING bank requirements – and progress the form. Forward to ING when fully complete.**
- **Yahoo and Facebook admin. Palenque to give access to Steven (for managing) and Jenny B (for record keeping). Agreed that this is no longer required.**
- **New action item: PB to delete the Yahoo account**
- **Facebook:** it was agreed that Facebook will be used to promote special events (not André's workshop) **Action: JW to manage – paid items to be confirmed by Committee prior to promotion on Facebook.**
- **Music Back-up Manager:** Jenny B. to take on the role and nag John to update CD's. **No progress - action item stands.**
 - **Palenque:** Add how to use back-up system to Guideline for Teachers;
 - **John B.:** Organise a laminated set of instructions for attachment to top of laptop;
 - **John W ; update CD's**
- **Martin to review Dance Teacher Guidelines – done.** Document and version control seem to be an issue and the key document needs to be reviewed and endorsed by teachers. **Action Martin to pull together the documents and circulate – all to review, particularly the teachers.**
- **Christmas card** to be sent to Macedonian group – and other groups. Completed by Steve who reported that some fifteen secular cards had been sent to local dance-related groups.
- **John W Macedonian gypsy dance teacher Shani Rafati – no contact made – delete action item**
- **John W DanceWest renewal – no action.** Agreed to drop it, although DanceWest is still operating.
- **Non-slip flooring** – entrance to hall – JB advised that this has been agreed and will be applied when suitable condition apply.
- **Palenque re feedback to André – complete – close item**
- Action items related to Pam Massey's suggested focus on dances from current repertoire. **Agreed** that the previous action items will be covered by other meeting items; **PB's email to teachers; MW to review Teacher Guidelines and PB to request that teachers review Guidelines for**

new dancers

- **Not for Profit Associations - MW and all** – Martin reported some progress – he now has the correct document template but it is proving to have frustrating style properties – a work in progress; **Action item remains.**

Minutes of 28 Oct 2017 accepted; Steven Janowiecki ; seconded by John Bardill.

3. Committee Members

- Committee Member Availability 2018
Martin advised of his absence mid-May to end August
John also likely to be away in the winter

Action: **Committee members to advise Secretary and President of major periods of non-availability**

- Roles and Responsibilities – 2018 – reviewed item circulated by John W. [email 31 Jan; 13:20]. After discussion it was **agreed to add the following:**
 - **Performance Co-ordinator - Eve Blair**
 - **Promotions Officer – Paula Schneider**

Action item – Paula to draft promotions 'concepts and ideas' and provide to Committee

- **Secretary Role and Responsibilities** – not discussed – circulated 2nd Feb 15:07

4. Treasurer and Financials

- Treasurer's Report [email 31 Jan; 12:09] – tabled and discussed, key points below:

Membership 58 members (4 life, 54 paid)

Three new members; applications noted and endorsed:

Muriel Willien-Blanchard

Sara Friedman

Laurel Di Vietri

Report on Introductory course noted [emailed JW; 2 Feb 12:15] collected \$250; returned surplus of ~\$80. Agreed to pay teachers (JW \$60 and PB \$45).

Noted that the Group has current banked reserves of \$9,060. This was not discussed at Committee.

Action: All Committee members to consider a financial plan to utilise these funds in line with the Group's objectives

Noted that the problem with depositing cash into our UniBank account has been resolved following UniBank providing a new deposit book. Problems with the PID Debit Card (in JW's name) remain.

The key price metrics for 2018 were not discussed.

Action: Committee members to review 2016/2017 metrics as circulated in the Agenda – and prepare for discussion at the next meeting.

Treasurer's Report accepted; moved PB; seconded Paula Schneider

5. Teaching Roster

Discussed here in terms of allocated teacher time and the results of the Monday night survey. Teachers were concerned by continuity of teaching sessions. Dancers want dances of appropriate level and interest. It was **agreed** that the teaching roster for **2018** should aim to schedule teaching around public holidays to give teachers a sequence of four weeks teaching and not necessarily to follow calendar months. See also later item related to seeking dancer feedback on dances taught. **No action for current Teaching Roster**

6. Events in 2018

see PID calendar

- **Introductory Classes / Beginners' Course** – report noted – see item above [email JW; 2 Feb 12:15].
- **Advanced Classes** Commitment to the classes confirmed. JB advised that the hall is booked for February through May sessions. Review outcomes and further involvement later.
- **Youngster sessions** Noted that Palenque expects to run further sessions 17 & 24 Feb and 10 & 17 March; 11:00 to 11:30 session within Saturday class.
- **Performances**
 - Fairbridge; PID has been accepted with the Coins – plan is to do a 'Mixer Dance Workshop'.
 - Rockingham International Food Festival – Fri 16 March. Our interest has been sought. JW has emailed asking for more details – not as yet provided. **Action: JW to follow-up**
 - Noted that EB is the new performance coordinator
- **Workshop – André** 30 June – 1 July 2018 Dates and commitment confirmed. Hall is booked but note no hall access until 09:50 – not seen as a problem. André's fee will increase to \$1100. EB agreed to host André and an evening get-together. Other details to be confirmed later.
- **Red Faces** – no detailed discussion
- **Requests for dance events** – including Katie Hill 'TTKT' event in Subiaco – May '18 – email 10 Jan EB and JW expressed an interest in doing this. John has made contact and will co-ordinate with Katie and other teachers as required. **Action JW**
- **The '200th' party** – Jenny Currell in attendance for this item. JC's email (24th Jan 09:24). Jenny's proposal is to hold a PID-supported event at the Hall to jointly celebrate three birthdays; Eve (70), Sara (70), Jenny C (60). Committee endorsed the proposal and suggested a tentative date of Sat. 9th June. Name to be confirmed. JC to coordinate.

7. Promotion

No specific discussion – note PS's involvement as Promotions Officer and the Facebook reference under 'business arising' above.

8. Other Business

- **Hall Hire in the Hills** – Jennifer Eyre joined the meeting for this item. (See email 23 Jan 21:07). JE and JC summarised their requirement to hire the Parkerville and / or Glen Forrest halls through the Shire of Mundaring at the community rate of \$9 per hour rather than the business rate of over \$20 per hour. As dancers pay for the session the Shire insist that it is a commercial arrangement and not a community one. It was **agreed** that the bookings could be made by PID which apparently will solve the problem.

Action: JE to liaise with JW and advise him via accounts@perthinternationaldance.org.au. JW to arrange payment to the Shire of Mundaring – selected dates to apply.

- **Monday night – survey** re - start / finish times, teaching duration & theme nights. As the two items were circulated late (email 2nd Feb 17:49) and not received by all members Martin summarised the process and the results:
Survey commenced between 22nd and 30th January. Some 47 dancers, including teachers, invited to respond to printed and emailed survey. Attendance figures for a 13 month period were extracted from weekly attendance sheets. The 31 responses (66% return) were analysed in a spreadsheet. A summary of the results from the 31 respondents show the following preferences:

Start time 8 selected a start of 7 pm, 11 selected 7:15, 8 selected 7:30 – the rest either failed to answer or said any of the times would suit them.

End time 10 selected 9:15, 9 selected 9:30, 1 selected 9:45 with several suggesting any time suits them. Two people specified 10 pm. Others suggested a flexible finish time.

Teacher Time 1 selected 30 mins, 7 said 45 mins and 18 chose 60 mins. One person said zero.

Party Response 19 responses with 'Yes', some questioned the validity of the survey question – refer to comments in Attachment 3.

Committee members were encouraged to read the full report and the detailed results.

Whilst there was some concern re the wording of the 3rd question – party nights – it was agreed that overall the results are sound and that the comments specific to question 3 are valid.

It was **agreed** that:

Start time will remain at 7:15

End time will change to 9:30

Teaching time to remain as 60 min

Action: Revise the hall booking to end at 9:30 pm and agree timing for 9:30 end introduction

- **Party / Theme nights.** It was proposed, based on comments received from the survey, that non-teaching nights should be reintroduced, although there was some concern that these nights do not favour newer dancers. There is a need for a good range of dances across different skill levels and ensuring that everyone gets an opportunity to select their favoured dances. No vote was taken but the following were agreed – 30 June – André night; 30 July - theme night; 29 October - theme night; 4 June \$5 - non-teaching night. **Announcement.** To address a proposal by Trish Eyre **it was agreed** that the local **Polish** Community should be approached for one of the theme nights.
- **Dance Requests** – while JE was in attendance the question of dance requests was raised, particularly in terms of the small number of dancers who actually contribute to the dance lists on Mondays and on Saturdays. JW pointed to the rapid rate at which dances taught drop off the request list. JE explained the Hills process whereby she maintains a playlist at an individual dancer level – some discussion as to how that might work for sandgropers and whether encouraging the use of a notebook to record names of favourite dances might work. In addition to encouraging dancers to know the dances more and getting more involved in requests JW agreed to try some ideas in his February teaching month. Dancers feedback to be sought at the end of the month. **Announcements**

Action: Teachers to experiment during February 2018 (JW rostered) to get feedback on dances taught with a view to developing personalised playlists.

Action MW ? To seek Monday dancer feedback at the end of the month ??

- **St Margaret's Hall – Hall set-up and take-down time. The Committee did not support the proposal to book the hall for an extra 15 minutes prior to Monday dance.**

Note that subsequent to the meeting this decision was reversed.

- **Suggestions Box** – noted that the suggestions box has been reintroduced and has attracted a number of suggestions. Responses discussed by Committee – see the Appendix to these minutes.

Action: Secretary to provide feedback to 'suggestion' authors where appropriate.

- Based on a suggestion the idea of more formal **name tags** was considered worth checking out.

Action: MW to investigate and report back.

- Discussion re feedback and comments from the '**Free February 2018**' proposal – no discussion and no further action. **Agreed** that it had been a useful question and one that elicited useful discussion.

- **Christmas parties** – it was **agreed** that the parties would be held on 15th and 17th December, subject to Saturday 15th not clashing with the Hora Shalom celebrations. **Action:** JB to confirm with Hora Shalom
- **Defibrillator** – regarding siting one at the hall, **Action:** JB to raise with the Church Council.
- **First Aid Kit** – Confirmed that this has been checked recently (Jenny B).
- **Hall Items** – both items for Monday and Saturday **announcements**
 - Food – **do not leave any food waste** in the hall. Remove it and place items in the red-lidded council bin, particularly for food scraps.
 - Advice from St Margaret's – ensure doors are locked and windows are closed.
- **Audit of Assets** – MW tabled the PID copy of 'Folk Costumes of the World' and asked members to look out for other PID books [Costume Patterns & Designs, Folk Art of Europe, Folk Jewelry of the World and Time-Line of World Costume – various authors – all published by Rizzoli].

Action **All Committee members to check their book collections for PID's missing books**

Meeting ended at 15:50. Thanks extended to John and Jenny Bardill for their hospitality & crèche facilities!

9. Next Meeting: 14 April 2018

Appendix – Suggestions and Committee Responses

Suggestion / Committee Discussion / Decision	
Have a warm-up and stretching period before classes – as André does <i>Teachers have tried this – problems with timing of arrivals and with conflicting findings on the merits of stretching. Dancers to be encouraged to stretch to their own needs if they feel it necessary. Not supported as a general directive to teachers,</i>	<i>NT</i>
Can we circulate dance etiquette and ensure that it is applied. <i>Promoting and circulating the etiquette is supported. Difficult balance between encouraging dancers with obvious skills and making them feel outcasts. Some people will never learn or follow the 'dance behind if you don't know the steps' rule.</i>	<i>NT</i>
Encourage dancers to make notes and record their favourite dances <i>No problem announcing it in order to increase request participation, but it's a personal thing.</i>	<i>MW</i>
Hold a Polish Theme night <i>Supported – see minutes</i>	<i>Trish Eyre</i>
Several suggestions relating to Monday night timing and intent were discussed by Committee, including: Have a flexible finish time – 9:15 is frequently too early to stop Reduce Monday teaching time to allow more time for requests – 1 hr teaching and only 45 mins for dancing is not a good balance Reduce teaching time to 30 minutes Bring back non-teaching nights Promote / revisit the 'two requests per dancer' rule	<i>PW</i> <i>PS</i>
A charity box for Peter's cake – Peter to select the charity <i>Discussed with Peter who says 'no' he likes making cakes</i>	<i>MH</i>
Lapel names please <i>Supported in concept by Committee – we have had that in the past</i>	<i>MH</i>
Have a large print attendance sheet – it's too small!! <i>Not supported by Committee</i>	<i>TH</i>
Promote the use of the suggestion box on a regular basis	<i>PM</i>
Ask people to put their bags under the seats so that they can be used as seats! <i>Yes, supported and it is good practice, and more important not to have tripping hazards at workshops, but people should be dancing not sitting. Perhaps we need a rack.</i>	<i>CI</i>