

PERTH INTERNATIONAL DANCE

Committee Meeting Minutes

1.00 pm Saturday

16th February 2019

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

Committee Members:

John Bardill (JB)	President	Eve Blair (EB)
Jenny Bardill	Vice President	Louise Scott (LS)
John Whaite (JW)	Treasurer	Paula Schneider (PS)
Martin Williams (MW)	Secretary	Trish Eyre (TE)

John Bardill welcomed the new Committee.

1. Apologies

Eve Blair

The minutes of 10 November 2018 were accepted as a true record and a printed copy signed by the President. **Moved PS; seconded JW. Secretary to file**

2. Matters arising from the previous minutes – 10 November 2018

- 'Deletion of the Yahoo account'- April - **PB** - "add use of backup system" to "Guidelines for Teachers" - **Item rolled over.** MW to approach Jenny Currell and Lee Jones re assistance. Followed up by MW - no-one seems to know the access password. Item dropped - not considered to be a risk.
- '**New computer**'. JW advised that the new computer is now commissioned and working well. Thanks expressed for a job well done. **Item closed**
- **Microphone for teaching** - after discussion it was agreed to purchase an entry-level microphone and headset - costing about \$25 and connected via BlueTooth. Alternative, more expensive options not considered necessary at this stage. Performance to be reviewed. **Action: JW to source suitable cheap radio microphone.**
- **Audit of assets** - VHS tapes. JW advised that all the old dance video tapes have been digitised and segmented to individual dances. Noted that tapes are being passed to Paula and that Palenque is still interested in reviewing them. **Item closed**
- Collect **Objectives, Guidelines and Checklists** to apply a common look & feel, promote and publish. Noted that the collection of this material is a recommendation of the new Rules of Association. **Action: MW to incorporate this into the Secretarial rôle.**
- APRA New licensing models and proposals. Previous action remains; maintain a watching brief and **await further advice from APRA.**

3. Correspondence In

ING Statement - passed to Treasurer unopened

Letter - Marius Ursa - schedule for visit March 2020 - attachment to email 9/12/2018

- JW pointed out that whilst financial expenditure raised and agreed via email is identified and reported on in the Treasurer's report - quoting items such as the farewell gift for Palenque - that some email-based decisions may not be picked up. **It was agreed** that these should be identified by the Secretary and confirmed by Committee as a standard agenda item. **Action: MW to identify key items and amend standard agenda.**

4. Committee Members

- Effective communication - raised by JW re emails - **it was agreed** that if it is necessary to respond to an email then reply to the latest email to continue the email thread and retain a history. Create a totally new email only when the email relates to a new subject.

It was recognised that this can lead to very long threads in many cases. The 'if you nothing to say, say nothing' adage was discussed and supported.

- Key Responsibilities & Responsibilities - were discussed and updated. See attachment 1. Noted that some of these items will trigger action items.
- Committee member availability for 2019. The following were noted:

MW	away mid-May to mid-August
LS	away late July - January 2020
JW	some time in July/ August - to be confirmed

5. Treasurer and Financials

Treasurer's Report as per Attachment 2 was tabled by JW. Details of key items and discussion points below:

New members applications

Hilary Ann Silbert
Monica Schweitzer

Nominated by JW, endorsed by Committee

Significant / unusual payments

Gift for Palenque \$82

Thanks expressed to TE for her efforts in expediting purchase and arranging delivery.

Financial Items

Noted that the St Margaret's Hall hourly hire rate increase on 1st January 2019 from \$25 to \$27 is likely to cost PID an additional \$600 per year approximately. Costs to be monitored - no session cost increased at his stage.

The introductory course made a profit of ~\$150. The following payment were **approved** by Committee [moved TE, seconded MW]: \$50 to John Whaite; \$50 to Paula Schneider. Of the remainder, \$13 to be allocated to insurance, leaving \$37 profit for the Group.

Current cash reported as approx \$10,000. Noted that the PID end-of-year cash holding has increased every year for the last 7 years and has tripled in that time. 78% increase in the last 5 years. MW questioned why we continue to accumulate cash. JW expressed his aim of offering some form of grant to a dance academy student / teacher to collect folk dance around the world and return to inject new dance into the Group. Several members raised concerns and associated risks with that suggestion and Committee were asked to consider what the Group's strategy should be in managing its cash reserves including reducing them gradually.

Action: Committee to consider how to manage and utilise the available funds.

Membership

61 members (5 life members), including carry-over from 2018 (membership expires on 1 April). 26 paid renewals this year. JB noted the increase from the high 30's when he became President - partly due to the 15 Hills members. **Action:** JW to send a polite renewals reminder before the end of February.

Committee email decisions

Committee agreed to buy a farewell gift for Palenque Blair to recognise her immense contribution over many years - a nursery gift voucher of value \$75.

The Treasurer's report was endorsed and accepted. MW and TE

6. Teaching Roster – *Noted that this is now available on-line until September.*

	Monday	Saturday
Feb	Jenny C	John
Mar	Eve	Sara
Apr	Eve	Jennifer
May	John	Jennifer
Jun	Jenny C	Laurel
Jul	Eve	Jennifer
Aug	Peter	Jenny C
Sep	John	Peter

7. Events

use calendar

- **Steven Janowiecki and Amanda's return** - 30 March, \$5 pp, start at 5:30pm Noted that this is not a PID event and has a wider audience than Contradancers. they have many followers. It is a church sponsored event; insurance will be covered by them.
 - International Dance Day - 29 April 2019 **Noted**
 - Introductory Classes / Beginners' Course
 - See item under Treasurer's report. Thanks also due to other helpers including Tuna and Tamer. Sessions are continuing.
 - **It was agreed** that LS could explore with her employer, TAFE, to offer similar introductory dance course sessions to her international students. Confirmed that session insurance would be covered by TAFE. JW expressed support in principle.
 - Advanced Classes next due tomorrow. Still continuing - see 2019 PID Calendar.
 - Youngsters' session - on hold pending further advice.
 - Workshops and Theme nights
 - Discussed re the balance of Monday sessions, Theme nights & Teacher-free nights; in terms of the teaching schedule, public holidays and months with 5 Mondays. Noted that there was a preference for Macedonian, Greek then Turkish, based on dance style matching Monday sessions and on the very successful Macedonian session organised by Tuna.

Labour Day	4th March	Teacher-free night \$5
Easter Monday	22 April	Theme - 'Easter bunny' suggested; \$5
WA Day	3 June	Theme - ? Macedonian
5th Monday	29 July	Theme - Greek
Queens B'day	30 Sept	Teacher-free night
 - Further Polish Workshop (TE)

Some concern re the type and number of dances taught 20 Nov. 2018. General feeling was that Polish dances tend to be partner and not line / circle dances that are the core PID dances. **Action:** Trish to ask the Polish Group if they have dances more suitable to our Group and where the banner used at their session was printed.
 - André van de Plas - 2019 - 29th - 30th June
Confirmed and hall booked; Transport and accommodation to be arranged.
 - Potential Aust. visit by Marius Ursu - 26-30 March 2020 - [Romanian folk dancer](#).
- Noted** that a schedule has been received from FDA. **Action:** MW to re-circulate schedule.
- Maurits and Tineke van Geel - proposed tour - March 2020 - ex NZ Dance Folkus.

- Possible PID promotion opportunity noted an Albany at Sustainability Expo event; 25 March
- Future Performances and Requests
 - City of Cockburn approach for Portuguese dance - event cancelled.
 - Fairbridge 2019 - workshop planned - no feedback from the organisers. LS questioned why PID was focusing on workshops rather than a performance. JW suggested that LS discuss it with EB as Performance Coordinator. Contradance is also doing a session.
 - NFF Canberra 2019 - update from JW. Still being considered - the 4 workshops idea is now reduced to 2. Could be cancelled due to lack of supporting teacher now that is Palenque unavailable.

8. Promotion

- JW was thanked for circulating the summary of recent year's promotion-related expenditure. Noted that there were some non-promotion items (eg bereavement) and several special milestone items such as items for 40th year celebrations.
It was moved (TE, JW) that an annual promotions budget of \$500 should be allocated - with an upper limit of \$150 per item - added by JW. Committee to approve higher amounts.
Agreed and endorsed unanimously.
The retractable stand format as used by the Polish group was identified as a possible promotion option. **Action:** Promotions sub-committee to investigate. TE to ask Polish Group the source and cost of their banner.

9. Other Business

- Ratification of Rules of Association and calling a Special General Meeting

JB thanked MW for his work on developing the Rules of Association, the two proposals and supporting material towards the Special General Meeting. MW thanked others in support particularly Pam Gunn and TE.

Noted that terminology is important - key terms including 'Rules of Association' (not Constitution), 'Special General Meeting', 'Special Resolution'. It is also important that the material, meetings etc are badged under 'Perth International Folk Dance Group Inc' not 'Perth International Dance'.

Key documents tabled:

- Rules of Association - 33 pps thanks to JB for printing
- Agenda for Special General Meeting
- Two proposals
 - Proposal 1. Quorum Rules 45&55;
 - Proposal 2. Classes of Membership

Moved [MW, TE] that these documents be endorsed. JB called for a vote - voting was 6 for and one against (JW). The problem was identified as Proposal 1 in relation to having 2 or 3 as a quorum in Rule 45(3)(b) and Rule 55(5)(b).

For the proposal: TE "It provides the members involved in the conduct of business with the option to move, second and arbitrate their decisions in a democratic manner".

Against the proposal: JW "The change from 2 to 3 affects one situation only - 2 members have attended 2 meetings without a quorum and waited for a half hour. Allowing only 2 people to have a meeting carries some risk, but by denying them that opportunity we ensure that urgent business doesn't proceed, and 2 committed members have wasted their time and money."

Having heard the arguments on both sides JB called for a new vote on accepting Proposal 1. The changes to Rule 45 and Rule 55 from 2 to 3 were accepted: for 6, against 1 (JW).

It was agreed that Proposal 1, Proposal 2 and the current Rules of Association will be tabled at a Special General Meeting (SGM) to be held on 18 March 2019 as part of Monday night dancing. In the interest of maximising dancing time JW suggested tabling the 3 items as a single item (defeated 6:1 after discussion). JW agreed not to speak against the 3 items at the Special General Meeting.

It was noted that at least 21 days notice must be given to members for the SGM and that a quorum of 8 is required for a valid SGM

Actions: MW, as Secretary, to call the Special General Meeting - emailing all members; JW to publish material on the PID Web site. Copy of Rules of Association and related materials to be posted on the notice board at dancing sessions and to be a feature of announcements until the SGM.

- Grapevine - MW raised the question of whether we still need to produce *Grapevine* since we now promote key information on the PID web-site. It was agreed that the two have a different focus. The question of the number printed and the cost was raised, particularly in view of the number that still remain in the cupboard. The recent Xmas edition cost \$110 for 50 copies [\$2 ea plus GST]. Committee **agreed** with PS's suggestion to use any spare copies as part of a pack for new members. **Action** Collate spare copies and use in promotion and new dancer packs PS to co-ordinate.
- The name for 5th Monday nights was raised in an email by JW. Some options suggested are No-Teacher Night, Teacher-free night, Dancer's Choice, My choice, Informal Nights, Free-form nights and \$5 night. **It was agreed** that Committee would be surveyed for their preferences. **Action JW**
- **Life Membership**
Triggered by the recent life membership for Palenque it was noted that Life Memberships require to be endorsed at AGM. Unclear if all life memberships have been ratified at AGM.. **Action: MW** add item seeking endorsement for all life memberships to agenda for the next AGM.
- **Suggestions** – none received

Thanks expressed to John and Jenny Bardill for their hospitality and to the various caterers, including croissants from PS.

Meeting ended at 15:45

10. Next Meetings:

Special General Meeting - to ratify Rules of Association 20:15, 18 March 2019

2 proposals - 1. Quorum Clauses 45&55; 2. Proposal - Classes of Membership & Life Membership. Termed ' Special Resolutions' under the Act

Committee Meeting:

6 April 2019

Attachment 1**Committee - Key Roles and Responsibilities - 2019**

President	John Bardill
Vice-President	Jenny Bardill
Secretary	Martin Williams
Treasurer	John Whaite
St Margaret's Liaison	John Bardill & Jenny Bardill
Hill's Group	Jennifer Eyre
Contradance Liaison	Jenny Bardill + +
Monday money check	Various - as agreed by negotiation
Saturday money check	Various - as agreed by negotiation
St Margaret's Refreshments	Bardill family
St Margaret's milk	Bardill family
Music management / Backup	John Whaite
Notice Board - admin and clean-up	Louise Scott - Trish Eyre as back-up
Grapevine Editor	Martin Williams
Promotion/publicity	Paula Schneider.
Digital access security	Jenny Bardill
Teaching schedule	Jenny Bardill
Web page management	John Whaite
Social media management	tba
Event photography	Louise Scott & others (non-dancer preferable)
Archivist - for photos, flyers, articles etc	Secretary
Open hall and set-up	Teacher and others as required
Hall clean and close	Peter Fallon and various volunteers
Performance Coordinator	Eve Blair
Costume Manager/Storage	Jenny & John Bardill
Asset Register Manager - incl key holder data	Secretary
Membership co-ordinator	John Whaite

Attachment 2

Treasurer's Committee Meeting Report 16/02/2019

New members applications

Hilary Ann Silbert
Monica Schweitzer

Significant / unusual payments

Gift for Palenque \$82

Financial Items

Hall hire increase from 1/1/2019, from \$25 to \$27 per hour. This should cost an additional \$600 per year approximately.

Intro course made a profit of ~\$150. I would like committee approval to distribute \$50 to John Whaite and \$50 to Paula Schneider, leaving \$13 contribution to insurance and \$37 profit for PID.

Current cash

Approx \$10,000
We are roughly breaking even so far this year.

Membership

61 members (5 life members), including carry-over from 2018 (membership expires on 1 April).
26 paid renewals this year.

Other

Committee email decisions

Committee agreed to buy a farewell gift for Palenque Blair to recognise her immense contribution over many years - a nursery gift voucher of value \$75.