

PERTH INTERNATIONAL DANCE

Committee Meeting Minutes

12.45 pm Saturday 14th September 2019
@ Jenny & John Bardill, 20 Browne St, Subiaco, Tel: 9381 5235

Committee Members:

John Bardill	Chairman	Eve Blair (EB)
Jenny Bardill	Vice-Chairman	Louise Scott (LS)
John Whaite	Treasurer	Paula Schneider (PS)
Martin Williams	Secretary	Trish Eyre (TE)

1. Apologies

Louise Scott

2. Acceptance of minutes of 15 June 2019

Moved that the minutes of the previous meeting, 15th June be approved as a correct record.
Copy signed for file Paula Schneider / Jenny Bardill

3. Matters arising from the previous minutes – April left overs & June 2019

- John Whaite reported that the search for a suitable **radio microphone** was still in progress. **(JW) - roll over.**
Re the workshop 5/6 Oct it was **agreed** that Jennifer Eyre should be approached re the use of her equipment.
- **Criteria for free sessions.** Using the Macedonian night as an example it was **agreed** that the 'first night free' offer should **not** apply for such nights. **Action:** change the wording on the PID Web-site and on future flyers. 'First *regular dance* session to be free' was suggested (EB) as an example. **Action JW (Web) & PS** re promotion material.
- **Action (April):** Secretary to collate and circulate Secretarial material, including Roles & Responsibilities, Committee, AGM and SGM minutes, agendas, processes, forms etc; and back it all up. Secretary to collate - Objectives, Guidelines and Checklists. **Noted** that these were circulated from Secretary email in May.
Specific **Actions:** Secretary to identify documents and their owners and advise them **JW to advise and arrange** secure storage on PID Web-site.
- **Action (April) - JB&JB** to itemise the 3 boxes of costume items. **Complete.**
- **Suggestion (April)** Put a subtle indelible number / id on performance costumes **Complete.**
- MW raised the Committee's decision at the June meeting not to endorse a promotions strategy (Action item for MW - see the Committee Minutes 6 April 2019) but to refer it to the Promotions Sub-Committee. In the interests of saving time the discussion was cut short with no change to the decision.

4. Correspondence In and email Decisions - listed here and discussed below

- Snail mail and attached records and printed material
 - Statement: ING Quarterly Statement - passed to Treasurer
 - email: ASIC: 6/9/19 with 2 attachments
 - 3pps Registration of 'Perth International Dance' as business name
 - 2 page covering letter under reference 1-35143774730.

- Letter: undated: Registry - domain name available for \$99
- Letter: 9/9/19 New Domain: ref 1880372 - domain name \$80 / \$60
- Treasurer's report

- Email 'decision' items - note here and discuss later
 - Kids classes - various: Goldblatt and others
 - Teaching in Albany - initiated by Palenque Blair
 - 2019 08 02 Draft Flyer for André Tribute workshop - initiated by MW
 - 2019 09 09 to St Marg's re Hall Booking changes - Performance and Advanced sessions and subsequent discussion re the cycle of dates - specifically 29 Sep or 20 Oct?
 - Various: Hall Hire and Hall selection for Marius Ursu workshops in 2020.

5. Committee - including Policy and Procedure and email topics

- Registering 'Perth International Dance' as a business name - 1-35143774730. Thanks expressed to JW for following this through. **Action:** file items for reference.
- **Committee member availability for 2019** - Louise still away until mid-Jan 2020.
- For **calendar year 2020** the following were noted: EB away 31 Jan - 18 March; PS absent for an extended period; MW likely to be away for 3 or 4 months starting mid-May.
- Committee 2020 - although it is early days it appears that there is a lack of members nominating for the Committee. TE suggested that the present intending nominees for chairman, secretary and treasurer step back to see if this will encourage members to nominate for committee positions. **Noted** by Committee - no decision.
- PID has some exposure to a few people in key roles with few supporting people. TE suggested that the Treasurer and Secretary should have understudies at all times **Noted** and supported in principle - no decision.

6. Treasurer and Financials

The following are extracts from the Treasurer's Report as circulated via email

Significant / unusual payments

Perth International Dance name registration - cost \$85, 6 September

Financial Items

On 1 July, UniBank introduced a \$2.70 fee for deposit or withdrawal through the post office. We usually deposit once or twice a month.

FYI, UniBank will no longer issue cheque books from 1 August.

Current cash: Approx \$10,500.

Membership new proposals None

Other ING client verification. See detail in report.

Following ING advice in May re the closure of our account if PID failed to provide identification and other details to meet their global financial control policies, some information was provided and \$6000 was withdrawn from the ING account in June in case it was seized. This was returned it later in the month when it became likely that the matter would be resolved.

Further information has since been supplied. We are still awaiting advice from ING re further action - possibly involving the provision of certified copies of soft-copy documents.

Our bank, UniBank, are no longer posting paper statements. This may make it more

difficult for our auditor to verify the balances and transactions.

In view of UniBank introducing a \$2.70 fee for depositing or withdrawing cash through the post office it was proposed (MW & Jenny Bardill) that we consider changing banks.

Action: JW to investigate.

Moved that the financial report be received

Trish Eyre / Jenny Bardill

7. Teaching Roster

- Teaching in Albany - the proposal (see email from Palenque 5 September) was discussed. Palenque (PB) to be advised to make bookings etc using a PID email address. **Action:** Secretary to advise PB.
- Jenny reported that the teaching schedule for 2020 is a work in progress.

8. Events

- Honouring André van de Plas - Workshops by Kaye Laurendet (**KL**) 5/6 Oct 2019
Committee noted material circulated with the Agenda - see notes attached - with the following comments and additions:
 - Thanks expressed to Eve re home stay - free entry to workshop **agreed**
 - Printed material and dance music expected to be posted by KL within a week.
 - Will Kaye have a PC with her?
 - PID to purchase DVD/CD and booklet.
 - Eve agreed to collect and deliver KL from the airport - Sec to advise KL.
 - Noted and agreed to print selected photos for an album to be available at w/shop
 - Proposed (PS) to create a 'Tribute' Grapevine for the week-end - a few printed copies to be available - action MW.
 - Some wall material to be available - MW / PS (no bluetak to be used on walls).
 - Web site to be updated re further promotion.
- Other Workshops and Theme nights
 - 30 Sept (Queen's Birthday) - dancer's choice - **noted**
 - Perth visit by Marius Ursu - 26-30 March 2020 - Romanian folk dancer available for 2 Saturday sessions, one Sunday and one hour Monday evening - ten hours in total. The key discussion revolved around the search for a suitable hall and the background covered in recent emails and JB's list of halls. The preferred option was to use Midland Junction Art Centre facilities close to Midland gate. Some discussion re cost, movement of chairs and parking.

Moved Eve Blair / seconded Trish Eyre

Agreed

MW abstained

The Chairman requested that Trish Eyre confirm the booking with the Centre. [It was later decided by John Whaite that he would confirm the booking].

Committee noted that there is a Romanian community in the Balga area.

- Maurits and Tineke van Geel - October 2020 Noted that St Margaret's Hall is unlikely to be available. Agreed to defer detailed discussion until closer to the date.
- Advanced Classes Noted that the 'performance and advanced' sessions now held on the same Sunday from 2pm to 5 pm. The 20 Oct and 3 Nov. sessions are only two weeks apart. Based on email dialogues it was **agreed** to keep to those dates and

not to move the earlier session to 29 September, the week before the 'André workshop'.

- Youngsters' session - emailed proposals from Michelle Goldblatt refer - basically kids class 6 October 3:00 - 3:30pm and a further session of kids dance classes in January 2020 . PS felt that Michelle did not appreciate that the teacher covers activities including opening hall, equipment set-up, collecting money etc. **To be resolved.**
- Contradance - Jenny B advised that the last session was successful with 39 dancers.
- Future Performances and Requests
 - Fairbridge 2020 - applications made by Trish (thanks expressed) entitled "dance dégustation" - covering a performance and a session called "Kids dances for the whole family" to be led by Palenque. Awaiting acceptance.

10. Promotion and PID Image

- Promotions sub-committee - PS presented a verbal report covering the focus on the key methods used to find the Group - word of mouth, newspapers and the web-site. Noted that there is now more focus on the latter. The new PID-Web design was noted.
- Performance Co-ordinator's report was presented, then tabled. Noted that there were 13 attendees at the Performance Group session on 1st September. Report accepted by Committee. See Attachment 3.
- Performance fee structure - in the absence of a current fee structure Trish Eyre was asked to draft one. **Action on TE**
- MW advised that a collection of André photos is available on-line at <https://photos.app.goo.gl/CJwJM5XorFTXxW2m6>

11. Other Business

- Some discussion on the two letters 9/9/19 New Domain: ref 1880372 offering a domain name for \$80 and the undated letter from 'Registry' - a domain name available for \$99 - centred on the possible loss of the existing PID domain name or a third party taking and prioritising domains such as "perthinternationaldance.com.au" in any on-line searches. **Action:** PS to review issues and make recommendations.
- Raised by MW - unless amendment is invited, key documents and records should be emailed as PDF and not as native documents which are prone to amendment; and ideally do not use DOCX. Generally accepted; JW stressed that XLS spreadsheets do not suit conversion to PDF.
- Raised by MW - put a limit on size of attachments - the André 'Poster' placed on-line and emailed out was 9Mb, had distorted photos and several typos.
- JW suggested that with current levels of attendance the AGM should be held on a Saturday and not at a Monday session. **It was agreed** to hold this over for the incoming Committee. The 2019 AGM remains on Monday 25 November.
- Items covered during the meeting - related to the next AGM - **Action - MW**
 - Rules of Association: -
 - Add this to the Agenda for the next AGM.
 - Table and/or circulate Special General Meeting minutes of 18 March for endorsement at the November AGM;
 - Seek endorsement for all life memberships.

12. Next Meeting

Committee Meeting:

Saturday 23 November 2019

Note the change of date

Suggestion / Committee Discussion / Decision
That we have some MULO in the catering box please - Pam Williams. <i>Endorsed; to be purchased.</i>

Chairman

Date

Attachment 1 to Minutes to PID Committee Minutes of 14 September 2019

Treasurer's Committee Meeting Report 14/09/2019

New members applications

None.

Significant / unusual payments

Perth International Dance name registration - \$85, 6/9/19

Financial Items

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Current cash

Approx \$10,500.

Membership (incl proposed at this meeting)

None

Other

ING client verification. In May we received notice from ING that we needed to provide identification and other details to them or our account would be closed. The information was required to meet ING's global financial control policies.

We provided some information, and withdrew \$6000 from the ING account in June in case it was seized, but returned it later in the month when it became likely that the matter would be resolved.

We have since provided more information and questioned how we can provide some of the information they have requested - certified copies of soft documents. We have since received an email with another request for information, which was followed a few minutes later by a request to ignore the previous email. We've heard nothing since.

Our bank, UniBank, are no longer posting paper statements. This may make it more difficult for our auditor to verify the balances and transactions.

Committee email decisions

----- end of Treasurer's Reoprt -----

Attachment 2 to PID Committee Minutes of 14 September 2019

Preparation for the Honouring André van de Plas workshop 5/6 Oct 2019

Activities / Items requiring ownership and/or action:

- Invitation to Kaye Laurendet to visit Perth for the 5/6 Oct - complete
- Pay her air-fare - complete
- Home-stay accommodation to be confirmed - EB?- subject to house renovations.
- Ask Kaye to teach from the 2019 dance programme. complete
- Ask Kaye what her teaching fee will be. Confirmed as \$40 ph: complete
- 'Records' and music
 - video cameras/ tripods to be available - we video [note JW unavailable].
 - printed dance note material will be available from Kaye- when?
 - A special André book will be posted by Kaye
 - A CD / USB of the music will be posted by Kaye - w/e 7 Sep
 - Music to be transferred to our PC **and tested** - confirm with Kaye
 - Kaye advised to bring a copy of music with her - MW
 - Provide copy of video to Kaye - she will slice and dice
 - PID Budget for media, printed material etc
- Cancel the hall booking for 29/30 June and book for Oct 5/6. **JB**
 - **Hall booking times** and promo times
- Collect Kaye at airport
- 12 Copies of FDA Footnotes #170, the commemorative André edition gold coin.
- Prepare and decorate hall - nothing stuck on walls; what, who, when
- Memorabilia and Photo Albums -old & new
<https://photos.app.goo.gl/CJwJM5XorFTXxW2m6>
- Refreshments - budget, list of purchases, who, when, \$budget etc
- Check tea, coffee and other beverages
- Tea / hot water urn(s)
- Promotion:
 - Price
 - Media
 - Timing - when and to whom???
 - Publish a copy of Grapevine to coincide with the week-end 5th/6th October
 -

Attachment 3 to PID Committee Minutes of 14 September 2019

REPORT OF PERFORMANCE CO.ORDINATOR – SEPTEMBER 14, 2019

Currently, there are 13 members of the Performance Group actively participating on a regular basis.

Five female members will be performing at the invitation of Brightwater Care Group on 14th October. Past experience dictates that because of very limited dance space in their venue, it was wise to keep things small and manageable. This will be a paid performance.

Notification of four different festival events, all of which are Indian, has been received and considered. One of them, Diwali Mela (a Festival of Light) will take place at the Claremont Showgrounds on the weekend of 1st – 3rd November, from 3.00 p.m. – 9.30 p.m. and on Saturday 2nd, some of us will attend to assess possible participation next year.

Have A Go Day (13th November) has been bypassed this year. The Performance Group did not have the use of one of the two stages at this event, which has grown enormously, and with two members of the Performance Group performing in other events as well as PID's, the decision was taken to not participate this year.

However, an expression of interest has been lodged in writing at the request of the Have A Go Day Co.ordinator for next year's event.

The Fairbridge Festival – April 17 – 19, 2020

Two Perth International Dance applications have been lodged with the Festival. One is entitled "Kids Dance for the Whole Family", led by Palenque Blair, and the other is Dance Degustation by the Performance Group.

That concludes my report.

Trish Eyre