

PERTH INTERNATIONAL DANCE

Committee Meeting Minutes (Draft)

1:15 pm Saturday

7 December 2019

Venue:

Meeting Room, St Margaret's Church, Nedlands

Committee members:

John Whaite (JW)

Chairperson

Eve Blair (EB)

Patricia Blanche Eyre (Trish Eyre) (TE)*

Deputy Chairperson

Leigh Richmond (LR)

Jennifer Susan Currell (Jenny Currell) (JC)

Treasurer

Maria Jenkins (MJ)

Secretary

*Appointed during this meeting

Invited guests (for items 1-4):

John Bardill (immediate past President); Jenny Bardill (immediate past Vice-President); Martin Williams (immediate past Secretary); Paula Schneider (Chair, Promotions Sub-committee)

1. Apologies

Margaret McHugh; Louise Scott.

2. Welcome and introductions – appointment of additional officeholders

The Committee confirmed its appointment, via email exchange prior to the meeting, of Jennifer Susan Currell (Jenny Currell) as Treasurer.

The Committee accepted the nomination of, and appointed, Patricia Blanche Eyre (Trish Eyre) to the position of Vice President/Deputy Chairperson. JW/LR

3. Acceptance of previous minutes – 23 November 2019

Moved that the draft minutes of the previous meeting of 23 November 2019 be approved as a true record. Approved. TE/JW

4. Matters arising from previous minutes –

Key PID documents – collation and publication

MW advised that he had now circulated key PID documents to members. He advised that although many were now quite old, they remained relevant, and recommended that they be maintained on the PID website.

While welcoming the availability of the documents, there were some concerns expressed about potential privacy issues, and the image that might be portrayed of PID if documents such as minutes were publicly available.

Moved: That Committee minutes not be published on the website. TE/EB

Not carried

It was agreed that as a first step in considering the broad issue of publication, a paper be prepared, summarising what material is currently published on the website, and suggesting which categories of documents should or should not be published.

Action: LR to draft a discussion paper

MW to identify a key document for the Committee to review. This could include a document that may give rise to privacy or other concerns, if published. MJ to circulate to members

ING account

The Committee was advised there were continuing difficulties with ING bank re 'client identification'.

JC offered to explore options for alternative banking arrangements, eg with Bendigo Bank, including whether it would be possible to hold two accounts, and if so, whether it would be possible to have a card where dual signatures are normally required for operating the account.

Action: JC

Assets Summary

The Committee noted the Assets Summary prepared by MW as a key document.

5. Correspondence – in and out

Key decisions by email.

The Committee had agreed, via exchanges of email, to the appointment of Jennifer Susan Currell (Jenny Currell) as Treasurer – see item 2 above.

6. Committee

Frequency and timing of meetings

It was agreed to hold 5 general meetings during 2020, preferably in the current venue, on the following dates:

29 February

2 May

4 July

5 September

31 October

Action: John B to be advised of the above dates, for booking of the meeting room. **(MJ/JW)**

Roles and responsibilities

The Committee allocated roles and responsibilities as per Attachment 1 to these minutes.

Action:

JC to discuss arrangements for Monday money checks with Jenny Bardill.

JW to ask Martin Williams if he would assume the role of Archivist.

JW to ask Jenny Bardill if she would take on the role of Costume Manager/Storage.

JW to ask Berni Maginn if she would take on the role of official photographer.

Registration with Department of Mines

Action: **JC** to check what information about the new Committee needs to be provided to the Department of Mines. **MJ** to assist where appropriate.

Signatories to bank accounts

Action: **JC** to clarify this issue in exploring possible new banking arrangements (see item 4 above).

Change of business address

Action: **MJ** to register PID's address as her own once she has moved to her permanent home.

Unfinancial members

It was noted that membership fees are due in January, and that where fees are not paid at the end of three months (ie March), membership expires. Towards the end of three months in the new year, the President is to write to those who have not paid their fees, thanking them for their membership, and inviting them to renew.

Issues for the Committee in 2020

JW indicated that a key issue would be the ageing of PID's members, and how to attract younger dancers.

More broadly, it was important to keep in mind that the association's objectives went beyond serving its current members, to promoting folk dancing in W.A. It was towards this end that TE is liaising with different groups. JW asked members to look for ideas on how to promote this broader objective and what activities they could undertake.

JW said that the Committee often needed to consider issues via emails. He asked that people respond to emails when requested. To facilitate efficient handling of emails by members, there was a suggestion that the heading of emails should indicate what action is required – eg 'for comment', 'for information', 'for a vote'.

JW also asked members to keep the threads of conversations separate – ie to start a new email for a different topic, rather than complicate an existing email thread.

In addition, JW asked members to be generous when interpreting email correspondence.

7. Proposed Standard Schedule of Fees

The Committee endorsed the document, including the title, that had been circulated with the agenda for the meeting.

TE/JW

8. Promotion and PID image

Performance Group Rehearsal Class

The Committee approved the continuation of the Performance Group Rehearsal Class to 30 June 2020, at which point the arrangement will be reviewed.

LR/EB

Information on Facebook page

Members noted that there were few items related to PID activities on the Facebook page, and asked that the Promotions Sub-Committee look at ways to remedy this.

Action: Paula Schneider

9. Other business

Activity/Event Request

The Committee approved the Activity/Event request submitted by Jennifer Eyre to conduct a PID 6 week Introductory Course at the Midland Junction Arts Centre, Great Eastern Highway, Midland, from 21st January to 25th February, 2020 – Tuesdays 6 – 7 p.m.

TE/JW

Marius Ursu – accommodation

The Committee accepted LR's offer to accommodate the visitors and transport them to the workshop venue.

Publicity for other dance groups

TE proposed that the Committee needs to consider the general issue of whether PID should provide publicity, eg on its website, for other dance groups and events.

Action: MJ to list on the agenda for the next meeting.

10. Next meeting

1:00pm on Saturday 29 February 2020.

Venue: Meeting Room, St Margaret's Church, Nedlands.

The meeting closed at 3:15pm.

Minutes by Maria Jenkins, Secretary

Minutes approved by Chairperson:

John Whaite

____/____/2020

PERTH INTERNATIONAL DANCE

List of roles and responsibilities 2020

President / Chairperson	John Whaite
Vice-President / Vice-Chairperson	Trish Eyre
Secretary	Maria Jenkins
Treasurer	Jenny Currell
St Margaret's Liaison	John Bardill
Hill's Group	Trish Eyre and Jenny Currell
Contradance Liaison	John and Jenny Bardill
Monday money check	?
Saturday money check	Fumiko Nakamura
St Margaret's Refreshments	Jenny Bardill
St Margaret's milk	Jenny Bardill
Music management / Backup	John Whaite
Notice Board - admin and clean-up	Louise Scott (Backup: Trish Eyre)
Key Management	Teachers
Grapevine Editor	Martin Williams
Promotion/publicity	Paula Schneider
Digital access security	Trish Eyre/ Maria Jenkins
Teaching schedule	Jenny Bardill
Web page management	John Whaite (Backup: Jenny Currell)
Social media management	Promotions sub-committee
Event photography	?? Berni Maginn
Archivist - for photos, flyers, articles, memorabilia	?? Martin Williams
Open hall and set-up	Teachers
Hall clean and close	Various
Performance Coordinator	Trish Eyre
Costume Manager/Storage	?? Jenny Bardill
Asset Management	Jenny Currell
Membership co-ordinator	John Whaite