

ROYAL SCOTTISH COUNTRY DANCE SOCIETY

**MINUTES AND PAPERS
OF THE MANAGEMENT BOARD**

2004



The Royal Scottish Country Dance Society

MANAGEMENT BOARD MEETING

Saturday 14 February 2004
RSCDS Headquarters, 12 Coates Crescent, Edinburgh
at 10.30am

AGENDA

Enclosures/Reports

- 1 Apologies
- 2 Notes of meeting of 15 November 2003 *Previously circulated*
- 3 Matters arising from Notes not listed elsewhere
 - 3.1 Annual Conference Weekend 2004
 - 3.2 Inverness visit
 - 3.3 Approval of Policies – D Reith
 - 3.4 Correspondence
 - 3.5 Scottish Charities Office/Office of the Scottish Charity Regulator
 - 3.6 Bulletin
 - 3.7 Awards (Scrolls – Society and Branch)
- 4 Management Committees
 - 4.1 Meetings schedule 2004-05 *Draft schedule*
 - 4.2 Education & Training Committee *Note of meeting, 29 November 2003*
 - 4.2.1 Examination Structure *Note of meeting, 7 February 2004 (to be tabled)*
 - 4.2.2 Appointment of New Examiners *Draft structure & covering letter*
 - 4.3 Membership Services Committee *Note of meeting, 6 December 2003*
 - 4.3.1 Publishing Policy
 - 4.3.2 Manual
 - 4.4 General Purposes & Finance Committee *Note of meeting, 31 January 2004 (to be tabled)*
 - 4.4.1 Financial Report
 - 4.4.2 HQ computing facilities including database *HQ database – a snapshot*
 - 4.4.3 VAT
 - 4.4.4 Accounts 2002-03: report from Auditor
 - 4.4.5 Accounts 2002-03: management representation letter
- 5 Dancedetails Update *M Brown to report*
Website *S Adam/E Gray to report*
- 6 Building Works Update *S Adam to report*
- 7 Ideas for Recruitment of Members **All to consider prior to meeting**
- 8 Membership Structure – Responses to date
- 9 Branches and Affiliated Groups
 - 9.1 Central Germany Branch *Application*
 - 9.2 Gairloch Scottish Country Dance Class *Application*
 - 9.3 Northampton Town & County Scottish Association *Application*
 - 9.4 Spiffin Scottish Country Dancers *Application*



10 Any Other Competent Business

- 10.1 STDT
- 10.2 Teachers' Association
- 10.3 Badges for MB Members
- 10.4 Branch files

11 Date of Next Meeting

3 April 2004

Please notify the Secretary at Headquarters at least 2 days before the meeting, in writing, if you have any item you wish to be discussed under any other business.



The Royal Scottish Country Dance Society

**Notes of meeting of the Management Board
held on Saturday 14 February 2004 at 10.30am
at 12 Coates Crescent, Edinburgh.**

Present: Jean Martin (Chairman and Convenor of meeting)
Stewart Adam (Chairman Elect)
Irene Bennett (Convenor, Membership Services Committee)
Sue Porter (Youth Director, for Convenor, Education & Training Committee)
Richard Turnbull (Convenor, General Purposes & Finance Committee)
Christina France, Dorothy Hamilton, Jim Healy, Jimmie Hill, Andrew Kellett, Alastair MacFadyen, Susi Mayr, Anne McArthur, Wilson Nicol, Keith Oughton, Jerome Reinstein, Andrew Smith, Irene Whyte.

In attendance: Elspeth Gray (Secretary)

Apologies: Malcolm Brown, Peter Clark, Bruce Frazer, Alex Gray, Ian Hall, Rachel Wilton.

	Decision/Action	Member/s Responsible	Date to be completed
1	The Chairman welcomed Sue Porter who was representing Education & Training Committee for Alex Gray.		
2	Notes of meeting of 15 November 2003: Note 12 (3) – Clarified that the Review Panel was not an Appeals Panel, but would deal, as necessary, with queries or issues arising out of exams.		
3	Notes of 15 November 2003 were approved as an accurate record.		
4	Matters arising: MB 15/11/03, Note 24 – Despite great efforts by Edinburgh Branch, no Edinburgh venue had been found, so the AGM would be held in Perth. A meeting with Edinburgh Branch reps would be held on 21 February. A meeting of Youth Co-ordinators might be a possible Sunday event, followed by lunch.	SA / JM S Adam	21/02/04 21/02/04
5	Matters arising: MB 15/11/03, Note 15 – Jean Martin and Stewart Adam had visited the potential Conference Weekend venue in Inverness. The whole building, except the swimming pool, would be required. Negotiations would continue.	I Whyte	12/06/04
6	Matters arising: MB 15/11/03, Note 27 – Approval of policies had not yet been received.	E Gray	17/03/04
7	Matters arising: MB 15/11/03, Note 29 – Jean Martin had replied to Angus Henry's letter as discussed with Board members.		
8	Matters arising: MB 15/11/03, Note 30 – Letters had been received from the Scottish Charities Office and the new Office of the Scottish Charity Regulator, confirming that the functions of the former had been transferred to the latter.		
9	Matters arising: Board members had been informed of the situation regarding the Bulletin. As nothing further had been heard from Miller Print, agreed that a lawyer's letter should be sent to them.	E Gray	20/02/04
10	Matters arising: MB 15/11/03, Notes 14 – Aspects of the Branch Award, agreed at the last meeting, were clarified. Branches would be informed of the details in a forthcoming mailing.	E Gray	14/04/04
11	Matters arising: MB 15/11/03, Note 16 – Andrew Kellett confirmed that the Society could, from time to time, propose individuals for an honour, in recognition of their contribution. However, he noted that these were most likely to be awarded to people who had made a major contribution in local communities.		

19	Appointment of New Examiners		
	<ul style="list-style-type: none"> • 10 nominations received. • Selection panel to be confirmed. • Training to be on first or third Saturday in June, in Edinburgh, Lesley Martin and Elma McCausland to be the trainers. 	A Gray	05/03/04
20	Irene Bennett pointed out that the sample schedule for running examinations had been followed in a recent examination at Dunfermline, but that did not prevent the exam over-running considerably with subsequent problems with volunteers and stress to candidates.	A Gray	29/05/04
21	Report from MS Convenor (meeting 6 December):		
	1) Note 2.4 – Jean Martin was to contact Quentin Cramb.		
	2) Note 2.4 – agreed to suggest to MS that Step Dancing book should include background, as well as instruction.	I Bennett	13/03/04
	3) Note 9 – Keith Oughton was monitoring the PEL situation.		
22	Communication and Publications Policy		
	<ul style="list-style-type: none"> • A paper and draft publishing policy were tabled. • Agreed to discontinue the Bulletin and replace it with a twice-yearly magazine. • Working Group to agree an editorial board (by conference call). • “Secretary’s update” (or equivalent) to be available electronically as well as hard copy. • Some concern expressed re proposal to make new CDs teaching CDs, as some people bought them just to listen to. Investigate whether both could be combined. • Policy to be taken to next MS meeting. 	PPWG E Gray I Bennett I Bennett	05/03/04 TBA 13/03/04 13/03/04
23	Manual		
	<ul style="list-style-type: none"> • Revision of all 8 chapters now concluded. • Final meeting scheduled for 15 March, when format would be discussed. • Any ideas on format to be given to E Gray to pass to the group. • Noted that coloured sections would greatly increase the cost. 	All	12/03/04
24	Report from GP&F Convenor (31 January meeting cancelled, to be held 21 February 2004)		
	1) VAT situation still not resolved. A constructive meeting held in December with senior partner and VAT expert from Scott Moncrieff, and correspondence with Customs & Excise followed. The bulk of the argument appeared to have been accepted, but minor points of clarification requested were supplied on 3 February 2004. It was hoped that settlement would be achieved very soon.		
	2) Financial report to 31/12/03:		
	<ul style="list-style-type: none"> • Noted that figure for subscriptions was 75% of subs received, and although up on subs income at this point last year, was suspected that income would be around £10,000 down on projection. • Noted that £2,000 received from Hamlyn’s • Noted that of Teeside Branch’s 20 life/long term members, 18 came to HQ rather than another Branch. • Royalties income from PPL and Harper Collins low, to be investigated. • Cost of sales figure was estimate; because of building work in basement, no stocktake carried out in January. • Property costs included £2,500 for painting work. • Meeting costs had decreased since introduction of new management structure. 	E Gray	20/02/04
	3) Report from Auditor – some concern that a few creditors had been missed, and that there were some anomalies in stock. Neither of these points had been material, but would be closely monitored in 2004. The document was stressed as being confidential to trustees.	R Turnbull/ Treasurer	15/05/04
	E Gray to request permission from Auditor for document to be circulated to GP&F.	E Gray	20/02/04

25	Database In discussions with Capital Communications (re Bulletin distribution), they had offered to carry out a free audit of the database. This would take place on 19 February. Offers of help in-house would be put on hold until the situation was clarified.		
26	DanceDetails & Website <ul style="list-style-type: none"> Website had been moved. Outstanding 150+ dance instructions had been given to Donna Robinson. She now had access to the website to put DanceDetails on, and MB would be informed when it was ready to look at. Email aliases and forwards could now be set up from HQ; chairman@rscds.org for example. Suggested Youth and Schools Directors could be included. Online payment systems and costs to be discussed at GP&F meeting. 	E Gray R Turnbull	19/03/04 21/02/04
27	Building Works Progress had been made. Archive shelving to be installed 17 February. Costs likely to be in line with what MB had approved.		
28	Recruitment Ideas <ul style="list-style-type: none"> A selection of materials to provide ideas was circulated. Agreed to ask MS to come up with a pack for Branches, including eg how to write a press release. Portfolio of good action photos badly needed. Suggested that could print extra copies of first new magazine, to use as marketing tool. All ideas to be passed to Marketing Working Group to take forward. 	I Bennett T Notman	13/03/04 13/03/04
29	Membership Structure <ul style="list-style-type: none"> Some discussion of responses received to date. Costs of direct mailing to members being sought, would be available for next meeting. 	E Gray	03/04/04
30	Branches Approval given to establishment of Central Germany Branch.	E Gray	27/02/04
31	Affiliations Three applications for affiliation were approved: <ul style="list-style-type: none"> Gairloch Scottish Country Dance Class (Gairloch, Scotland) Northampton Town & County Scottish Association (Northampton, England) Spiffin Scottish Country Dancers (Southampton, England) 	E Gray " "	27/02/04 " "
32	Any Other Competent Business <ul style="list-style-type: none"> Agreed there was a need for closer liaison with STDT in areas where Scottish country dancing already existed. There was a suggestion that there should be a UK Teachers' Association. Agreed to produce briefing paper outlining the suggestion. Agreed badges for MB and Committee members not desired. Proposal regarding Branch files tabled. Proposed action agreed, with very minor amendments. Noted that Scottish Arts Council had advertised for dance representatives. Bruce Frazer had requested Convenors' confirmation that Branch Forum Report had been considered. Much of this had been covered during the meeting. Irene Bennett confirmed MS had considered production of a film but it was well beyond current budgeting arrangements. Invitations to Garden Party were discussed; 2 staff members were interested in attending, agreed that 2 MB members (unaccompanied) could also go, those interested gave their names to E Gray. 	J Martin J Hill E Gray E Gray	ongoing 31/03/04 30/04/04 23/02/04
33	Date of Next Meeting 3 April 2004.		

AGM Sub-Committee: Stewart Adam, Peter Clark (remainder to be confirmed)

AGM Future Working Group: Stewart Adam, Malcolm Brown, Jerry Reinstein, Rachel Wilton



The Royal Scottish Country Dance Society

MANAGEMENT BOARD MEETING

Saturday 3 April 2004
RSCDS Headquarters, 12 Coates Crescent, Edinburgh
at 10.00am

AGENDA

Enclosures

- 1 Apologies
- 2 Notes of meeting of 14 February 2004 *Previously circulated*
- 3 Matters arising from Notes not listed elsewhere
 - 3.1 Annual General Meetings 2004 and 2005
 - 3.2 Approval of Policies – D Reith
 - 3.3 DanceDetails Update / SAC Funding *M Brown / R Turnbull to report*
 - 3.4 Building Works Update *S Adam to report*
 - 3.5 Ideas for recruitment of members *I Bennett to report*
 - 3.6 STDT *J Martin to report*
 - 3.7 Website/ Email addresses *E Gray to report*
- 4 Membership Structure
 - 4.1 Brief Analysis of Responses
 - 4.2 The Way Forward
- 5 Database
- 6 Management Committees
 - 6.1 Membership Services Committee *Note of meeting of 13 March 2004*
 - 6.1.1 Publishing Policy
 - 6.1.2 Manual
 - 6.2 Education & Training Committee
 - 6.2.1 Examination Structure
 - 6.2.2 Appointment of New Examiners
 - 6.3 General Purposes & Finance Committee *Note of meeting of 21 February 2004*
 - 6.1.3 Financial Report
 - 6.1.4 VAT
 - 6.1.5 Scroll nominations
- 7 Teachers Association *Draft proposal by J Hill*
- 8 Applications for Affiliation
 - 8.1 Rechberg Scottish Dancers, Germany
 - 8.2 Kettering & District Caledonian Society, England
- 9 Any Other Competent Business
- 10 Date of Next Meeting
12 June 2004

Please notify the Secretary at Headquarters at least 2 days before the meeting, in writing, if you have any item you wish to be discussed under Any Other Competent Business.



The Royal Scottish Country Dance Society

Notes of meeting of the Management Board held on Saturday 3 April 2004 at 10.00am at 12 Coates Crescent, Edinburgh.

- Present:** Jean Martin (Chairman and Convenor of meeting)
Stewart Adam (Chairman Elect)
Irene Bennett (Convenor, Membership Services Committee)
Alex Gray (Convenor, Education & Training Committee)
Richard Turnbull (Convenor, General Purposes & Finance Committee)
Malcolm Brown, Peter Clark, Christina France, Bruce Frazer, Ian Hall, Dorothy Hamilton,
Jimmie Hill, Andrew Kellett, Susi Mayr, Wilson Nicol, Keith Oughton, Jerome Reinstein,
Andrew Smith, Irene Whyte, Rachel Wilton.
- In attendance:** Elspeth Gray (Secretary)
- Apologies:** Jim Healy, Alastair MacFadyen, Anne McArthur

	Decision/Action	Member/s Responsible	Date to be completed
1	Notes of 14 February 2004 were approved as an accurate record.		
2	Matters arising: MB 14/02/04, Note 4 – Arrangements for Annual Conference/AGM 2004 progressing well. Meeting rooms for Sunday available at Bell's Sports Centre, within the quoted price, and buffet lunch could be provided. Possible topics for Sunday seminars – agreed that provided there was a good mix of topics, Edinburgh Branch to decide which would be offered. Agreed that all 3 Convenors would speak at the AGM. Band for Ball on Friday to be Alistair Wood, and New Zealand Branch had agreed to provide the programme. Saturday band to be Iain MacPhail, with East Lothian Branch providing the programme.		
3	Matters arising: MB 14/02/04, Note 5 – Position regarding Inverness for Conference/AGM 2005 to be clarified quickly. Aberdeen Branch had also offered. Decision to be made at next meeting.	I Whyte	16/04/04
4	Matters arising: MB 15/11/03, Note 27 – A full response from David Reith regarding policies had just been received. To be studied in detail and any matters for discussion to be brought to next meeting, otherwise final copies of policies to be issued to all.	E Gray	28/05/04
5	Matters arising: MB 14/02/04, Note 26 – Donna Robinson had produced detailed data on costs for grant application purposes. Possible grants had been investigated, but there were no suitable categories with SAC or other sources that the project would “fit”. Agreed conference call to be set up as soon as possible between Malcolm Brown, Donna Robinson, Alex Gray, and Richard Turnbull with Stewart Adam chairing. Agreed that if the group was happy with what was proposed, to go ahead with the project using JMMF funds, up to a maximum of £10,000. Agreed that sponsorship should still be sought. Agreed that setting up online payment must be part of this arrangement.	S Adam	30/04/04
6	Matters arising: MB 14/02/04, Note 27 – Building work in the basement was progressing slowly.		

7	Matters arising: MB 14/02/04, Note 28 – Ideas for recruitment were discussed at Membership Services. There is an annual UNESCO day of dance on 29 April each year, and a recruitment drive would be structured around that. Information to be sent to Branches, with a view to starting with the 2005 event.	I Bennett	22/05/04
8	<p>Membership Structure</p> <p>There was a wide-ranging discussion on responses received to the consultation documents and Board members' own views, all of which had been circulated. Of the 24% response, only 2 Branches had favoured some form of OMOV, while some Branches, and many HQ members, had been very critical of the possibility. It was recognised, however, that some respondents might have misinterpreted OMOV as implying that Branches would disappear. The over-riding impression was that OMOV would not currently gain wide support at an AGM. Board members felt that in order to move to an OMOV system, much stronger loyalty to the Society, rather than to the local Branch, would have to be engendered. It was possible that this may happen in time – the new magazine could help, as would more activities such as involving Branches in testing dances for new books. It was also clear from the responses that a complex voting system would not find favour. Overall, there was no real groundswell of opinion for change.</p> <p>Peter Clark moved that a Branch organisation/structure with delegate voting should be retained, for the present, with delegates voting on a proportional basis, and that other areas of the organisation should be built on. Ian Hall seconded. Agreed by the majority, two members dissenting. Delegate numbers/proportions to be reviewed at next meeting.</p>		
9	<p><i>Headquarters members</i></p> <p>There followed a lengthy discussion regarding Headquarters members, with several options being explored.</p> <p>Alex Gray moved that the Management Board allow the possibility of the formation of an “International Association” from current HQ members. Wilson Nicol seconded. Agreed unanimously.</p> <p>Agreed that once such an Association had been formed, hopefully approved by the Board on 12 June 2004, a mailing would be sent to all HQ members giving them the following options:</p> <p>(a) joining a local Branch/Association; (b) joining the International Association; or (c) continuing with the current arrangements.</p> <p>Anyone wishing to join the Society in future would then be asked to join either a local Branch or the International Association.</p>	E Gray	16/06/04
10	<p><i>Distribution</i></p> <p>Agreed that a database of all members should be compiled, and that when complete, members' magazine would be distributed direct to members. Agreed to request all members' names, addresses and email addresses from Branches, and to provide them with a “template” to use. A data protection statement must be included.</p> <p>Details of the foregoing would be finalised at the June meeting, once the website group had discussed whether the member database was included in the DanceDetails exercise or not.</p> <p>Capital Communications database report to be circulated to all.</p> <p>Bill Whyte's IT report to be circulated to DanceDetails Working Group.</p>	E Gray E Gray	16/04/04 13/04/04
11	<p><i>Affiliated Groups</i></p> <p>Agreed to collect statistics regarding members, teachers and activities with Affiliated Group renewals each year.</p> <p>Draft questionnaire to be reviewed and circulated to Board members.</p> <p>If it is agreed at next meeting to send the questionnaire to groups, analysis of responses to be carried out by GP&F.</p>	E Gray J Martin	12/05/04 28/05/04

12	<i>Reporting</i> Agreed that a lot of detail was not needed in the Report of the MB meeting of 3 April, but that it should give good, clear reasons for the decisions made.	J Martin	18/04/04
13	<i>Membership rates</i> Agreed GP&F to look at membership rates at their next meeting, and bring proposals to MB meeting in June. Particular consideration to be given to special rates for families and for under-25s.	R Turnbull	15/05/04
14	<i>Constitution</i> Agreed to ask David Reith to consider the reviews to the Constitution that were drafted in 2003 and held "on ice", and seek his advice as to whether these should be put to the AGM in 2004.	E Gray	30/04/04
15	<i>Friends Association</i> All to consider this possibility (not as previously proposed by Glasgow Branch) for June meeting.	All	12/06/04
16	Report from MS Convenor (meeting 13 March): 1) Step Dance booklet – a meeting would be held of all contributors. 2) Editorial team for the new magazine had yet to be agreed. 3) Book 45 would probably contain around 30 dances. 4) Budget for 2004-05 was £102,000, with projected income for the year being £36,500. 5) MB suggested the Committee reconsider the size of Book 45, and cost its production. 6) MB agreed that the 3 Japanese Branches be asked to co-operate over the translation of the Manual and the new magazine. Noted that a financial contribution towards the cost of producing Japanese version of the magazine might be considered.	I Bennett	22/05/04
17	Manual Agreed that after the (final) April meeting of the Working Group, the specification for the Manual should be forwarded to the Marketing Group for recommendations on style.	A MacFadyen	23/04/04
18	Report from E&T Convenor (no meeting): 1) Details of the new examination structure were included in the Newsbrief. Any comments received will be discussed at the E&T meeting in May, and a final proposal would be put to the MB in June. 2) The selection sub-committee for potential examiners would meet shortly and hopefully decisions would be made at the May E&T meeting as to which candidates would go forward to the next stage. 3) There was discussion regarding the transition between old and new exam systems. Confirmed that the intention is to introduce the new syllabus in June 2005.	A Gray	29/05/04
19	Report from GP&F Convenor (meeting 21 February): 1) There had been no response from C&E regarding VAT. If nothing had been received in a month's time, the Head of C&E may be approached. 2) Giftshare and a leaflet regarding legacies would be considered by GP&F. 3) MB approved all Scroll recommendations. 4) MB agreed all Committee notes and MB Reports to be circulated to all MB and MC members. 5) Marilyn Jeffcoat is selling her business (D M Vaughan) and retiring. MB agreed to retain her services as Treasurer for say 18 months, until retiring staff are replaced at HQ, then review the situation.	R Turnbull E Gray + team R Turnbull	15/05/04 16/04/04 30/04/04
20	Teachers' Associations Jimmie Hill with some help from Sue Porter had prepared the document circulated. MB were very supportive of the proposals. Agreed this would be a topic for The Floor is Yours at Conference/AGM.	S Adam	16/04/04

	It would be essential to clarify TA status (there is currently one “Branch” and one Affiliated Group) before promoting TAs to members.	All	12/06/04
	Check if TAC (a) have paid fee and (b) have delegates to AGM.	E Gray	12/06/04
21	Affiliations Three applications for affiliation were approved:		
	<ul style="list-style-type: none"> Rechberg Scottish Dancers, Germany - suggest to the Group that they consider the possibility of forming a Branch, in time. 	E Gray	16/04/04
	<ul style="list-style-type: none"> Kettering & District Caledonian Society, Northamptonshire - suggest Leicester Branch liaise with the Group re providing teachers. 	K Oughton	30/04/04
	<ul style="list-style-type: none"> Stocksfield Scottish Country Dance Club, Northumberland 		
22	Any Other Competent Business		
	<ul style="list-style-type: none"> Scots Traditional Music Awards – Stewart Adam to present the award being sponsored by the Society (best TV/Radio Show) 		
	<ul style="list-style-type: none"> Bulletin 2004 would feature 2 competitions: (1) name for new magazine and (2) favourite dance. Robbie Shepherd may be willing to help promote the latter. 	E Gray	ongoing
	<ul style="list-style-type: none"> The letter from Jeremy & Grace Hill re kids at Summer School should be publicised more widely. 	J Dick	30/04/04
	<ul style="list-style-type: none"> Noted that succession planning for MB was important, several members standing down this year would not stand for re-election. 	All	12/06/04
	<ul style="list-style-type: none"> At next meetings, MB and Committees to review progress, remits, and generally how they have operated in the last year. 	J Martin & Convenors	May/June 04
23	Schedule of meetings 2004-05		
	<ul style="list-style-type: none"> Consider whether MB needs to meet 6x/year, or whether should be on more regular basis, say every 2 months, slot other meetings round. 		
	<ul style="list-style-type: none"> Reconsider schedule and bring definite ideas for 2004-05 and 2005-06 to next meeting. Need to take into consideration: <ul style="list-style-type: none"> gaps that have to exist pressures on staff timing of GP&F meetings distribution throughout the year number of meetings 	All	12/06/04
	<ul style="list-style-type: none"> Each Committee to consider schedule at May meetings, and to consider succession planning for Committees. 	Convenors	May 04
24	Date of next meeting 12 June 2004.		



The Royal Scottish Country Dance Society

Notes of meeting of the Management Board held on Saturday 12 June 2004 at 10.30am at 12 Coates Crescent, Edinburgh.

- Present:** Jean Martin (Chairman and Convenor of meeting)
Stewart Adam (Chairman Elect)
Irene Bennett (Convenor, Membership Services Committee)
Alex Gray (Convenor, Education & Training Committee)
Richard Turnbull (Convenor, General Purposes & Finance Committee)
Malcolm Brown, Peter Clark, Christina France (part only), Bruce Frazer, Dorothy Hamilton, Jim Healy, Jimmie Hill, Andrew Kellett, Alastair MacFadyen, Susi Mayr, Anne McArthur Wilson Nicol, Keith Oughton, Jerome Reinstein, Rachel Wilton.
- In attendance:** Elspeth Gray (Secretary)
- Apologies:** Ian Hall, Andrew Smith, Irene Whyte.

Decision/Action	Member/s Responsible	Date to be completed
1 The Board noted with sadness the death of one of the Society's Honorary Vice Presidents, Sir Donald Cameron of Lochiel, KT. A letter of condolence had been sent.		
2 Notes of 3 April 2004: <ul style="list-style-type: none"> • Note 8, Membership Structure, second last line – should read "... two members dissenting", as stated in the Report of the meeting. • Note 9, Headquarters members, last sentence – should read "... anyone wishing to join the Society in future would then be asked...". • Note 16 (1), should read Step Dance booklet, not Warm-up Booklet. With the above amendments, the notes were approved as an accurate record.		
3 Matters arising: MB 03/04/04, Note 2 – Arrangements for Annual Conference/AGM 2004 were still progressing well: <ul style="list-style-type: none"> • Jimmy Spankie had agreed to take the Dealing with the Media session • Dance programmes had been provided by New Zealand and East Lothian Branches. • Malcolm Brown had agreed to organise the stewards, and would be kept informed of detailed plans. 	S Adam	ongoing
4 Matters arising: MB 03/04/04, Note 2 – A query had arisen about Management Board and Committee members who were not delegates attending the AGM. Agreed to discuss later in the agenda.		
5 Matters arising: MB 03/04/04, Note 3 – Conference/AGM 2005 – Jean Martin and Stewart Adam had visited the new Conference Centre in Aberdeen. The smaller hall that had been provisionally booked would not be large enough, and the cost of the larger hall would be prohibitive. Jean Martin outlined what else was available on specific dates in Aberdeen. Agreed that Jean Martin would find out next week what the position was regarding the ballroom; if it was not available for the Saturday afternoon, Conference/AGM 2005 would be held in Perth. Agreed AGM Sub-Committee to consider 'rolling programme' for 3-5 years ahead, to identify which Branches may be asked to assist in organising AGMs.	J Martin E Gray AGM Sub	18/06/04 18/06/04 20/08/04

6	Matters arising: MB 03/04/04, Note 4 – All policies were now finalised, some minor amendments having been recommended by the lawyers. Copies circulated to all.		
7	Matters arising: MB 03/04/04, Note 5 – A revised quotation had been received from Donna Robinson, outlining the scope of the work she would undertake, and this was ongoing. It was hoped there would be more to report at the next meeting. A written contract was yet to be finalised. GP&F had asked MB to consider who would have ongoing responsibility for Dance Details and the website. Agreed to prepare brief proposal regarding responsibilities and how they should be apportioned, including charging for access.	E Gray M Brown	asap 21/08/04
8	Matters arising: MB 03/04/04, Note 6 – Building works were almost complete. Noted that costs appeared to be slightly more than MB had approved, but that some of the work was to be treated as maintenance. Breakdown of clarification between maintenance and improvement work to be provided.	S Adam	20/08/04
9	Matters arising: MB 14/02/04, Note 10 – Branch Award. It was previously agreed that Branches would initially be allowed to give 1 or 2 Awards in the first year, but this had not been made clear in information to Branches. This would be noted in June mailing. Suggested wording for certificate circulated.	E Gray	21/06/04
10	Matters arising: MB 03/04/04, Note 22 – Bulletin. Elspeth Gray reported that it was on schedule, all articles were either received or in the pipeline.		
11	Membership Structure <i>AGM delegate allocation</i> There was discussion around the paper submitted by Bruce Frazer, and other suggestions regarding delegate allocation. Agreed to make no change to the system of allocation at this stage, but to reconsider the next time the Constitution was to be reviewed.		
12	<i>Headquarters Members</i> There was lengthy discussion on the application for an “International Association” received from Stephanie Robertson, particularly regarding whether or not a change to the Constitution, or approval at AGM, should be sought. By a majority, the Board agreed to go ahead and allow the creation of an “International Association”, and to inform members and Branches of the reasons via the Report of the meeting and the Annual Report. Jean Martin to send draft of that section of the Report to MB members for comment. All members to send comments on the background paper to Jean Martin. Those setting up the association would be asked to take into account in their constitution those aspects with which the MB was unhappy.	J Martin ALL	asap 18/06/04
13	<i>Database</i> Jim Healy believed there was a need to upgrade the Access software. Agreed that Elspeth Gray would set up a small group to brainstorm what to do regarding the database.	E Gray	27/08/04
14	<i>Affiliated Groups</i> Jean Martin and Elspeth Gray had decided that, as Affiliated Groups were this year being asked to identify how many members they had (including RSCDS members) and how many teachers, this was sufficient information for the time being, so a questionnaire had not been developed. This was agreed.		
15	<i>Membership Rates</i> Agreed to instruct GP&F (i) to create a multi-member household membership fee and to agree the appropriate rate and (ii) to consider an ‘offer’ for under 25’s, such as two years for the price of one. GP&F would also be asked to consider the fee for Affiliated Groups once feedback was available from the questions in the re-affiliation letter.	R Turnbull	13/08/04

16	<i>Constitution</i> The issue of Management Board & Committee members attending the AGM was discussed. It was agreed that elected MB and MC members would be permitted to attend the AGM in their own right, to speak but not to vote. This did not require a change to the Rules, but members and Branches should be informed of how the MB was interpreting the Rules. Seats should be reserved for Past Chairmen at AGM, they should also be given copies of papers. Seats should also be reserved for MB & MC members. The work previously done on amending the Constitution would be left until more was known about the draft Charities legislation.	E Gray	27/08/04
17	<i>Friends</i> There was discussion about using a 'Friends' group as a way of allowing people to show support for the Society, even if not actively involved. Agreed to pass this to the Marketing Group to develop.	I Bennett	25/06/04
18	Report from GP&F Convenor (meeting 15 May 2004): 1) An amended I&E account for the period to 31 st March 2004 was tabled, together with draft Report & Accounts. 2) Revised figures had been received that morning from the VAT consultants. Although figures were still to be double-checked, it appeared likely that a repayment to the Society of just over £50,000 may be due. A letter with revised calculations would be sent to Customs & Excise this week, and it was hoped the final situation would be clarified by the end of July. 3) It was clarified that building costs to date were just over £51,000, this split into approximately £29,000 building improvement, almost £12,000 equipment (racking) and just over £10,000 maintenance. 4) Jean Martin reported on the staff reviews that she had carried out in April. The Board agreed the recommendations from GP&F with regard to salaries and annual leave, and thanked the staff for their commitment to the Society. Provision had been built in to projections for an additional half person, but it had not yet been decided how it would be spent. 5) Agreed to write to the Honorary President and Vice Presidents (except Muriel Gibson) seeking advice and suggestions on looking for support or sponsorship from the commercial or other sectors, for eg Dance Details. 6) The Board approved the proposals from GP&F regarding expenses, with effect from 1 July 2004. Committee members to be informed at their respective committees, forms to be amended. 7) Agreed Elspeth Gray to liaise with Malcolm Brown regarding the contract with Donna Robinson. 8) Agreed announce the decision regarding cassettes to all members and Branches, via Branch mailing and website. 9) Digital Recording Fund – although there were no more digital transfers, several re-recordings remained. Agreed to produce a schedule of what remains to be done in the next few years. Agreed to keep the Fund open for now. 10) The Report & Accounts were draft, but figures were virtually complete. The only expected amendments were likely to be those relating to VAT. These amendments could reduce the surplus. 11) It was noted there was a substantial drop in membership numbers. 12) Reductions in the figures for exam fees and Royalties & Commission were discussed and gave cause for concern. 13) Agreed that, as Marilyn Jeffcoat was unable to attend, Ken Tudhope, a partner in Alexander Sloan who had taken over D M Vaughan, be invited to attend the next GP&F meeting. 14) Agreed that as soon as the correct VAT figures had been received,	J Martin Convenors E Gray E Gray E Gray I Bennett E Gray R Turnbull R Turnbull/	04/09/04 Aug/Sept 30/06/04 18/06/04 09/07/04 20/08/04 asap 30/06/04

	they would be incorporated into the Report & Accounts and these made final.	M Jeffcoat/ E Gray	ongoing
	15) Agreed to remit to GP&F to give consideration to investing some of the cash in hand/at bank.	R Turnbull	13/08/04
	16) Any further queries regarding the Report & Accounts should be directed to Elspeth Gray, with copy to Richard Turnbull.	ALL	asap
19	Report from MS Convenor (meeting 22 May 2004):		
	1) Agreed to support the Committee's recommendation to take a table at the Trad Music Awards, cost to be charged to Publicity budget.	I Bennett	30/06/04
	2) Research was being done regarding non-RSCDS stock.		
	3) Book 45 would consist of 10 dances selected from 30.		
	4) Production of a CD containing pocket editions 1-31 was going ahead.		
	5) Proposals regarding stylistic issues regarding the Manual were in hand. It would be ready for the AGM.		
	6) The Board agreed that bands should be allowed a reasonable degree of flexibility regarding the key of tunes.	I Bennett	ongoing
	7) With regard to use of tunes other than the original, it was noted that where this may be an issue, a representative of the Society should discuss the issue with the band before the contract is agreed. Dave Hall to be given permission to record the second tune for The Montgomeries Rant, rather than the original.	I Bennett E Gray	ongoing asap
	8) The Publishing Policy working group recommended that for the new magazine, there should be an editorial board consisting of a co-ordinator + three others + Elspeth Gray, and that 'correspondents' would be identified throughout the world. The Board agreed that Jimmie Hill would be appointed co-ordinator, and he was asked to prepare a policy regarding all aspects of the new magazine for the next meeting.	J Hill	20/08/04
	9) Guidelines for MCs were discussed, and Peter Clark would be sent the section from the updated Manual regarding this.	E Gray	18/06/04
20	Report from the E&T Convenor (meeting 29 May 2004):		
	1) Amendment to notes of 29 & 30 May:		
	<ul style="list-style-type: none"> • 7(c), amend IDTDA to IDTA. • 11(h), amend first sentence to read "It was agreed that we need to focus on training musicians for classes." Second sentence remains the same. 	A Gray	20/08/04
	2) Over 60 responses had been received regarding the new exam structure, which had been discussed at the last meeting. Most of the comments were very positive. Revisions as a result of these responses were not yet complete. It was hoped to bring a proposal to the September Board meeting.		
	3) Papers outlining the Roles of the Youth Director and the Schools Director were tabled for information.		
	4) A report form had been designed to gain feedback from exam centres on a more structured basis.		
	5) The selection panel had identified 5 suitable candidates as potential examiners, all of whom had now been informed.		
	6) With regard to the meeting note regarding Spring Fling donation, it had since been agreed not to approach the donor.	A Gray	ongoing
	7) A depute Convenor had been appointed for one year.		
	8) Agreed that, in future, the suggested appointment by E&T of Winter School Director be made earlier, so that there was time for it to be ratified by the Board before the individual was informed.		
21	Teachers' Association		
	Noted that the TAC position was not clear, they were treated as a Branch but had not signed a licence agreement.		
	It was suggested that there could be a group working under E&T to		

	support teachers. Agreed to have as topic for discussion session at Conference Weekend.	S Adam	30/06/04
22	Taking stock Members were asked to come to the next meeting with clear ideas regarding (i) whether to continue operating with the same notes of meeting and Reports to Branches as now, and (ii) taking stock of how the Board is operating – Board interaction and operation.	ALL	20/08/04
23	Branches Noted that Whitehead Branch was disbanding.		
24	Affiliations Two applications for affiliation were approved: <ul style="list-style-type: none"> • Brockville Scottish Country Dancers, Ontario, Canada • Barford Scottish Country Dancing Group, Warwickshire, England 		
25	Schedule of meetings 2005 Agreed that: <ul style="list-style-type: none"> • GP&F to move from 27 August to 20 August • MS to move from 20 August to 9 July • E&T possibly to move from 4 June to 14 May (to check with members) 	A Gray	25/06/04
26	Any Other Competent Business Nominations had been invited for election to the managing committee of Voluntary Arts Scotland. Nomination(s) to be with Elspeth Gray by 17 June.	ALL	asap
27	Date of Next Meeting Saturday 4 September 2004.		



The Royal Scottish Country Dance Society

MANAGEMENT BOARD MEETING

Saturday 4 September 2004
RSCDS Headquarters, 12 Coates Crescent, Edinburgh
at 10.30am

AGENDA

Enclosures

- 1 Apologies
- 2 Notes of meeting of 12 June 2004
- 3 Matters arising from notes not listed elsewhere
 - 3.1 Conference/AGM 2004
 - 3.2 Teachers' Association
 - 3.3 Conference/AGM 2005
 - 3.4 Building works
 - 3.5 Bulletin
- 4 Membership
 - 4.1 International Association
 - 4.2 Database
 - 4.3 Friends Association
- 5 Review
 - 5.1 Operating procedures
 - 5.2 Achievements during 2003/04 session
- 6 Nominations for Board and Committees
- 7 Constitutional Matters *
 - 7.1 Terms of office
- 8 Computing Facilities
 - 8.1 Dance Details
 - 8.2 Website
 - 8.3 Members database
- 9 Management Committees
 - 9.1 Membership Services Committee
 - 9.1.1 Members magazine - Policy
 - 9.2 Education & Training Committee
 - 9.2.1 Examination Structure - update on position
 - 9.2.2 Training of new examiners
 - 9.2.3 Directors' roles
 - 9.3 General Purposes & Finance Committee
 - 9.3.1 Accounts to 31 March 2004
 - 9.3.2 VAT
 - 9.3.3 Treasurer

Previously circulated

*M Brown to report
E Gray to report*

J Hill - paper to follow

over/..

10 Branches

10.1 Possible new Branch, Japan

11 Applications for Affiliation

11.1 Great Ayton Scottish Country Dance Club, North Yorkshire, England

11.2 Charlotte Scottish Country Dance Society, North Carolina, USA

12 Charities Seminars

13 Correspondence

13.1 New Examiner Process (*M Brown*)

14 Any Other Competent Business

15 Date of Next Meeting

9 October 2004

** Please ensure that you bring a copy of the Constitution to the meeting*

Please notify the Secretary at Headquarters at least 2 days before the meeting, in writing, if you have any item you wish to be discussed under Any Other Competent Business.



The Royal Scottish Country Dance Society

Notes of meeting of the Management Board held on Saturday 4 September 2004 at 10.30am at 12 Coates Crescent, Edinburgh.

Present: Jean Martin (Chairman and Convenor of meeting)
Stewart Adam (Chairman Elect)
Irene Bennett (Convenor, Membership Services Committee)
Alex Gray (Convenor, Education & Training Committee)
Richard Turnbull (Convenor, General Purposes & Finance Committee)
Malcolm Brown, Peter Clark, Christina France, Bruce Frazer, Ian Hall, Dorothy Hamilton,
Jim Healy, Jimmie Hill, Andrew Kellett, Alastair MacFadyen, Susi Mayr, Anne McArthur,
Wilson Nicol, Keith Oughton, Jerome Reinstein, Andrew Smith, Irene Whyte, Rachel
Wilton.

In attendance: Elspeth Gray (Secretary)

Apologies: None

	Decision/Action	Member/s Responsible	Date to be completed
	The Board noted with sadness the recent death of Alice Murphy. Members were also informed of the death of Ron Taylor in May.		
1	Notes of meeting of 12 June 2004: <ul style="list-style-type: none"> Jim Healy should be listed under Apologies Item 20, 4 – amend to read “A report form was being designed...” Item 16, 1st para, last 2 sentences – amend to read “Seats should be reserved for Past Chairmen, MB & MC members, all of whom should be given copies of papers.” With the above amendments, the notes were approved as an accurate record.	E Gray	ASAP
2	Matters arising: <ul style="list-style-type: none"> <i>MB 12/06/04, Note 18, point 5</i> – Jean Martin had not yet written to Hon President or Vice Presidents, but would do so. <i>MB 12/06/04, Note 19, point 5</i> – the Manual would not necessarily be ready for the AGM. <i>MB 12/06/04, Note 18, point 9</i> – Remaining recordings schedule still to be produced. <i>MB 12/06/04, Note 18, point 3</i> –The split between building improvement/equipment/maintenance had been incorporated into the accounts. 	J Martin I Bennett	 09/10/04 09/10/04
3	Matters arising: <i>MB 12/06/04, Note 3 – Annual Conference/AGM 2004</i> <ul style="list-style-type: none"> A meeting was held on 16 August with representatives from Edinburgh Branch + Jean Martin, Stewart Adam and Elspeth Gray. Arrangements were progressing well, and numbers appeared about right for this stage. <i>Branch Forum & The Floor is Yours</i> Keith Bark had forwarded 5 suggested topics. A question about VAT had been raised by Adelaide Branch; it was inaccurate and Richard Turnbull would respond directly to Adelaide. Agreed The Floor is Yours session would comprise a presentation on the new exam structure, and a <u>short</u> presentation on the possibility of setting up a Teacher’s Association. Keith Bark to be informed exam structure should not be a topic for Branch Forum. <i>Draft agenda</i> Had been sent out to Branches. Robbie Shepherd to address the meeting; reference to him could be included in the final agenda. 	 R Turnbull E Gray E Gray	 10/09/04 10/09/04 08/10/04

4	<p>Matters arising: <i>MB 12/06/04, Note 3 – Annual Conference/AGM 2005</i></p> <ul style="list-style-type: none"> Agreed confirm booking for Perth 2005 & inform Branch. Agreed confirm booking for Aberdeen in 2006 & inform Branch. Agreed continue to negotiate with Inverness for possible future AGM. Agreed to write to Branches seeking co-organisers for 2005 and suggestions for 2007 venues. 	E Gray E Gray I Whyte E Gray	17/09/04 17/09/04 ongoing 29/10/04
5	<p>Matters arising: <i>MB 12/06/04, Note 8 – Building work</i></p> <ul style="list-style-type: none"> Some snagging had been carried out and some shelving etc was still to be done. Investigate whether wireless network possible for computer system. 	S Adam	ASAP
6	<p>Matters arising: <i>MB 12/06/04, Note 10 – Bulletin</i></p> <p>All material had been received, it was planned to pass everything to the printer next week, with distribution starting at beginning of October.</p>		
7	<p>Membership</p> <ul style="list-style-type: none"> <i>International Branch</i> Agreed to approve the proposed Constitution, subject to suggested changes and recommendations (attached). <i>Friends Association</i> There was a need to give the Marketing Working Group a clearer remit. Various types of Friends scheme were discussed. Agreed there should be a ‘package’ around gift aid/legacies/donations. A Friends Association might develop as a result of non-members subscribing to the magazine. All members to submit thoughts/ suggestions to HQ. 	E Gray All	17/09/04 17/09/04
8	<p>Review – Operating procedures</p> <ul style="list-style-type: none"> Education & Training Committee had a very wide remit. There was a need to monitor it from the point of view of the Convenor and the staff servicing it. Reports of MB meetings should include a little more information. There should be links on the website from the Report to fuller documents referred to, and add a ‘flag’ (eg “www”) on hard copy to indicate that more information was available on the website. Stress strategic direction in Reports – what Board was trying to achieve. Discuss number of meetings early in life of next Board, probably at first meeting. 	E Gray E Gray J Martin/ E Gray S Adam	ongoing ongoing ongoing ongoing 27/11/04
9	<p>Review – Achievements</p> <ul style="list-style-type: none"> Detailed consideration & consultation regarding membership structure Proposed new examination structure Appointment of new examiners Plans for new magazine Web pages Refurbishment of basement Dance Details Expanded programme for Annual Conference/AGM <p>There was concern that the Society was failing to attract new members. Figures for analysis, based on reported membership numbers, would be prepared for next meeting.</p> <p>Any further suggestions to add to the list above to Elspeth by next week.</p>	K Oughton All	24/09/04 10/09/04
10	<p>Nominations for Board and Committees</p> <p>Current position: MB – 4 nominations received, 4 further expected E&T – 1 nomination received, 4 further expected MS – 0 nominations received, 1 expected GP&F – 2 nominations received Chairman Elect – 1 nomination received. Lawyer to be consulted on possible change to wording of Rules. Prepare such wording if required.</p>	E Gray W Nicol	ASAP 24/09/04
11	<p>Terms of Office</p> <p>The role and terms of office of the Music Director were discussed.</p>		

	Maureen Rutherford was appointed Music Director for 3 years with the possibility of an annual extension for 3 further years. A document outlining the role and responsibility of the Music Director was required from MS Committee.	I Bennett	25/09/04
12	Computing Facilities		
	<ul style="list-style-type: none"> <i>Website</i> Development of the website/Dance Details had been slower than expected. Contract with Donna Robinson must be in place by next meeting. Malcolm Brown's paper on website management was discussed. A group to be formed comprising a representative from each committee (M Brown to be rep for MB) + Elspeth Gray. 	EG/MB	17/09/04
	<ul style="list-style-type: none"> <i>Members' database</i> GP&F's agreement to the proposal in the paper circulated was approved. Branches also to be sent printout of long term and life members from database for checking. 	Convenors	Sept/Oct 04
		E Gray	24/09/04
13	Membership Services Committee		
	1) Notes of the meeting of 21 August 2004 to be sent out with MB Notes. Highlights were as follows:		
	2) Collins Pocket Reference books had been received.		
	3) A table had been booked for the Scots Traditional Music Awards (Saturday 4 December). Anyone interested in attending to let Elspeth know.	All	24/09/04
	4) Note 2.8 should read "... Index of Archives ", not "...Archives".		
	5) MS had agreed to have a competition for a new corporate image, GP&F had agreed £250 towards a prize. Agreed to feed back to committee the strong recommendation to go to an expert for a corporate image, not a student.	I Bennett	25/09/04
	6) Grace & Jeremy Hill had agreed to edit the warm-up booklet.		
	7) A meeting re Step Dance book was held at Summer School; the aim was to gather together as much information as possible and create a pack for the archives.		
	8) The MacNab video had become primarily an archive project, but would be useful for teachers who had not done the dances before.		
	9) The Manual was now in final stages, but may not be ready for AGM.		
	10) George Meikle had produced a book of music for all original tunes, for all books to date. Market research was being conducted.		
14	Members' Magazine Policy		
	<ul style="list-style-type: none"> Contents of draft policy approved, with minor change to geographical areas for correspondents. Include Tom Notman in Editorial Group, for input regarding design and possibly to take on advertising. 	J Hill	30/09/04
15	Education & Training Committee		
	1) It had not been possible to have the final exam structure ready for this MB meeting due to a large number of responses having to be considered.		
	2) New examiner training had taken place, and appeared to have been successful and instructive.		
	3) No further comment had been received on the roles and responsibilities of Youth Director and Schools Director.		
16	General Purposes & Finance Committee (meeting 28 August 2004)		
	1) The VAT situation had now been resolved. The total repayment would be just under £45,000, of which £15,000 had already been received.		
	2) Payment to Scott Moncrieff would be negotiated on the basis agreed by GP&F.	R Turnbull	30/09/04
	3) Copies of the final accounts were distributed. Figures were unaltered since last seen, but some Notes had been amended to take account of the VAT situation.		
	4) Check if figure, Note 7 was same as 'Mtg expenses inc AGM' in I&E.	R Turnbull	17/09/04

5)	A full stocktake would be done at end September.		
6)	Authority was given to move £50,000 (or at least part of £75,000) into no more than 2-year investment and the rest into bank or building society account.	R Turnbull	30/09/04
7)	Mrs Yasumuro's donation to be put towards the purchase of a new electronic keyboard.	A Gray/L Gaul	17/09/04
8)	Role of Treasurer: <ul style="list-style-type: none"> GP&F had suggested that the Convenor's title be changed to 'Convenor of GP& F and Treasurer'. Check with lawyer whether could put definition of Treasurer as above in Rules, discuss again in October. Agreed ask Marilyn Jeffcoat to stay in post till AGM. On retirement, she should be awarded a scroll. Donations for a leaving gift to be sent to HQ. 	E Gray	10/09/04
9)	Revised discount structure was approved.		
10)	Proposals from GP&F regarding subscriptions were approved. Only one discount to apply per member. One magazine per member to be distributed. This would be put to AGM this year, to take effect 1 July 2005.		
17	Correspondence		
1)	<i>Malcolm Brown re New Examiner Process</i> Jean Martin declared an interest and handed the chair to Stewart Adam. Agreed to refer matter to E&T to consider.	A Gray	18/09/04
2)	<i>John Carswell re communication with members</i> Notice of this year's AGM was given at the previous one and it was highlighted in the Newsbrief that venue had changed; books etc were sent direct; nomination forms were on the website.	J Martin	17/09/04
3)	Andrew Smith to check through responses on membership to ensure all correspondence had been dealt with.	A Smith	09/10/04
18	Branches		
	<ul style="list-style-type: none"> Notification had been received of the possible formation of a Branch in the Tohoku region of Japan. Approval given to Whitehead Branch's suggestion regarding their remaining funds. 	E Gray	17/09/04
19	Affiliated Groups		
	Four applications for affiliation were approved: <ul style="list-style-type: none"> Great Ayton Scottish Country Dance Club, North Yorkshire Charlotte Scottish Country Dance Society, North Carolina, USA The Whole Nine Yards, Lafayette, Indiana, USA Newcastle Reelers, Newcastle-upon-Tyne 		
20	Charities Seminars		
	The Office of the Scottish Charity Regulator (OSCR) was holding a series of events about their consultation programme. Elspeth Gray was booked to attend on 5 October 2004.		
21	Any Other Competent Business		
	<ul style="list-style-type: none"> Honorary Vice Presidents – agreed to reconsider next year. Medal Tests – Christina France raised various questions and was advised to write to E&T. 		
22	Date of Next Meeting		
	9 October 2004.		



The Royal Scottish Country Dance Society

MANAGEMENT BOARD MEETING

Saturday 9 October 2004
RSCDS Headquarters, 12 Coates Crescent, Edinburgh
at 10.30am

AGENDA

Enclosures

- 1 Apologies
- 2 Notes of meeting of 4 September 2004 *Previously circulated*
- 3 Matters arising from Notes not listed elsewhere
 - 3.1 Conference/AGM 2004
 - 3.1.1 Possible motion on subscriptions
 - 3.2 Conference/AGM 2005
 - 3.3 Bulletin
 - 3.4 International Branch
- 4 Nominations for Board and Committees
- 5 Constitution
 - 5.1 In relation to Nominations
 - 5.2 Office of Treasurer
- 6 Details of Terms of Office
 - 6.1 Archivist
 - 6.2 Music Director
 - 6.3 Schools Director
 - 6.4 Youth Director
- 7 Management Committees
 - 7.1 Education & Training Committee *Note of meeting of 19 September 2004
Paper attached*
 - 7.1.1 Examination Structure
 - 7.1.2 Implementation
 - 7.1.3 Examiners' Seminar
 - 7.2 General Purposes & Finance Committee
 - 7.2.1 VAT
 - 7.2.2 Treasurer
 - 7.3 Membership Services Committee *Note of meeting of 25 September 2004
(to follow)*
 - 7.3.1 Members Magazine - Progress
 - 7.3.2 Box and Fiddle
- 8 12 Coates Crescent
 - 8.1 Update on alterations *S Adam to report*
 - 8.2 Archive/Branch Files/Future Plans *J Healy*
 - 8.3 Computing facilities *E Gray*

over/..

- 9 **DanceDetails**
- 10 **Staffing Priorities**
- 11 **Branches**
- 12 **Applications for Affiliation**
- 13 **Any Other Competent Business**
 - 13.1 Chairman's Observations
 - 13.2 Frequency of Meetings
- 14 **Date of Next Meeting**
27 November 2004

M Brown

E Gray/ J Martin

J Reinstein

Please notify the Secretary at Headquarters at least 2 days before the meeting, in writing, if you have any item you wish to be discussed under Any Other Competent Business.



The Royal Scottish Country Dance Society

Notes of meeting of the Management Board held on Saturday 9 October 2004 at 10.30am at 12 Coates Crescent, Edinburgh.

- Present:** Jean Martin (Chairman and Convenor of meeting)
Stewart Adam (Chairman Elect)
Irene Bennett (Convenor, Membership Services Committee)
Alex Gray (Convenor, Education & Training Committee)
Richard Turnbull (Convenor, General Purposes & Finance Committee)
Malcolm Brown, Peter Clark, Christina France, Ian Hall, Dorothy Hamilton, Jim Healy,
Jimmie Hill, Andrew Kellett, Susi Mayr, Anne McArthur, Wilson Nicol, Keith Oughton,
Jerome Reinstein, Andrew Smith, Irene Whyte, Rachel Wilton.
- In attendance:** Elspeth Gray (Secretary), David Normand-Harris
- Apologies:** Bruce Frazer, Alastair MacFadyen.

	Decision/Action	Member/s Responsible	Date to be completed
1	Board members agreed to allow David Normand-Harris (Education & Training Committee) to attend the meeting.		
2	Notes of meeting of 4 September 2004 were approved as an accurate record.		
3	Matters arising: <ul style="list-style-type: none"> • <i>MB 04/09/04, Note 20</i> – Elspeth Gray had attended the OSCR (Office of the Scottish Charity Regulator) seminar, and outlined the content. • <i>MB 04/09/04, Note 2, point 1</i> – Letter seeking advice on funding had been sent to Hon President and Vice Presidents. • <i>MB 04/09/04, Note 9</i> – Keith Oughton circulated graphs illustrating membership trends by country and Branch size. • <i>MB 04/09/04, Note 17, point 3</i> – Check of responses on membership to ensure all correspondence had been dealt with was ongoing. • <i>MB 04/09/04, Note 14, point 2</i> – Agreed that Tom Notman was not to be a member of the Editorial Board of proposed magazine, but would be consulted regarding design and possibly advertising. 	A Smith J Hill	27/11/04 29/10/04
4	Matters arising: <i>MB 04/09/04, Note 3 – Annual Conference/AGM 2004</i> <ul style="list-style-type: none"> • The AGM sub-committee was to meet on 11 October. • Keith Bark confirmed exam structure would not be included in Branch Forum. • Timings confirmed for Floor is Yours: <ul style="list-style-type: none"> ▫ Teachers' Association presentation (J Hill) 5 minutes, + 10 minutes discussion ▫ New exam structure presentation (A Gray) 10 minutes, + discussion • Wording for motion on subscriptions to be agreed for final agenda. 	J Hill A Gray RT/JM/EG	06/11/04 06/11/04 18/10/04
5	Matters arising: <i>MB 04/09/04, Note 4 – Annual Conference/AGM 2005</i> Noted that there was confusion regarding what was expected of co-organising Branches. Sub-group of Board to be set up at November meeting to take forward.	S Adam	27/11/04
6	Matters arising: <i>MB 04/09/04, Note 6 – Bulletin</i> It had been hoped to have copies for distribution at the meeting, but that had not been possible.		

	following on from consideration of examiners' fees.	A Gray	04/12/04
8)	Jean Martin had arranged a meeting with the GTC on 12 October regarding offering training to teachers as part of their Continuing Professional Development programme.		
9)	A sub-group had been established to review and revise all exam-related documentation.	A Gray	04/12/04
10)	Ian Hall asked the Committee to give consideration to the information given to new examiners following their appointment.		
12	Examination Structure		
	<ul style="list-style-type: none"> David Normand-Harris with assistance from Jean Martin had prepared a document outlining possible amendments to paper circulated with the agenda in the absence of A Gray in New Zealand. Agreed that details regarding translations should be part of an "arrangements" document, not the structure document. The Board agreed unanimously to accept the examination structure document, with the amendments as circulated (except for the part relating to translation). Agreed that Education & Training Committee would review and, where necessary, revise the document on a continuing basis. 	A Gray	04/12/04
	<i>Implementation</i>		
	<ul style="list-style-type: none"> It was proposed that the first diet of Unit 1 would be set and marked during March 2005. Units 2 & 3 would be taught and examined at Summer School 2005 (if numbers viable). Summer School examiners would have to be briefed before the exams; it was suggested that whoever carries out that briefing would also explain the system at the proposed Examiners' Seminar. Exams scheduled up to Summer School 2005 would follow the old system. Students passing Units 2 & 3 at Summer School 2005 could begin Unit 4 in August 2005 with a view to sitting Unit 5 in 2006. The Management Board endorsed the outline plan for implementation. A document should be prepared on the role of the mentor. 	A Gray	04/12/04
	<i>Appeals Policy</i>		
	<ul style="list-style-type: none"> Paper to be circulated to Board members. 	E Gray	22/10/04
13	Examiners' Seminar		
	<ul style="list-style-type: none"> Planned for 2-3 days during second week of Summer School 2005. The seminar would incorporate: <ul style="list-style-type: none"> details of the new system, including revised paperwork training for new overseas examiners communication other elements to be decided, depending on examiners' wishes Agreed that the Society would pay 75% of travel, and accommodation for the period of the seminar. Seminar would be for all examiners and potential examiners, but the invitation to be carefully worded to request those not prepared to examine under the new system to consider their position. 		
14	General Purposes & Finance Committee (no meeting)		
1)	The VAT situation had now been finally resolved with Customs & Excise.		
2)	There had been a meeting with Scott Moncrieff to discuss fees, and a response from them was awaited.		
3)	VAT implications of Headquarters running the AGM were to be considered, and Ken Tudhope would be consulted.	R Turnbull	29/01/06
4)	Further information was awaited on the investments authorised at the previous meeting.		

15	Membership Services Committee (25 September 2004)		
	1) The Board's suggestion to use a professional for graphic design was felt to be too costly, and so the student competition would go ahead. David Cunningham and Catherine Livsey may also contribute.		
	2) Preparation of package on Gift Aid, Legacies & Donations was not yet complete.		
	3) Musicians' questionnaire to go out shortly, copies to be available at AGM.		
	4) Decision regarding George Meikle's book of original tunes would be dependent on outcome of musicians' questionnaires.		
	5) Testing of Book 45 dances was ongoing.		
	6) 16 books still to be re-recorded (6, 7, 8, 9, 11, 13, 14, 15, 16, 17, 20, 27, 28, 30, 34, 35); suggestions for order of priority to Irene Bennett.	All	29/10/04
	7) Ensure Banffshire donation for recording is used soon.	I Bennett	20/11/04
	8) Noted that the Committee had not been informed by devisors that two of the dances in Book 44 had previously been published elsewhere. Recognised that procedures should be tightened up, and in future formal contracts with devisors would be introduced.		
	9) Box & Fiddle were launching a new dance magazine, "Dance On". Alastair MacFadyen had written an article for the first issue, and it would be important to provide copy to them as often as possible.		
	10) Procedure for appointment of new Convenor was discussed, given Irene Bennett's sole nomination as Chairman Elect. Agreed to inform membership & Branches immediately (including on website) and to invite interested candidates to submit profile by 20 November.	E Gray	18/10/04
16	New Members' Magazine		
	• Information on costs and implications tabled, in confidence.		
	• If 1 copy per multi-member household, implications for database must be considered.		
	• The Board broadly endorsed Jimmie Hill's approach.		
	• Agreed that before next meeting, consideration to be given to rationalising publication and mailing dates.	J Hill	27/11/04
17	12 Coates Crescent		
	• Work in the basement was basically finished.		
	• Organisation of Archives was progressing well.		
	• Culling of Branch files had begun; following on from that, metal fasteners would be removed and all material carefully stored.		
	• Material on video was being identified, all would be put on DVD.		
	• A future project would be application for lottery funding for a temporary archivist to put a catalogue system in place.		
	• IT - Testing for wireless network scheduled for 12 October; it was hoped decisions would be made at GP& F on 23 October regarding IT equipment and software.		
18	DanceDetails		
	"Live" demonstration of new website as it currently stands. Agreed that a meeting of the website sub-committee was needed quickly. Members: Malcolm Brown (co-ordinator); Alex Gray (E&T); June Dick (E&T); Jim Healy (MS).		
	Name of representative for GP&F to be given to Malcolm Brown by end October.	R Turnbull	29/10/04
19	Staffing Priorities		
	Jean Martin and Elspeth Gray had not had time to discuss fully, but were meeting to take forward on 12 October. Noted that it was important to look at where staffing needed to be in say 3 years time. It would be helpful to clarify which members of staff were responsible for what.	J Martin/ E Gray	12/10/04

20 **Any Other Competent Business**

- *Chairman's observations*

Jean Martin thanked all Board members for their support during her term of office. Overall much had been achieved but in the "settling down" period, she felt there had been too much emphasis on detail and insufficient on overview. She believed those interested in detail should be on committees, those interested in policy on the Board. Her personal view was that the Board was still too big. She recognised that the Society's image was still a problem in certain areas, and believed that more effort should be put into PR. Finally, she reported that visits by the chairman were much appreciated by Branches who had been very hospitable to her. For the future, however, some assistance with travel should perhaps be considered by the Board.

Members endorsed Stewart Adam's thanks to Jean Martin for putting the Board on such a firm footing.

- *Frequency of meetings*

Agreed to bear in mind and review frequency of meetings in future, but to make no change at the moment.

S Adam

ongoing

21 **Date of Next Meeting**

27 November 2004.



The Royal Scottish Country Dance Society

MANAGEMENT BOARD MEETING

Saturday 27 November 2004
RSCDS Headquarters, 12 Coates Crescent, Edinburgh
at 10.30am

AGENDA

Enclosures

- 1 Apologies**
- 2 Notes of meeting of 9 October 2004** *Previously circulated*
- 3 Matters arising from Notes not listed elsewhere**
 - 3.1 Conference/AGM 2004
 - 3.2 Conference/AGM 2005
 - 3.3 Bulletin
 - 3.4 Terms of Office
 - 3.5 Basement building works
 - 3.6 Staffing
- 4 Review and Way Forward** *S Adam*
- 5 Management Committees**
 - 5.1 General Purposes & Finance Committee**
 - 5.1.1 Computing facilities *Proposal to follow*
 - 5.2 Membership Services Committee**
 - 5.2.1 Appointment of interim Convenor
 - 5.2.2 Members magazine – progress
 - 5.3 Education & Training Committee**
- 6 Website / DanceDetails** *M Brown*
- 7 Members' database**
- 8 Branches**
 - 8.1 Branch Awards
- 9 Applications for Affiliation**
- 10 Any Other Competent Business**
- 11 Date of Next Meeting**
12 February 2005

Please notify the Secretary at Headquarters at least 2 days before the meeting, in writing, if you have any item you wish to be discussed under Any Other Competent Business.



The Royal Scottish Country Dance Society

Notes of meeting of the Management Board held on 27 November 2004 at 10.30am at 12 Coates Crescent, Edinburgh.

Present: Stewart Adam (Chairman and Convenor of meeting)
Irene Bennett (Chairman Elect)
Alex Gray (Convenor, Education & Training Committee)
Ruth Beattie, Malcolm Brown, Helen Frame, Christina France, Jim Healy, Jimmie Hill,
Marjorie Hume, Alastair MacFadyen, Susi Mayr, Keith Oughton, Jerome Reinstein, Andrew
Smith, Irene Whyte.

In attendance: Elspeth Gray (Secretary).

Apologies: Peter Clark, Ian Hall, Anne McArthur, Lorna Ogilvie, Richard Turnbull, Rachel Wilton.

	Decision/Action	Member/s Responsible	Date to be completed
1	The Chairman welcomed new members to their first Board meeting.		
2	Notes of meeting of 4 September 2004 were approved as an accurate record, with the amendment noted in fourth bullet point below.		
3	Matters arising: <ul style="list-style-type: none">• <i>MB 09/10/04, Note 3, point 4</i> – Check of responses on membership, to ensure correspondence had been dealt with, was ongoing.• <i>MB 09/10/04, Note 7</i> – Confirmed that constitution for International Branch had been agreed and representation at AGM 04 permitted. Delegates had not been sent, but voting papers were submitted.• <i>MB 09/10/04, Note 11, point 8</i> – Information had been supplied by GTC Scotland with a view to RSCDS becoming a registered CPD provider. A draft document had been sent for GTC review. Once feedback was received, application for registration would be made. Ruth Beattie to contact Jean Martin regarding the work already being done in Glasgow.• <i>MB 09/10/04, Note 13</i> – Agreed to amend third bullet point to read “Agreed to remit to GP&F that the Society should pay 75% of travel, and accommodation for the period of the seminar.” Exact dates of Examiners’ Seminar were not yet known.• <i>MB 09/10/04, Note 12, final bullet point</i> – Clarified that the document circulated with Notes of October meeting was the final document. Agreed that this status should be indicated on the document. It was suggested that the word “diet” in relation to examinations may not be understood by all.	A Smith R Beattie E Gray A Gray	12/02/05 17/12/04 10/12/04 17/12/04
4	Matters arising: <i>MB 09/10/04, Note 4 – Annual Conference/AGM 2004</i> <ul style="list-style-type: none">• Draft Branch Forum report had been circulated. Agreed that once amendment to Alex Gray’s quote made, it should be forwarded to Committees for consideration, circulated to Branches and put on website.• It should be stressed in future that the role of the Branch Forum “hosts” was to chair the meeting and elicit views and ideas.• It was felt inappropriate that a member of GP&F had spoken against the motion regarding subscriptions. Collective responsibility was stressed; once something had been agreed by a committee, members were bound by that decision. The Chairman and Convenor of GP&F to discuss with the individual concerned.• Agreed that, in future, the target for finalising motions from the Board should be the June meeting.	E Gray S Adam/ R Turnbull	17/12/04 29/01/05

	<ul style="list-style-type: none"> Following a suggestion from a Branch that voting papers be sent directly to delegates, agreed that the current system of sending them to Branches should continue. This was best practice, and Branches had the responsibility for making the decisions. Note explaining & clarifying this to be sent to Branches. There was discussion regarding the bands, and suggestions for 2005. 	E Gray	02/05
5	Matters arising: <i>MB 09/10/04, Note 5 – Annual Conference/AGM 2005</i> Confirmed that venue was Perth. Sub-Committee to be established.		
6	Matters arising: <i>MB 09/10/04, Note 6 – Bulletin</i> There had unfortunately been further delays by the printers.		
7	Matters arising: <i>MB 09/10/04, Note 10 – Terms of Office</i> Noted that the Terms of Office for Archivist, Schools Director, Youth Director and Music Director agreed at the October meeting differed from that circulated to the Executive Council in May 2002 and to members in the June 2002 Newsbrief. Agreed (with 1 abstention) to hold to what the Board agreed in October.		
8	Matters arising: <i>MB 09/10/04, Note 17, point 1 – 12 Coates Crescent</i> Stewart Adam had met with the builder to discuss some final points. Final price to be agreed by the end of the year. It was likely to be £2,000-3,000 over budget, but more work had been done than originally planned.	S Adam	22/12/04
9	Matters arising: <i>MB 09/10/04, Note 19 – Staffing</i> Confirmed that Jill Henderson had started on 22 November, on a 6-month contract. Further consideration needed to be given to where staffing needed to be in 2-3 years' time, and plans made accordingly.	E Gray/ S Adam	12/02/05
10	Review and Way Forward <ul style="list-style-type: none"> Stewart Adam stressed that two areas he felt were lacking were (i) project management and (ii) budgeting. He believed issues were passed back and forth between committees and the Board too often. His view was that the Board should have a monitoring and reviewing role, ie strategic, not “hands on”. He suggested that where projects crossed committees, a Board member could “project manage”. Budgets were essential in order to prioritise, and updates of these at each meeting were important. It was suggested that size of Board and committees, and frequency of meetings, be reviewed in Stewart Adam’s second year. Convenors were reminded that committees have the right to co-opt non-voting individuals who could make a contribution. Telephone conference calls, which can be set up via HQ, could be used more often, and committees would be reminded of that. Membership of sub-committees and working groups to be reviewed. A list to be circulated for members to indicate their preference, with a target of completing in two weeks. Clarified that working groups were time-limited, for specific projects, and sub-committees were ongoing. The first task of each group would be to clarify its remit and set terms of reference. 	Convenors Convenors E Gray	ongoing ongoing 06/12/04
11	General Purposes & Finance Committee (23 October 2004) <ol style="list-style-type: none"> The Convenor had prepared a detailed report. Noted that, although confirmed at last meeting that VAT situation had been resolved, the repayment did not appear in the recent accounts. To be clarified. Suggested that headings for columns 3 and 4 on the I&E account were confusing. There was some discussion regarding the price of CDs, which was still under consideration by the committee. 	R Turnbull	12/02/05
12	IT Office Systems A report had been circulated outlining the current situation, the outcome of discussions with potential suppliers, and GP&F’s proposal. After consideration of the technical specifications by some members, it was agreed to accept the proposal as outlined. Agreed there should be an annual review of office IT/technology.	E Gray	29/11/04

13	Membership Services Committee (20 November 2004)		
	1) <i>Book of Original Tunes (George Meikle)</i> – The book would cost approximately £8 per copy to produce, the committee proposed a retail price of £25. George Meikle to be paid £2 per copy. However, as it could sell outwith the Society, trade distributors may want to order it but would want a substantial discount. Retail price of £40 was suggested, distributors could be offered 40% discount. Member's price could be £25. Agreed to back production of the book in principle. A full budget to be produced, including the above suggestion, and put to GP&F.	J Healy	21/01/05
	2) <i>Re-recordings</i> – 6 or 7 recordings were being reviewed for possible remaster rather than re-record. Music for Medal Tests would be produced as a priority, and would comprise 3 CDs: 1 – Grades 1 & 2 (15 dances) 2 – Grades 3 & 4 (12 dances) 3 – Grade 5 (9 dances)		
	3) <i>CD of music for Book 45</i> – would be recorded by George Meikle.		
	4) <i>Projects list</i> – List to be amended to show which projects the Board agreed to allocate elsewhere, and show members' database as top priority. List then to be circulated to Board members, all to reply giving their view of the top 10 priorities.	J Healy All	30/11/04 03/12/04
	5) <i>Sales statistics</i> – noted that GP&F have to provide information to the committees to enable them to work effectively.	R Turnbull	ongoing
14	Appointment of interim Convenor, Membership Services Committee		
	<ul style="list-style-type: none"> • Jim Healy declared an interest and left the room. • Jim Healy was unanimously appointed interim Convenor. • Call for nominations for Archivist, to serve full term of office, to go out to Branches and on website. • Agreed not to fill the Board vacancy that this appointment would create. 	E Gray	17/12/04
15	Members magazine		
	Publication dates were likely to be changed to August and January. The Editorial Board were to meet on 12 December, and much more information would be brought to the February Board meeting.		
16	Education & Training Committee (no meeting)		
	1) A decision had been taken regarding fees for Units 1-3, as this could not wait until the next meeting. Fees would be £7 for each unit. ¹ To be reviewed in a year or so.		
	2) Proposed dates for Unit 1 were outlined, settling at 4-month intervals.		
	3) Agreed that details of anyone purchasing the current Manual from now on should be kept, and they should be sent a copy of the new one, when available, free of charge.		
17	Website / Dance Details		
	<ul style="list-style-type: none"> • Concern was expressed that the contract with the developers was not yet signed. The draft produced by Elspeth Gray was not nearly detailed enough, and Donna Robinson had not yet had time to respond. Once she had done so, copies of both drafts to be circulated to those on the Working Group. • Donna Robinson to be informed that RSCDS version of dances is priority for the Society. • Full report and copy of contract to be circulated for next Board meeting. • Although it was suggested that the work of this group could be separated (website, and DanceDetails), agreed to leave as one group for now. 	M Brown M Brown M Brown/ E Gray	17/12/04 03/12/04 28/01/05
18	Members' database		
	<ul style="list-style-type: none"> • Agreed that it was the Board's responsibility to produce a complete, working membership database by 30 June 2005, after which the responsibility for maintenance etc would transfer to MS. • Working Group to take forward, and produce report for next Board meeting. 	Working Group	28/01/05

¹ At the E&T meeting of 4 December, this was changed to £10 for each unit.

19	Branches		
	<ul style="list-style-type: none"> • <i>Branch Awards</i> – List circulated of the 22 Awards issued to date. • <i>Other awards</i> – Reconsider the application for MBE/OBE that was discussed previously. • <i>New Zealand Branch</i> – Noted that a motion was being put to the NZ Branch AGM proposing that it be split into regional Branches. The Branch Secretary felt it was unlikely to be passed. • <i>Potential new Branch</i> – Edmonton Caledonian Country Dance Society were considering becoming a Branch, and had received advice. • <i>Ottawa Branch</i> – Comments regarding direct mailing noted, response to be sent. 	J Hill/E Gray	17/12/04
		E Gray	17/12/04
20	Affiliated Groups		
	<ul style="list-style-type: none"> • Two applications for affiliation were approved: <ul style="list-style-type: none"> ▫ Circonstances Particulieres, Pernes les Fontaines, France ▫ Guildford Scottish Country Dance Club, Surrey • 218 responses had been received to the short questionnaire circulated to Affiliated Groups earlier in the year. Keith Oughton volunteered to analyse. 	K Oughton	12/02/05
21	Any Other Competent Business		
	<ul style="list-style-type: none"> • <i>Chairman's Expenses</i> Agreed to propose to GP&F that Chairman be given a budget of £2,000 per annum for travel within UK/Europe, application to be made to JMMF for assistance with long distance travel. Review after one year suggested. • <i>Press Officer</i> This was raised as a result of a request for articles for Dance On! magazine, and a letter critical of the RSCDS in Box & Fiddle. Agreed that there should be an official response to any such letter or article; written by the appropriate person/s, checked with the Chairman and Chairman Elect, and released via the Secretary. Agreed to take out subscription to Dance On! magazine. • <i>RSCDS in Scotland</i> A view was expressed that the Society's internationalism may be losing it credence in Scotland, and that the Society should do more within Scotland on a national level. Jimmie Hill to expand further for next meeting. • <i>Scottish Traditional Music Awards</i> Alex Gray and Elspeth Gray to take final 2 tickets for table at Awards night on 4 December. • <i>CDs of pianists</i> Jerry Reinstein suggested that the Society should record CDs of pianists such as Jennifer Wilson, Robert Mackay. There was doubt as to whether this would be a commercial product. It could possibly be done as an archive project, but would involve studio costs. 	GP&F Convenor	29/01/05
		All to note	ongoing
		E Gray	17/12/04
		J Hill	28/01/05
		J Healy	22/01/05
22	Date of next meeting		
	12 February 2005.		
	The meeting closed at 3.45pm.		